

THE CORPORATION OF THE TOWNSHIP OF CHAPLEAU

BY-LAW NO. 2003-2

Being a By-Law to prescribe the form
and manner and times for the provision notice.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, S.251 as amended provides that where a municipality is required to give notice under a provision of this Act, the municipality shall give the notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice under the provision.

AND WHEREAS it is deemed advisable to set out the minimum notice requirements for those actions for which the notice requirements are not prescribed under the provisions of the Municipal Act, 2001 or its regulations;

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

DEFINITIONS

1. In this by-law

“Act” means the Municipal Act, 2001, S.O. 2001, c.25, as amended;

“CAO” means the CAO of the Township of Chapleau;

“newspaper” means a printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold or given free to the public and to regular subscribers;

“published” means published in a daily or weekly newspaper that, in the opinion of the CAO, has such circulation within the municipality as to provide reasonable notice to those affected thereby. [Publication] has a corresponding meaning.

NOTICE OF INTENTION TO PASS BY-LAW - NOTICE OF PUBLIC MEETING

Manner of Notice

2. Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the CAO shall cause such notice to be published in a newspaper.

Time of Notice

3. Where notice of intention to pass a by-law or notice of a public meeting if required to be given, such notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, notice shall be given at least once, not less than five days or more than thirty days prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

4. If the propose by-law is not passed at the council meeting specified in a notice in Section 2, but consideration of the matter is deferred, no further notice is required under Section 2, if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later council meeting specified in the public statement. This section applies to any further deferrals of the matter.

Form of Notice

5. Unless otherwise prescribed in the Act 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:

- (1) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
- (2) The date, time and location of the meeting;
- (3) 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;
- (4) The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments

FINANCIAL

Adoption of Annual Budget

6. The notice provisions set out in Section 2, 3 and 4 shall apply to the adoption of the annual budget in total.

Amendments to Budget

7. Where expenditure estimates approved in the budget have been subject to quotations or tenders quoting an amount greater than the estimated expenditure for that item, the approval process set out under the Township purchasing by-law shall apply, and notice of such amendment to the budget shall be included in the report and the printing of this item on the Council Agenda, with the notation "Amendment to Budget", shall constitute sufficient notice.
8. New projects that have not been included in the annual budget shall be detailed in a staff report and notice of such amendment to the budget shall be included in the report and the printing of this item on the Council Agenda, with the notation "Amendment to Budget", shall constitute sufficient notice.

Operating Costs Incurred Prior to Budget Approval

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

Improvements to Service

10. Unless otherwise designated by regulation, notice of improvements in the efficiency and effectiveness of the delivery of services by the Township and its local boards; and barriers identified by the Township and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them, shall be published in the newspaper at the same time as prescribed in the Act for the publication of the Financial Statements of the Township of Chapleau.

GENERAL

11. Where separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
12. 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 Section 239 of the Act.

13. Nothing in this by-law shall prevent the CAO from using more comprehensive methods of notice or providing for a longer notice period.

EMERGENCY PROVISION

14. If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, 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 Chapleau, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the CAO shall make his/her best efforts to provide as much prior notice as is reasonable under the circumstances or will provide notice of the action as soon as possible following the action and will present a report to Council for ratification, notice of which will be given in accordance with this policy.

EFFECTIVE DATE

15. This by-law shall come into full force effect on January 13, 2002.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 13th day of January, 2003

Mayor.

C.A.O.