



# POLICY

## NOTICE TO THE PUBLIC

<b>Department:</b>	Corporate Services	<b>Effective Date:</b>	2013-01-01
<b>Division:</b>	Clerk's Office	<b>Approval Level:</b>	Council
<b>Section/Facility:</b>	N/A	<b>Policy #:</b>	0023
		<b>Revision #:</b>	1

### 1.0 PURPOSE

- 1.1** This Policy is made pursuant to section 270 (1) (4) of the Municipal Act, 2001, which stipulates that a municipality is required to provide the circumstances when Notice to the public shall be given, and the form, manner and times of such Notice.

### 2.0 POLICY STATEMENT(S)

- 2.1** The City shall give Notice to the public in respect of the matters listed in Appendix A attached hereto, as well as in every instance where public Notice is required by the Act or any other applicable legislation.
- 2.2** Unless otherwise prescribed in the Act or other applicable legislation, the form of the Notice of intention to pass a by-law or a public Meeting shall include but not be limited to: the date, time and location of the Meeting; a statement of the purpose of the Meeting or the effect of the proposed by-law and City contact information for receiving comments and deadlines, where appropriate.
- 2.3** Where Notice is required to be given and the timing of such Notice is not prescribed in the Act or other applicable legislation, the Clerk shall cause such Notice to be published in a local newspaper and posted on the City's website at least fourteen calendar days prior to the proposed action being taken.
- 2.4** Where matters arise that Council considers urgent, time sensitive, affecting health or well-being or during a state of emergency, the requirements of this Policy may be waived.



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### 2.0 POLICY STATEMENT(S)

- 2.5** Notice of Meetings of Council, or any of its Local Boards, or of any committee shall be given in the manner provided in the applicable Procedural By-law.
- 2.6** The Notice provisions contained herein shall be considered the minimum. Council may direct more comprehensive Notice as it sees fit.

### 3.0 APPLICATION

- 3.1** This Policy applies to the Corporation of the City of Peterborough, its agencies, boards and commissions.

### 4.0 DEFINITIONS/ACRONYMS (As Required)

**Act** - Municipal Act, 2001, and/or its regulations.

**City** - The Corporation of the City of Peterborough, its agencies, boards and commissions.

**Council** - The Council of the Corporation of the City of Peterborough.

**Local Board** - A local board as defined by section 269 of the Act.

**Meeting** - Any regular, special, committee or other meeting of Council, of a Local Board or of a committee of either of them.

**Notice** - A written announcement containing information about a future event.

**Procedural By-law** - A by-law for governing the calling, place and proceedings of Meetings, including public Notice of such Meetings.



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### 5.0 APPENDIX, RELATED POLICIES, PROCEDURES & LINKS

**5.1 Pertinent Resources**

Municipal Act, 2001

Report # CSCLK08-002 Policies Respecting Delegation of Powers, Notice to the Public and Accountability and Transparency

Schedule A: Notice Provisions

**5.2 Related Policies**

N/A

**5.3 Related Procedures**

N/A

**5.4 Related Forms**

N/A

**5.5 Miscellaneous**

N/A

**6.0 AMENDMENTS/  
REVIEWS**

<b>Next Review Date</b>	<b>2013-01-01</b>
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Date (yyyy-mm-dd)	Section(s) Amended	Comments
2008-01-21	N/A	Policy approved by Council.
2013-01-01	N/A	Revision #1 - No changes were made to the content of the Policy. Policy revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e. capitalizing the first letters).