



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 2763

A BY-LAW TO ESTABLISH A PUBLIC NOTICE POLICY

WHEREAS the *Municipal Act 2001*, as amended, provides that a municipality shall adopt and maintain a policy with regard 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;

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. The Public Notice Policy, as outlined in Schedule "A" attached hereto, is adopted by Council.
2. The Clerk shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
3. By-Law 2485 is hereby repealed.
4. This by-law shall be known as the "Notice Policy By-Law".
5. This by-law shall come into force and take effect on the date of its passing

READ a first and second time this 11th day of May 2009.

READ a third time and passed this 11th day of May 2009.

REEVE

CLERK

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

SCHEDULE "A" TO BY-LAW 2763

PUBLIC NOTICE POLICY

POLICY STATEMENT:

In accordance with the *Municipal Act 2001*, as amended, a municipality must adopt a policy for public notification.

1. PROCEDURE:

(a) 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 or designate shall cause such notice to be published in a local newspaper and/or on the Township of Augusta Website.

(b) 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 *Municipal Act 2001*, as amended, or its regulations, and if not so prescribed, notice shall be given at least once during the fourteen days prior to the proposed action being taken.

(c) Form of Notice

Unless otherwise prescribed in the *Municipal Act 2001*, as amended 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:

- a) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
- b) The date, time and location of the meeting;
- c) Where the purpose of the meeting or proposed by-law is related to specific lands within the Township, a key map showing the affected lands;
- d) 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.

2. FINANCIAL

(a) Adoption of Annual Budget

The notice provisions set out in Sections 1, 2 and 3 shall apply to the adoption of the annual budget in total.

(b) Operating Costs Incurred Prior to Budget Approval

Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.

3. GENERAL

- (a) 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 the *Municipal Act 2001*, as amended.
- (b) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

4. EMERGENCY PROVISION

If a matter arises, which in the opinion of the Clerk, in consultation with the Chief Administrative Officer, 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 Township of Augusta, 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.