
POLICY TITLE:	Ontario Heritage Act – Alternate Notice Policy
POLICY #:	
CATEGORY:	Planning & Development/Policy Division
AUTHORITY:	<i>Ontario Heritage Act and Municipal Act</i>
POLICY APPROVED BY:	PD-2024-010
EFFECTIVE DATE:	
APPLICABLE TO:	All Staff

1. Purpose

The Town demonstrates its commitment to community engagement through its Public Engagement Charter, which is built on the principles of transparency, notification, and participation. As part of the Town's commitment to notification in particular, the Town's website is identified as a key source of information. Additionally, the Town is committed to both the conservation of cultural heritage as well as sustainability. Providing public notice for matters under the *Ontario Heritage Act* through the Town's website will allow staff to uphold these commitments in a cost-effective matter while furthering effective governance.

The purpose of this Policy is to establish an alternative method for the Town to provide public notice for matters relating to the *Ontario Heritage Act* by publishing notices legislated under the *Ontario Heritage Act* online.

This policy follows the principles identified through the Town's Public Engagement Charter by ensuring transparency through openness, honesty and accountability, ensuring the public is notified appropriately with the website as the key source of information, and ensuring that participation opportunities are available and accessible for the public throughout processes completed under the *Ontario Heritage Act*.

In line with values established in the Town's Strategic Plan, this policy enforces the commitment of the Town to act in the best interests of the Town, to be transparent and accessible, to be stewards of corporate assets and resources, and to stay engaged with the community.

2. Definitions

Town means The Corporation of the Town of Halton Hills.

Property Owner(s) means the registered owner(s) of the property as reflected on title at the Land Registry Office or on a current transfer/deed of the lands.

3. Policy

As required under the *Ontario Heritage Act*, the Town, including all staff responsible for matters under this legislation, will provide public notice on the Town's website, www.haltonhills.ca. Additional notice may be provided through the Town's social media platforms (such as Facebook or 'X'/Twitter), through the Town's newsletter (The Current), and online via local media outlets. Should it be considered appropriate, in some circumstances additional notice may be placed within newspapers having general distribution within the municipality at the discretion of the Town.

Staff will continue to also provide direct notice to the Ontario Heritage Trust and impacted Property Owners as required under the *Ontario Heritage Act*.

All notices relating to matters under the *Ontario Heritage Act* will adhere to the Town's Public Engagement Charter and other related policies as applicable.

References

Ontario Municipal Act, Section 270(1)
Ontario Heritage Act, Section 26(4)
Ontario Heritage Act, Section 39.1(3)
Town of Halton Hills' *Public Engagement Charter*
Town of Halton Hills' *Strategic Plan*

4. Review and Revision

This is a new policy that will be reviewed in five (5) years, or earlier if warranted.