



Section: 1.0 Administration  
Policy: Public Notice Policy  
Policy By-Law: 13-2025  
Date: February 10, 2025 Revision:

### Policy Statement:

The Municipality of Arran-Elderslie encourages accountability and transparency through the establishment of a public notice policy that promotes public participation in the democratic process.

### Legislative Authority:

Section 270 of the Municipal Act, 2001 (the "Act") requires that all municipalities adopt 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.

### Contents:

#### **1. Purpose**

The Public Notice Policy provides the framework for circumstances in which the Municipality provides notice to the public and the form, manner, and times notice shall be given.

The Municipality shall adhere to statutory notice to the public required by any legislation.

The Municipality shall adhere to notice requirements established by municipal policies and by-laws, unless Council directs other forms of notice that Council considers adequate for specific matters.

This policy does not apply to public relations materials including advertising, posters, brochures, or event program advertisements.

## 2. Definitions

**Chief Administrative Officer** shall mean the Chief Administrative Officer of The Corporation of the Municipality of Arran-Elderslie;

**Clerk** shall mean the Municipal Clerk of The Corporation of the Municipality of Arran-Elderslie;

**Council** shall mean the Council of the Municipality of Arran-Elderslie;

**Legislation** shall include acts or statutes, orders, and regulations;

**Meeting** shall have the same meaning as defined in the *Municipal Act, 2001*;

**Municipality** shall mean The Corporation of the Municipality of Arran-Elderslie;

**Notice** shall mean an announcement containing information about a future event;

**Website** shall mean the Municipality of Arran-Elderslie's official website at [www.Arran-Elderslie.ca](http://www.Arran-Elderslie.ca)

### Responsibility

It is the responsibility of the appropriate Department Head in conjunction with the Clerk to ensure notice requirements applicable to their department are met.

The Clerk for the Municipality shall be responsible for receiving complaints and/or concerns related to this policy.

## 5. Procedure/ Policy

5.1. Notice to the public shall be provided in the circumstances and in the form, manner, and times as follows: (a) All circumstances set out and, in the form, manner, and times as set out in Appendix "A", attached;

(b) If required by any legislation, in the form, manner, and times as prescribed by the legislation;

(c) If required by another by-law, in the form, manner, and times as set out in said by-law;

(d) If directed by Council, in the form, manner, and times as specified by Council;  
or

(e) In the circumstances where, in the opinion of the Clerk, notice is reasonable and necessary, in the form, manner, and times as determined by the Clerk.

5.2. No additional notice shall be required for subsequent meetings where a matter has been deferred or referred to a subsequent meeting by the Council or a Committee of the Council unless additional notice is required by legislation.

5.3. The notice requirements under this policy are minimum requirement and the Clerk may give notice in an extended manner, if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstances.

5.4. Where any of the form, manner, or times of notice are not specified in Appendix "A", legislation, or by-law, or where Council directs that notice be given, or the Clerk determines that notice shall be given, the form, manner, and times of the public notice shall be determined by the Clerk.

5.5. If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, that could affect the health or well-being of the residents of the Municipality, 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 every effort to provide as much notice as is reasonable.

#### 5.6. Notice of Council and Committee Meetings

5.6.1. Notice for Council and Committee of Council meetings shall be given as per the Municipality of Arran-Elderslie Procedural By-law.

#### 5.7. Accessibility

5.7.1. Council supports accessible public notice for municipal matters which may not otherwise be prescribed to encourage public participation and ensure that the public has the opportunity to make submissions, attend and/or request to appear as a delegate before Council and/or committees of Council.

5.7.2. Under the Customer Service Standard of the Accessibility for Ontarians with Disabilities Act (AODA), service providers must notify customers about temporary service disruptions. Temporary service disruptions happen when services that customers with disabilities might rely on are temporarily unavailable.

#### 5.8. Limitations

5.8.1. Nothing in the policy shall prevent the Municipality from exceeding the notice provisions as set out in this policy.

