

COUNTY OF RENFREW

BY-LAW NUMBER 19-03

**A BY-LAW TO PRESCRIBE THE FORM, MANNER, AND TIMES FOR
THE PROVISION OF NOTICE**

WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, S. 251 provides that where a municipality is required to give notice under a provision of this *Act*, the municipality shall give the notice in a form and in the manner and at the times that the council considers adequate to give reasonable notice under the provision; and

WHEREAS it is deemed advisable to set out the minimum requirements for those actions for which the notice requirements are not prescribed under the provisions of the *Municipal Act* or its regulations.

NOW THEREFORE the Council of the Corporation of the County of Renfrew enacts as follows:

1. DEFINITIONS

In this By-law:

“Act” means the *Municipal Act*, 2001, S.O. 2001, c. 25;

“Clerk” means the Clerk of the Corporation of the County of Renfrew;

"Warden" means the Warden of the County of Renfrew;

“Newspaper” means a printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week consisting in great part of news of current events of general interest;

"Notice" means a written, published or printed notification;

"Public Meeting" means any meeting of Council or Committee that is open to the public;

“Published” means published in a newspaper, that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and “publication” has a corresponding meaning;

“County” means the Corporation of the County of Renfrew.

2. **MANNER 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 given in the manner prescribed in the Act or its regulations, and if not prescribed, notice shall be published in a newspaper and/or posted on the County's website.

3. **TIME OF NOTICE**

Where notice of intention to pass a By-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, notice shall be given once during the fourteen days prior to the proposed action being taken.

4. **FORM 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:

1. A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
2. The date, time, and location of the meeting;
3. Where the purpose of the meeting or proposed by-law is related to specific lands within the County, a key map showing the affected lands;
4. The name and address of the person who will receive written comments on the issue which is the subject of the meeting and the deadline for receiving such comments.
5. The name and telephone number of the person who can provide information related to the subject of the meeting.

5. **GENERAL**

Where separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.

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.

Nothing in this By-law shall prevent the Clerk from using more comprehensive methods of notice or providing a longer notice period.

6. **EMERGENCY PROVISION**

If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Warden, 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 County of Renfrew, 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.

7. **EFFECTIVE DATE**

This By-law shall come into force on the 1st day of January, 2003.

READ a first time this 29th day of April 2003.

READ a second time this 29th day of April 2003.

READ a third time and finally passed this 29th day of April 2003.

BILL SCHWEIG, WARDEN

NORM LEMKE, CLERK