



BY-LAW NO: 24-54

**Being a bylaw to adopt the Provision of Notice Policy for
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

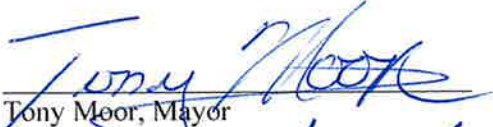
AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Provision of Notice Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Provision of Notice Policy hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This amended By-Law shall come into force and take effect on the date of passing thereof and its short title is "Provision of Notice Policy By-Law", and By-Law 09-10 is hereby rescinded.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 15th DAY OF OCTOBER 2024.


Tony Moor, Mayor


Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
Provision of Notice	Form and Manner
POLICY SECTION:	POLICY NO:
N	1
EFFECTIVE DATE: May 5, 2021	ENACTED BY: By-Law No. 09-10
AMENDED DATE: October 2, 2024	Resolution, By-Law 24-54

1. PURPOSE/APPLICATION

The *Municipal Act 2001* (the Act), Section 270 (4) requires that a municipality 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.

The purpose of this policy is to provide guidance for the delivery of notice.

2. NOTICE

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

- Road Closings
- Naming Roads
- Sale of Land
- Adoption of Budget and Budget Amendments
- Service Fees and Charges
- Council Vacancy Declaration
- Publication of Financial Statements
- Any other matter that may arise that Council identifies as warranting public notice

3. METHOD OF NOTICE

Notice shall be given in the following manner no less than five (5) days prior to the consideration or occurrence of the subject matter:

- (a) posting at the local municipal posting sites (bulletin boards), located in each Ward at the Canada Post mailbox locations
- (b) posting on the Township website at www.townshipofthenorthshore.ca ; and
- (c) posting on the Township official Facebook Page

4. CONTENT OF NOTICES

A "notice to the public" shall contain the following information when applicable:

- A general description of the subject matter under consideration;
- Purpose of any meeting of which notice is required to be given or the purpose and effect of the proposed action;

- Identification of the authority under which notice is being given;
- Date, time and location of any meeting at which the subject matter will be considered of which notice is required to be given;
- General provisions guiding the submission of information by delegation to any meeting referred to in the notice;
- Instruction on obtaining any additional information which may be made available by the Township, including name, address, email, phone number and fax number of any office providing notice;
- Details on required actions and timeframes; and
- Be clearly identified as a notice given by the Township of The North Shore

5. **NOTICE FOR COUNCIL MEETINGS AND COMMITTEE MEETINGS**

The notice for council meetings and committee meetings:

- (a) shall be in the form of an Agenda which shall refer to the day, time and place for the meeting.
- (b) shall be per the Township's Procedure By-Law, as amended regarding the timeline of notice for Regular, Special, and Emergency Council or Committee meetings.
- (c) shall be given for any changes to meeting dates and/or times and for any cancelled or rescheduled meetings.

The annual Council meeting schedule shall be posted via all listed methods of notice, as well as within the Municipal Office.

- 6. Where the municipality is required to give notice under a provision of any Act or regulation, the notice shall be given in a form and manner and at the times as indicated unless:
 - (a) The applicable Act or regulation prescribes or permits otherwise;
 - (b) The requirements for notice are prescribed in another by-law or resolution; or
 - (c) Council directs by resolution a method by which notice is to be given that Council considers adequate to give reasonable notice under the provision.
- 7. Where there is a conflict between this policy/by-law and provision of an Act or of another by-law, the Act or the other by-law shall apply.
- 8. Where a notice does not strictly comply with the provisions hereof but would substantially inform a reasonable person of the subject matter to which the notice relates, the notice shall be deemed to be adequate and in compliance with this by-law.
- 9. Where a notice is required under any Act but is not provided for specifically in this by-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates, shall be deemed to be adequate and in compliance with this policy/by-law.

10. **ADDITIONAL NOTICE**

- i. 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.
- ii. 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.

11. EMERGENCY PROVISIONS

- i. In the event of a circumstance, which in the opinion of the Mayor, 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 The North Shore, or if a State of Emergency is declared, the requirements of this by-law may be suspended by the Mayor, and best efforts shall be made by the Clerk to provide as much notice as is reasonable under the circumstances.
- ii. The public notice requirements of this by-law may be waived by the Mayor or designate in consultation with the Clerk where a matter is considered to be of an urgent or emergency nature affecting the health, safety and well being of the residents of the Township of The North Shore and best efforts shall be made to provide as much notice as is reasonable under the circumstances.



COPY

Resolution # 346

PO Box 108, Algoma Mills, ON P0R 1A0
(705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: October 15th, 2024

AGENDA ITEM(S):

9a

MOVED BY:

L. Menard

SECONDED BY:

T. Simion

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 24-54 being a by-law to adopt the Provision of Notice Policy for the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

Conflict of Interest disclosed by :		Ward 1	Ward 2	Ward 3	At Large	Mayor
Seat Vacated : Y N		Recorded Vote Requested by :				
Recorded Vote : (Y) ea, (N) ay,		Ward 1	Ward 2	Ward 3	At Large	Mayor
DEFEATED	DEFERRED	CARRIED	✓	[Signature]		

MAYOR or CHAIR or (Acting)