### **6. Form, Manner of Notice**

Unless otherwise prescribed, notice to the public given under this section shall contain the following information:

- a) A general description of the matter;
- b) The relevant section of the *Municipal Act, 2001* and/or regulations, if applicable;
- c) The date, time and place of the meeting at which the matter will be considered; if applicable
- d) Where the matter relates to specific lands, sufficient information regarding the location such as the municipal address, legal description or map;
- e) Contact information and deadlines for submitting written comments or registering as a delegation;
- f) Contact information for obtaining more information or clarification on the matter; and,
- g) Contact information for obtaining the notice in an accessible manner

## PUBLIC NOTICE REQUIREMENTS

Municipal Act Section	Action	Form, Manner & Times Notice to be Given
11	Changing the Name of a highway	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.
34	Permanently Closing a Highway	<p>One notice sent by registered mail to the last known address of the affected property owner(s), a minimum of 14 days before the Council meeting to consider the enactment of a bylaw to close or permanently alter a highway when such closure or permanent alteration would deny access to a property.</p> <p>Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.</p>
48	Changing the Name of a Private Road	<p>Mail Notice of Intent to all persons who abut the affected private road prior to passing of bylaw.</p> <p>Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.</p>
150	Passing or Amending a Licencing By-law	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.
187	Passing or amending a by-law to change the name of the Municipality	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to

		<p>speak to or submit correspondence regarding the matter.</p>
<b>217</b>	<p>Passing or amending a by-law to change the composition of Council</p>	<p>Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.</p>
<b>290</b>	<p>Adopt all or part of a budget</p>	<p>Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.</p>
<b>391</b>	<p>Passing or amending a by-law establishing a fee or charge</p>	<p>Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.</p>
<p><b>Section 7(7) (8), Ontario Building Code Act Section 1.9.1.2(1), O. Reg 332/12, Building Code</b></p>	<p>Building Code Change of Fees</p>	<p>7(7) The notice of proposed changes in fees must contain the prescribed information, including information about the public meeting, and must be given in the prescribed manner. (8) The public meeting concerning proposed changes in fees must be held within the period specified by regulation before the regulation, by-law or resolution to implement the proposed changes is made. O. Reg 332/12 1.9.1.2 (1) Before passing a by-law or resolution or making a regulation under clause 7 (1) (c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a principal authority shall, (a) hold the public meeting required under subsection 7 (6) of the Act, (b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the principal authority provide the person or organization with such notice and has provided an address for the notice, (c) ensure that the notice under Clause (b), (ii) is sent by regular mail to the last address provided by the</p>

		person or organization that requested the notice in accordance with Clause (b).
<b>Development Charges Act – Section 10(4)</b>	Development Charges – Before By-law Passed – Background Study	The Council shall ensure that a development charge background study is made available to the public at least 60 days prior to the passing of the development charge by-law and until the by-law expires or is repealed by posting the study on the website of the municipality or, if there is no such website, in the municipal office.
<b>Development Charges Act – Section 12 (1) Section (1) O.Reg.82/98</b>	Development Charges – Before By-law Passed	12 (1) Before passing a development charge by-law, the Council shall, (a) hold at least one public meeting; (b) give at least 20-days notice of the meeting or meetings in accordance with the regulations; and (c) ensure that the proposed by-law and the background study are made available to the public at least two weeks prior to the meeting or, if there is more than one meeting, prior to the first meeting. 1997, c. 27, s. 12 (1). From O. Reg. 82/98 9 (1) The notice of the public meeting the Council is required to give under clause 12 (1) (b) of the Act shall be given in one of the following ways: 1. To every owner of land in the area to which the proposed by-law would apply, by personal service, fax or mail. 2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the meeting.
<b>Development Charges Act Section 13(1) (2) (3) (4), Development Charges Act Section 10(2) (4) O. Reg 82.98</b>	Appeal of By-law	13 (1) The clerk of a municipality that has passed a development charge by-law shall give written notice of the passing of the by-law, and of the last day for appealing the by-law, which shall be the day that is 40 days after the day the by-law is passed. (2) Notices required under this section must meet the requirements prescribed in the regulations and shall be given in accordance with the regulations (3) Every notice required under this section must be given not later than 20 days after the day the by-law is passed. (4) A notice required under this section shall be deemed to have been given, (a) if the notice is by publication in a newspaper, on the day that the publication occurs; (b) if the notice is given by mail, on the day that the notice is mailed. O. Reg. 82/98 10 (2) Notice shall be given in one of the following ways: 1. By

