

TOWN OF GEORGINA – DEPARTMENT OR DIVISION NAME
POLICY No. #####

Subject: Public Notice Policy	Authority, Ref. & Sec. The Municipal Act, 2001	
Policy Classification: Legislative Services	Pages:	Year Month Day
Recommended/Approved by: Council	Contact Position for Inf. Town Clerk	

1. POLICY STATEMENT:

- (1) This policy has been designed to establish the circumstance, manner, time and form in which The Corporation of the Town of Georgina shall provide notice to the public of matters affecting the public that are prescribed by legislation or deemed to warrant public notice.

2. PURPOSE:

- (1) This policy is intended to meet the requirements of Section 270(1)4. of the *Municipal Act, 2001*, S.O. 2001, c. 25, as may be amended (the “Municipal Act”), which requires the municipality to adopt a policy with respect to the circumstances in which it shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given. The purpose of this policy is to set out the Town’s notice requirements in accordance with the legislative requirements applicable to the giving of public notice.

3. SCOPE:

- (1) This policy applies to instances where the municipality is required to give notice to the public under the Municipal Act or any other legislation, regulation or bylaw unless Council directs other forms of notice that it considers adequate for specific matters.
- (2) Statutory notice to the public under the Municipal Act or other legislation, regulation or bylaw will be completed in accordance with this policy and with any prescribed content, signage and/or mailing requirements.
- (3) Nothing in this policy prevents the Town Clerk from using additional methods of notice that in the Town Clerk’s opinion are more effective, or from providing a longer notice period. Further, nothing in this policy prevents the Town Clerk from using the public notification methods contained in this policy for matters for which notice is not otherwise required under this policy.

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(4) This policy does not apply to public relations materials, including advertising, posters, brochures and/or event program advertisements.

4. DEFINITIONS:

(1) In this policy:

- (a) **Council** means the Council of The Corporation of the Town of Georgina
- (b) **Newspaper** means a printed publication having general circulation in the municipality.
- (c) **Municipal Act** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as may be amended.
- (d) **Project Lead** means the individual staff member responsible for a specific project or matter which requires notice to be provided to the public in accordance with this policy.
- (e) **Public Notice** means a digital or printed notification available to the public.
- (f) **Town** means The Corporation of the Town of Georgina.
- (g) **Town Clerk** means the Town Clerk of The Corporation of the Town of Georgina, or their designate.
- (h) **Website** means the official Town of Georgina website.

5. RESPONSIBILITIES:

(1) The Project Lead:

- (a) Shall prepare a Public Notice document providing all necessary details regarding the matter.
- (b) Shall be responsible for providing Public Notices that are to be published to Communications staff for posting to the Public Notice webpage on the Town's Website.
- (c) May choose to provide additional and/or a more comprehensive method of notice at their discretion.

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(2) The Town's Communications Division:

(a) Shall be responsible for posting the Public Notice to the Town's Website via the Public Notice webpage.

(b) Shall be responsible for posting the Public Notice information to the Town's corporate social media accounts, as appropriate.

6. PROVISIONS:

(1) Notice to the public shall be provided in the following circumstances and in the form, manner and times described below:

(a) If the Town is required to publish notice under the Municipal Act, the process for providing notice to the public as set out in Section 7 of this policy shall be followed, unless the notice required in the Municipal Act is greater in scope or time;

(b) If required by any other legislation or regulation, in the form, manner and times prescribed in such legislation or regulation;

(c) If required by any bylaw or other policy, in the form, manner and times set out in the said bylaw or policy;

(d) If directed by Council, in the form, manner and times specified by Council; or

(e) In other circumstances where, in the opinion of the Town Clerk, notice is reasonable and necessary, in the form, manner and times determined by the Town Clerk.

(2) Where a public notice requirement under any Act, regulation, bylaw or policy is required to be published in a newspaper having general circulation in the municipality, notice given in the form and manner set out in Section 7 of this policy, including any content prescribed by the relevant Act, regulation, bylaw or policy, shall be deemed to satisfy the requirement to publish notice in a newspaper.

7. PROCESS FOR PROVIDING NOTICE:

(1) Where notice to the public is to be given in accordance with this policy:

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- (a) Such notice shall be posted on the “Town Public Notices” page of the Town’s website for at least the two-week period immediately preceding the Council meeting at which the matter will be considered and an opportunity provided for members of the public to speak to or submit correspondence regarding the matter.
- (b) A Public Notice, utilizing the Town’s website, shall be sufficient even if the Town’s website is not accessible at all times during the public notice posting period.
- (c) Unless otherwise prescribed, notice to the public given under this section shall contain the following information:
 - (i) Identification of the authority under which the notice is given;
 - (ii) A general description of the matter;
 - (iii) The relevant section of the applicable Act and/or regulations, if applicable;
 - (iv) The date, time and place of the meeting at which the matter will be considered;
 - (v) Where the matter relates to specific lands, sufficient information regarding the location such as the municipal address, legal description, or a key map;
 - (vi) Contact information and deadlines for submitting written comments or registering as a delegation;
 - (vii) Contact information for obtaining more information or clarification regarding the matter; and
 - (viii) Contact information for obtaining the information set out in the notice in an accessible manner.
- (d) This policy sets out the minimum requirements for Public Notices. Nothing in this policy is intended to prevent the use of more comprehensive methods of Public Notice or the provision of a longer Public Notice period.
- (e) 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 that a public statement is made at the meeting advising that the matter will be considered at a future scheduled meeting.

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8. URGENCY PROVISION:

- (1) If a matter arises which, in the opinion of the Town’s Chief Administrative Officer, in consultation with the Mayor, is considered to be of an urgent or time-sensitive nature, or which could affect the security of property or the health or well-being of the residents of the Town, or if a state of emergency is declared, or is so advised by a Provincial Ministry, the notice requirements of this policy may be reduced or waived.

9. POLICY REVIEW:

- (1) This policy shall be reviewed by the Director, Legislative Services or the Town Clerk or designate at least every three (3) years from the date of its adoption to ensure its effectiveness and compliance with legislation and current business processes, or as required based on legislative changes.

10. AMENDMENTS:

- (1) This policy may be amended from time to time upon the approval of the Chief Administrative Officer in order to add, delete or modify matters dealt with herein that are administrative in nature.

11. SEVERABILITY:

- (1) If any section or sections of this policy or parts thereof are found by an adjudicator of competent jurisdiction to be invalid or beyond the power of Council to approve, such section, sections or parts thereof will be deemed to be severable from the remainder of the policy, and all other sections and parts of the policy will be deemed to be separate and independent therefrom and will continue in full force and effect.