



Public Notice Policy

Policy Manual Section: Governance – Communications and Promotions

Policy Number: G-CP-003

Authority: CR/5992/02, CR/8192/07

Date Approved: December 10, 2002

Department Responsible: Council Services

Revision Dates: December 11, 2007, May 19, 2019

Review Date: June 2023

Status: Active

Purpose:

In accordance with the provisions contained in the Municipal Act, this policy sets out the minimum notice requirements, a list of matters for which public notice is required, the form and the manner in which notice is to be given, with the minimum time for providing such notice.

Policy Statement:

The Town of LaSalle is an accountable and transparent organization that believes that its residents should be made aware of the business of the municipality. Section 270 of the Municipal Act 2001 affirms that the 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.

Scope:

This policy applies to all forms of public notice, except where: notice is otherwise prescribed by an applicable statute or regulation; the matter is deemed minor in nature and Council provides authorization that public notice is not required; or, if Council directs staff to provide an alternative form of public notice which meets the provisions of this policy or any applicable statute or regulation.

Policy:

1. Where notice of intention to pass a by-law or notice of a public meeting is required to be given pursuant to the provisions of the Municipal Act 2001, such notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, shall be given at least once, at least 14 days prior to the proposed action being taken.



2. 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, notice shall include the following information:
 - i. A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
 - ii. The date, time and location of the meeting;
 - iii. Where the purpose of the meeting or proposed by-law is related to specific lands within the municipality, a key map will be provided showing the affected lands;
 - iv. The name and address of the person who will receive written comments on the issue and the deadline for receiving such comments shall be provided;
 - v. Shall be in the form substantially similar to the one which is attached hereto as Schedule "A" to the Public Notice Policy;
 - vi. Notice of meetings of Council in Committee of the Whole in closed session will be issued concurrent with the public agenda on the Friday preceding the regularly scheduled meetings. The notice will include a description of the nature of items to be considered in closed session;
 - vii. Notice of Committee meetings will continue to be included on the Council agenda and posted to the Town's website. Notice does not necessarily mean that the public will be able to attend all meetings of the Committee if the meeting, or portion thereof, is held in closed session; and
 - viii. Notice of council budget deliberations is given 14 days before the Council meeting and the budget is tabled and available for public review on the Town's website.
3. Nothing in this policy shall prevent the Clerk and/or designate from using a more comprehensive method of notice or for providing a longer notice.
4. If a matter arises which in the opinion of the Clerk, in consultation with the C.A.O., is considered to be of an urgent or time sensitive nature, or which could affect the health or wellbeing of the residents of the Town of LaSalle, or if a state of emergency is declared, or if so advised by a Provincial Ministry, the notice requirements as set out in this policy may be waived by the Clerk and best efforts shall be made to provide as much notice as is reasonable under the circumstances.



Responsibilities:

Clerk's Office is responsible for this Policy.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Policy #96.

Attachments:

Sample Notice Form.



Schedule "A" to Public Notice Policy - (Sample Notice form)

Notice
(insert by-law topic)

Take notice that the Council for the Corporation of the Town of LaSalle intends to consider passing a By-law at its regular public Council meeting to be held in the Council Chambers located at 5950 Malden Road on Tuesday (date), at 7:00 p.m. or as soon thereafter as Council determines, which By-law proposes to (insert topic of By-law).

(Body of description)

Any document in the possession of the Town relating to this matter will be made available for public inspection at the (name of department) office located at 5950 Malden Road during regular working hours.

If you wish to make written submission regarding the passing of this By-law, those submissions must be received by the office of the Clerk no later than (insert date) at the address noted below.

At this meeting, Council will also hear any person who wishes to make oral submissions regarding the proposed By-law.

Clerk
(name and address)