

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR
BY-LAW NUMBER 2007-24

Being a by-law to prescribe the form, manner and times for the provision of notice and to repeal By-law 2005-06.

WHEREAS Section 270. (1) 3. of the Municipal Act, 2001, S.O. 2001, c.25, as amended, requires 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 the notice is to be provided, the form, manner and times notice shall be given;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF O'CONNOR ENACTS AS FOLLOWS:

1. DEFINITIONS

In this by-law:

“Act” means the Municipal Act, 2001, S.O. 2001, c. 25, as amended and revised;

“Bulletin Board” means the board located in the main entrance of the community centre and the board located in the municipal office;

“Clerk” means the Clerk of The Corporation of the Township of O'Connor;

“Council” means the Council of The Corporation of the Township of O'Connor;

“Newsletter” means the township monthly publication “The Cornerstone”;

“Township website” means the official Township of O'Connor internet website;

2. NOTICE OF INTENTION TO PASS BY-LAW – NOTICE OF PUBLIC MEETING

2.1 Manner and Time of Notice

Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be published in the monthly newsletter, on the township website and on the township bulletin board. This notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, notice shall be given at least seven (7) days prior to the proposed action being taken.

2.2 Content of Notice

Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

- a) a general description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
- b) the date, time and location of the meeting;
- c) where the purpose of the meeting or proposed by-law is related to specific lands within the municipality, sufficient particulars of the location and a key map showing the affected lands;

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- d) where written submissions may be made, the name and title of the Corporation official to whom they are to be sent, together with the address of the official and the deadline for receipt of such submissions; and Notice will be clearly identified as a notice given by the Corporation.

3. FINANCIAL

3.1 Adoption of Annual Budget

- a) Notice will be given in the newsletter of the initial budget meeting, as well the meeting will be posted on the township website and bulletin board.
- b) Notice of intention to adopt the annual budget will be posted on the website and bulletin board.

3.2 Financial Statements

Within 60 days of receipt of the audited financial statements of the municipality for the previous year, notice will be given in the newsletter that the audited financial statements will be posted on the township website or upon request may be picked up at the township office.

4. HIGHWAYS

Temporary Closing of a Highway

Where the road department needs to temporary close a highway for maintenance or repair, notice will be given in writing to the property owners directly affected. Notice will also be given in the newsletter if time permits and notice will be posted on the township website and bulletin board.

5. PROCUREMENT OPPORTUNITIES

Notification of procurement opportunities for goods, services or construction exceeding a total acquisition cost of \$25,000 may be made by electronic advertising and may be used for other purchases.

Notification of procurement opportunities for goods, services or construction may be supplemented by other means of notification where appropriate.

6. PURPOSE OF NOTICE

Notice shall be given for the purpose of any of the following:

- Council meeting dates
- Office closures
- Naming of Private Roads
- Sale or disposition of land
- Permanent Closure of highways
- Amending or introducing user fees
- Council Vacancy Declaration
- Any other matter that may arise that Council identifies as warranting public notice

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7. ADDITIONAL NOTICE

- 7.1 If the matter is deferred at the open meeting of which notice has been given, no additional notice is required, except where an Act or by-law provides otherwise or the Council directs otherwise.
- 7.2 If the matter is considered at a subsequent open meeting, no additional notice is required, except where an Act or by-law provides otherwise or the Council provides otherwise.

8. GENERAL

- 8.1 Where separate by-laws have been enacted in accordance with the provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
- 8.2 No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the Act.
- 8.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice for providing for a longer notice period or additional notices.

9. EMERGENCY PROVISION

- 9.1 In the event of a circumstance, which in the opinion of the Head of Council, is considered to be of an urgent or time sensitive nature, and which may affect the health, safety or physical security of residents of the Township of O'Connor, or if a State of Emergency is declared, the requirements of this By-law may be suspended by the Head of Council, and best efforts shall be made by the Clerk to provide as much notice as is reasonable under the circumstances.
- 9.2 If a by-law is passed in the case of an emergency without complying with the provisions of this By-law, the Council shall, as soon as is practical after its passage, hold the meeting and give the required notice and may, after that meeting, amend or repeal the by-law without the requirement of a further meeting.

By-law No. 2005-06 of the Corporation is hereby repealed.

ENACTED AND PASSED THIS 17TH DAY OF DECEMBER 2007.

The Corporation of the
Township of O'Connor

Mayor

Clerk-Treasurer