



BY-LAW NO. 2024-XXXX

A By-law to establish a policy with respect to the circumstances in which the Town shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given, and to repeal By-law 2008-0001.

WHEREAS subsection 270(1)(4) of the *Municipal Act, 2001*, provides that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:

1. Definitions

The following definitions shall apply in this By-law:

Act means the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended.

Clerk means the Town Clerk and Director of Legislative Services for the Town of Halton Hills or his or her designate.

Days mean the number of calendar days to include Saturday, Sundays and holidays.

Department Head means the head of one of the various departments of the Town, or his or her designate.

Facility Distribution List (for the purpose of distribution of Public Notice Documents) means the Facility Managers.

Legislation Act means the Legislative Act, 2006, S.O. 2006, C. 21 Sched. F, as may be amended.

Notice means a written, printed, electronic, published, or posted notification or

announcement.

Procedure By-law means the Town's Procedure By-law.

Project Lead means the individual staff member responsible for a specific project or matter which requires notice to the public in accordance with this policy.

Public Bulletin Board means a bulletin board installed in a Town facility, visible to the general public during Regular Business Hours to be used for posting of public notices.

Town means The Corporation of the Town of Halton Hills.

2. Application

Where the Town is required to give public notice under a provision of the Act or other legislation the notice shall be given in a form and manner and at times indicated in this By-law unless:

- a. The Act, another statute, or regulation prescribes or permits otherwise;
- b. The requirements of notice are prescribed in another policy, resolution or by-law;
- c. Council directs that other public notice is to be given as the Council considers necessary in the circumstances, upon adoption of a resolution of Council.

The form, manner and timing for giving of notice as set out in this By-law shall be deemed to be the minimum requirements.

Nothing in this policy prevents the Clerk from using additional methods of notice that, in the Clerk's opinion are more effective or providing a longer notice period. Further, nothing in the policy prevents the Clerk from using the public notification methods contained in this policy for matters not otherwise required under this policy.

Where a legislated notice requirement under an Act or Regulation must be provided but there are no suitable printed newspapers that meet the definition of Newspaper under the Legislation Act (being a document in printed form, published at regular intervals of a week or less, is circulated to the general public and consists primarily of news of current events of general interest), notice shall be given in the form and manner set out in Schedule A attached hereto and forming part of this by-law, as well as any prescribed notice content set out in the relevant legislation.

3. Responsibilities

The **Project Lead** shall:

- a) Prepare a Public Notice Document providing all necessary details regarding the matter including:
 - i. A general description of the matter;
 - ii. Identification of the authority under which the notice is being given;
 - iii. The date, time and location of the meeting at which the matter will be considered;
 - iv. Contact information for the purpose of submitting written comments prior to the meeting including any submission deadlines;
 - v. Contact information for obtaining more information
 - vi. Where the matter relates to specific lands, sufficient information regarding the location such as a key map or other description of the lands affected by the proposal.
- b) Provide the Public Notice document to the Communications staff within 48 hours of the proposed matter to guarantee timely schedule compliance with digital newspapers.

Communications Staff shall:

- a) Post the Public Notice Document to the Corporate Advertising and Public Notices page on the Town's website.
- b) Provide a copy of the Public Notice Document to the Clerk.
- c) Provide the Public Notice Document to media outlets as appropriate for posting to their digital newspapers.
- d) Post on social media accounts where appropriate, written in accordance to the provisions of the Town's Social Media Guidelines.

The **Clerk** shall:

- a) Provide the Public Notice Document to the Facility Supervisors on the Facility Distribution List for posting to the Public Bulletin Board in their respective facilities for the specified timeframe.

4. Provisions

- a) Where public notice is required to be given and the timeframe for such notice is not already prescribed in the Act or its Regulations or otherwise addressed in this By-law, the form, manner and times that such notice shall be given, may be determined by the Department Head responsible.
- b) If a matter for which notice was given under this policy is deferred, continued, or otherwise delayed to a future meeting, no further notice is required provided a public statement is made at the meeting advising the matter will be considered at a future meeting specified in the statement.
- c) Where separate by-laws have been enacted relative to the notice requirements of specific Parts or Sections of the Act, the notice provisions set out in such by-laws shall prevail.