	<p>personal service, fax or mail to every owner of land in the area to which the by-law applies. 2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applies to give the public reasonable notice of the passing of the by-law.</p> <p>10 (4) In addition to the notice under subsection (2), notice shall be given, by personal service, fax or mail, to the following:</p> <p>1. To every person and organization that has given the clerk of the municipality a written request for notice of the passing of the by-law and has provided a return address. 2. In the case of a by-law passed by the council of a lower-tier municipality, to the clerk of the upper tier municipality that the lower-tier municipality is in. 3. In the case of a by-law passed by the council of an upper tier municipality, to the clerks of the lower-tier municipalities within the upper tier municipality. 4. To the secretary of every school board having jurisdiction within the area to which the by-law applies. O. Reg. 82/98, s. 10 (4); O. Reg. 513/20, s. 2.</p>
<p><b>Business Improvement Areas</b></p> <p><b>Section 210 (1) Municipal Act</b></p>	<p>Establishing By-law</p> <p>210 (1) Before passing a by-law... notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located, (a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and (b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area.</p>
<p><b>Business Improvement Areas</b></p> <p><b>Section 211 (1) (3) Municipal Act</b></p>	<p>Repeal Establishing By-law</p> <p>211 (1) Council shall give notice in accordance with subsection 210 (1) of a proposed by-law to repeal a bylaw under subsection 204 (1) if the municipality has received, (a) a resolution from the board of management requesting the repeal; or (b) a request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the</p>



		improvement area. (3) Council shall give the notice within 60 days after receiving the resolution or request.
<b>Proposal to Restructure the Municipality</b>  <b>Section 173(3) the Municipal Act</b>	A municipality or local body in a geographic area may, subject to subsection (2), make a restructuring proposal to restructure municipalities and unorganized territory in the geographic area by submitting to the Minister a restructuring report.	173 (3) Before the council of a municipality votes on whether to support or oppose a restructuring proposal, the council shall or may, as applicable, do the following things when the proposal is being developed or after it is developed: 1. Council shall consult with the public by giving notice of, and by holding, at least one public meeting. 2. Council shall consult with such persons or bodies as the Minister may prescribe. 3. Council may consult with such other persons and bodies as the municipality considers appropriate.
<b>Composition of Council of Local Municipality</b>  <b>Section 217 the Municipal Act</b>	A local municipality may change the composition of its council subject to the rules noted in Section 217 (1).	No Notice required.
<b>Establishment of Wards (prior to dividing or dissolving wards)</b>  <b>Section 222 the Municipal Act</b>	A municipality may divide or re-divide the municipality into wards or dissolve existing wards.	No notice required, but Council may provide notice on the website and other social media as they wish.
<b>Establishment of Wards (after dividing or dissolving wards)</b>  <b>Section 222(3) the Municipal Act</b>	A municipality may divide or re-divide the municipality into wards or dissolve existing wards.	222 (3) Within 15 days after a by-law described in subsection (1) is passed, the municipality shall give notice of the passing of the by-law to the public specifying the last date for filing a notice of appeal under subsection (4).
<b>Procedure By-laws for Council Meetings</b>  <b>Section 238(2) the Municipal Act</b>	Establishing or amending a procedure by-law	238 (2) Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings (2.1) The Procedure by-law shall provide for public notice of meetings.
<b>Drinking Water Annual Reports</b>	The owner of a drinking water system shall ensure that an annual	11 (3) In the case of the following drinking water systems, the annual report must cover the period from January 1 to December 31 in

<p><b>Section 11(3) (10), O. Reg. 170/03, Drinking Water Systems</b></p>	<p>report is prepared in accordance with this section.</p>	<p>a year and must be prepared not later than February 28 of the following year: 1. Large municipal residential systems. (10) If a large municipal residential system serves more than 10,000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet.</p>
<p>Publication of Audited Financial Statements <b>Section 295(1), Municipal Act</b></p>	<p>Audited Financial Statements</p>	<p>295 (1) Within 60 days after receiving the audited financial statements of the municipality for the previous year, the treasurer of the municipality, (a) shall publish in a newspaper having general circulation in the municipality, (i) a copy of the audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for the current and previous year as contained in the financial review, or (ii) a notice that the information described in subclause (i) will be made available at no cost to any taxpayer or resident of the municipality upon request; and (b) may provide the information described in subclause (a) (i) or (ii) to such persons and in such other manner as the treasurer considers appropriate.</p>
<p>Public Auction for the Seizure of Personal Property <b>Section 351(8), Municipal Act</b></p>	<p>Seizure of Personal Property</p>	<p>351 (8) The treasurer or the treasurer's agent shall give the public notice of the time and place of the public auction and of the name of the person whose personal property is to be sold.</p>