



City of  
Peterborough

## Notice to the Public Policy

<b>Department:</b>	Corporate Services
<b>Division:</b>	Clerk's Office
<b>Section/Function:</b>	N/A
<b>Approval Level:</b>	Council
<b>Effective Date:</b>	2013-01-01
<b>Revision #:</b>	2

### 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 Application

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

### 3.0 Definitions/Acronyms

**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,

### 4.0 Policy Statement(s)

- 4.1. 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.

- 4.2. 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.
- 4.3. 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.
- 4.4. 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.
- 4.5. Notice of Meetings of Council, or any of its Local Boards, or any committee shall be given in the manner provided in the applicable Procedural By-law.
- 4.6. The Notice provisions contained herein shall be considered the minimum. Council may direct more comprehensive Notice as it sees fit.

## 5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

### 5.1. Pertinent Resources:

- [Appendix A: Notice Provisions](#)
- Municipal Act, 2001  
[Municipal Act, 2001, S.O. 2001, c. 25 \(ontario.ca\)](#)
- Report #CSCLK08-002 Policies Respecting Delegation of Powers, Notice to the Public and Accountability and Transparency

### 5.2. Related Policies:

- N/A

### 5.3. Related Procedures:

- N/A



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**5.4. Related Forms:**

- N/A

**5.5. Miscellaneous:**

- N/A

**6.0 Amendments/Reviews**

<b>Date (yyyy-mm-dd)</b>	<b>Section # Amended</b>	<b>Comments</b>
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).
2020-05-29	N/A	Notice to the Public Policy was given a new Policy Number 0023 in error on 2013-01-01. Policy document on record has been corrected to reflect original and applicable Policy Number 0005 as per the authorization of the City Clerk.
2021-12-01	N/A	Revision #2 – No changes were made to the content of the Policy. Policy moved to updated Policy Template; (Section 2.0 moved to Section 4.0, Section 3.0 moved to Section 2.0, Section 4.0 moved to Section 3.0). Links in Section 5.1 - Pertinent Resources have been updated. Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.

<b>Next Review Date:</b>	<b>2013-01-01</b>
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Appendix A: Notice Provisions

Municipal Act Section	Subject	Notice Provision (Form, Manner, Times)
Section 34	Highway Closing Procedures	Two weeks Notice. Hand delivered letter to affected residents. Notice posted once, in the local newspaper and on the City website.
Section 36 Section 37	Closure of access to controlled-access highway	
Section 47	Change / naming of highway	
Section 48	Change / naming of private roads	
Section 173	Restructuring Proposal	Two weeks Notice. One Notice posted in the local newspaper and on the City website.
Section 268	Sale of Land Procedures	As per by-law 95-62
Section 351(8)	Seizure personal property - Public Auction	Two weeks Notice. Notice posted once, in the local newspaper and on the City website.
Section 400(f)	Regulations – re: Prescribed Notice of Fees and Charges Bylaw	Two weeks Notice. Notice posted once, in the local newspaper and on the City website.
	Meetings – Council and Local Boards	As prescribed by the Procedure By-Law
	Temporary Road Closures – Scheduled Construction	Arterial & collector roads, one (1) week Notice in newspaper & City website. Contractor to provide Notice to emergency services & local businesses/residents directly affected. <b>** Requirements under review by USD **</b>
	Temporary Road Closures – Emergency Construction, less than 24 hrs.	Provide Notice to emergency services & media (radio).  <b>** Requirements under review by USD **</b>
	Temporary Road Closures – Festivals & Events	Event coordinator required to provide two weeks Notice to media & hand-deliver letters to affected parties. City to post on City website.