5. Emergency Provision

If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the municipality, or if a State of Emergency is declared, or if so advised by a provincial Ministry, the notice requirements of this By-law may be waived and the Clerk shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

6. Effective Date

This By-law shall come into force and effect on June 18, 2024.

7. Repeal

By-law 2008-0001 is hereby repealed.

BY-LAW read and passed by the Council for the Town of Halton Hills this 17th day of June, 2024.

MAYOR – Ann Lawlor

TOWN CLERK – Valerie Petryniak

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SCHEDULE "A" TO BY-LAW NO. 2008-0001

PUBLIC NOTICE REQUIREMENT POLICY

Municipal Act Section (if applicable)	Circumstance	Notice (form, manner, time)
Roads & Highways		
	Temporary Road Closings – for maintenance and/or construction of roads	Ten days prior notice of the proposed road closure shall be published on the Town's website on the Corporate Advertising and Public Notices page.
	Temporary Road Closings – community events and/or filming	Ten days prior notice of the proposed road closure shall be published on the Town's website on the Corporate Advertising and Public Notices page. With respect to filming, written notice shall also be delivered by either personal services or Canada Post to the affected area as deemed adequate by the responsible Department Head to give reasonable notice.
48	Naming or changing name of private road – The municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law.	Notice of a proposed naming by-law shall be published in the agenda for the Council meeting at which the by-law is to be considered, in accordance with the usual practice of the Clerk. Notice of a proposed name change by-law shall be published on the Town's website on the Corporate Advertising and Public Notices page for two weeks.
Public Utilities		
81(1) & (3)	Shut off of utilities – The municipality may shut off the supply of public utility by the municipality to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue.	As required by the Act. (Halton Hills Hydro Inc.)
81(2) & (3)	Additional Power – The municipality may shut off the	As required by the Act (The Regional Municipality of Halton)

Municipal Act Section (if applicable)	Circumstance	Notice (form, manner, time)
	supply of water to land if fees or charges payable by the owners or occupants of the land in respect of a sewage system are overdue and the fees or charges are based on the fees payable for the supply of water to the land.	
Business Improvement Areas		
204-210	Business Improvement Areas – The municipality may designate an area as an improvement area and may establish a board of management.	As required by the Act. Written notice of the by-law shall be sent at least 60 days prior to the passage of the by-law. Notification will be published on the Town’s website on the Corporate Advertising and Public Notices page.
211	Repeal of By-law – Council shall give notice of a proposed by-law to repeal a by-law establishing a business improvement area.	As required by the Act.
Local Boards		
217	Composition of Council – The municipality may change the composition of its Council.	Notice will be published on the Town’s website on the Corporate Advertising and Public Notices page.
222	Establishment of Wards – The municipality may divide or re-divide the municipality into wards or dissolve existing wards.	Notice of the proposed by-law shall be published in the agenda for the Council meeting at which the by-law is to be considered, in accordance with the usual practice of the Clerk. Within 15 days after a by-law is passed Notice shall be posted on the Town’s website on the Corporate Advertising and Public Notices page specifying the last date for filing a notice of appeal.
238(2.1)	Notice – The Procedure by-law shall provide for public notice of meetings	As set out in Procedure By-law.
Policies		
270	Adoption of Policies – The municipality shall adopt and	Notice of the proposed policy shall be published in the agenda for the Council meeting at which the

Municipal Act Section (if applicable)	Circumstance	Notice (form, manner, time)
	maintain policies with respect to: <ul style="list-style-type: none"> - Sale and other disposition of land - Hiring of employees - Procurement of goods and services - Notice to public - Accountability and transparency - Delegation of powers and duties 	policy is to be considered, in accordance with the usual practice of the Clerk.
Financial Administration		
290 291 (1) 291(4)	<ul style="list-style-type: none"> - Yearly Budget, Local Municipalities - Multi Year Budget - Other Years, Mandatory Review of Annual Budget – Advertising a budget or amending the budget 	Ten days notice of the proposed by-law shall be posted on the Town’s website as a Budget Committee and/or Council Agenda item. Website posting after adoption of annual budget.