



POLICY No. 2007-07 PUBLIC NOTICE

Originating Department CS-CL-22-2007

SMT Approval:

Council in Committee: 2007-12-10

Recommendation #: 37

Council Approval: 2007-12-17

Resolution #: 1012-07

Revision History:

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1. PURPOSE

The *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, (the Act) requires that a Municipality adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public, if notice is to be provided, the form, manner and times notice shall be given. The Act also requires a municipality to give notice to the public generally of its intention to pass certain by-laws, notice of the holding of certain public meetings and notice of other matters.

2. POLICY STATEMENT

2.1. Haldimand County is responsible to its constituents to provide good government in respect of all matters within its jurisdiction. An integral part of that responsibility consists of ensuring that its actions are transparent, and it is accountable for those actions. In order to give effect to both transparency and accountability, the public must be aware of and be given the opportunity to participate in the municipal process.

3. DEFINITIONS

- 3.1. "County website", means the official Corporation of Haldimand County internet website at www.haldimandcounty.on.ca.
- 3.2. "Emergency Meeting", means a meeting called by the Mayor to deal with an emergency or extraordinary situation. The Clerk will attempt to give notice to members of Council as soon as possible and in the most expedient manner available.
- 3.3. "Regular Meeting", means a meeting of Council or Council in Committee convened in accordance with a yearly schedule as established by Council resolution from time to time. Such meeting requires forty-eight (48) hours advanced written notice in the form of an agenda and supporting material sent to every member of Council.
- 3.4. "Special Meeting", means a meeting called by the Mayor or by a valid petition of the majority of the members of Council and not established by Council resolution in the yearly meeting schedule. Such meeting requires a minimum of forty-eight (48) hours notice to every member of Council consisting of a telephone message, followed by a written agenda, distributed via e-mail.

4. PUBLIC NOTICE OF MEETINGS

4.1. Public notice of regular meetings of Council, and Council in Committee thereof shall be provided as follows:

- a. The yearly schedule of Council and Council in Committee Meetings will be posted on the County website once approved by resolution of Council;
- b. Notice of scheduled regular meetings shall be published in the local weekly newspapers in which the County Advertisement is published; and on the County website;
- c. Agendas of all regular meetings shall be prepared, published and made available for public inspection on the County website by 4:30 p.m. on the Friday immediately preceding the regular meeting;
- d. Where a regular meeting is to be held at a time, place or date other than as set out in the notices provided above, public notice shall be given at least three (3) days in advance of such meeting on the County website and when feasible, by publication in the local weekly newspapers in which the County advertisement is published.

4.2. Public notice of a special or emergency meeting may be provided as follows:

- a. A notice of the meeting may be posted on the County website;
- b. An agenda of the meeting may be made available for public inspection on the County website.

5. GENERAL PROVISIONS

5.1. The notice requirements set out in this policy constitute minimum requirements.

5.2. No notice shall be required under this policy where the provisions of notice will interfere with the ability of Council to conduct business with respect to a closed meeting permitted under the Act.

5.3. Nothing in this policy affects notice requirements required by other statutes such as the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
CS-CL-22-2007	10-Dec-07	Rec#37	17-Dec-07	Res#1012-07	
CS-CL-07-2016	23-Aug-16	Rec#21	29-Aug-16	Res#137-16	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	