

The Corporation of the Township of Woolwich
By-law No. 111-2002
A By-law to [prescribe the form and manner for the provision of notice

Whereas section 251 of the "Municipal Act, 2001, S.O. 2001 c.25" as amended provides that, "where a municipality is required to give notice under a provision of this Act, the municipality shall, except as otherwise provided, 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 Council deems it desirable 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 or its regulations;

Now therefore the Council of the Corporation of the Township of Woolwich Herby Enacts as Follows:

Definitions

In this by-law:

"Act" means the Municipal Act, 2001, 5.0. 2001, c.25;

"Clerk" means the Clerk of the Township of Woolwich;

2. That the Clerk, or designate, is hereby authorized and directed to give notice to the public in the form, and manner set forth in this by-law.
3. 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 Woolwich, or if an 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.
4. (a) Unless otherwise or additionally provided by provincial law or regulation, the Clerk, is hereby authorized and directed to give notice when required to do so by the Municipal Act, 2001, S.O. 2001, c 25 as amended, in accordance with this section.

(b) Where notice of intention to pass a by-law or notice of a public meeting is required to be given and the timeframe for such notice is not already prescribed in the Act or its Regulations or otherwise addressed in this by-law, notice shall be given as part of the agenda for a regularly scheduled meeting of Council, this meeting shall not be the meeting at which the by-law will be considered;
5. In addition to the required notice provisions set out in section 4, Council at its discretion, may by resolution pass in advance of its consideration of a by-law, direct notice to be given; **or**

The Clerk, at the Clerk's discretion, may give notice by one or more of the following:

- a. local cable TV community channel,
- b. public radio (local AM/FM),
- c. hand-delivered notices to specified areas,
- d. mailed notices
- e. media release,
- f. weekly or daily newspaper(s)

- 6. (a) The notice provisions set out in section 4 shall apply to the adoption of the annual budget in total.
- (b) Where expenditure estimates approved in the budget have been subject to quotations or tenders quoting an amount greater than the budget expenditure for that item, the notice of the fact that a budget amendment is being proposed shall be included in the staff report and the printing of such item on the Council agenda, with the notation "Budget Amendment", shall constitute sufficient notice.
- (c) New projects that are being proposed and which have not been included in the annual budget shall be detailed in the staff report and the printing of such item on the Council agenda with the notation "Budget Amendment", shall constitute sufficient notice.
- 7. 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.
- 8. 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 Municipal Act, 2001, as amended.
- 9. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- 10. This by-law shall come into force and take effect on the first day of January 2003.

Passed this 10th day of December, 2002.

Signature on file
Mayor

Signature on file
Clerk

Municipal Act 2001 and Regulations
Notice Provisions
Part 3 – Specific Municipal Powers

Column 1 Section	Column 2 By-law	Column 3 Description
34(1)	By-law to permanently close a highway	<p>A municipality shall give public notice of its intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
34(2)	By-law to permanently alter a highway if likely to deprive person of sole means of motor vehicle access	<p>A municipality shall give public notice of its intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
34(4)	Manner of notice for 34(1) & (2)	Manner of notice for 34(1) and 34(2) may be different for different classes of closings and alterations and for different classes of highways

Column 1 Section	Column 2 By-law	Column 3 Description
36(3)	By-law for controlled access highway	<p>A municipality shall give notice of intent to pass the bylaw to the public and serve notice on the owner personally or by prepaid registered mail. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or <p>At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)</p>
37(1)	Closing of private road to eliminate access to a controlled access highway	Municipality shall give notice to the owner of land
41	By-law to prohibit motor vehicles on any highway for its full width	<p>A municipality shall give public notice of its intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)

Column 1 Section	Column 2 By-law	Column 3 Description
47	By-law to name or change the name of a highway	<p>A municipality shall give public notice of its intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
48	By-law to change name of private roads	<p>A municipality shall give public notice of its intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
81(3)	Shut off public utility	Notice to owner/occupants by personal service or prepaid mail or posting a notice in a conspicuous place
82(1)	Interruption or reduction of service of a public utility supplied by municipality	Notice to owner/occupants by personal service or prepaid mail or posting a notice in a conspicuous place

Column 1 Section	Column 2 By-law	Column 3 Description
99	By-law for Advertising Devices	<p>A municipality shall give public notice of its intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
110(5)	Municipality may enter into agreement for provision of municipal capital facilities	Clerk to give written notice of the by-law to the Minister of Education and to other agencies outlined in Section 110(8)
144(1)	Power of Entry – Work Orders	See Section 144(8)

Part 4 – Licencing and Registration

Column 1 Section	Column 2 By-law	Column 3 Description
150(4)	By-law for purposes of health and safety, nuisances and control and consumer protection	<p>Municipality shall hold at least 1 public meeting and ensure that notice of public meeting is given. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
157(3)	By-law for registration of businesses Note: a municipality may establish and maintain a registry of businesses	<p>Municipality shall hold at least 1 public meeting and ensure that notice of public meeting is given. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)

Part 5 – Municipal Reorganization

Column 1 Section	Column 2 By-law	Column 3 Description
173(3)	Proposal to restructure	Municipality shall hold at least 1 public meeting and ensure that notice of public meeting is given.
174	Commission established to develop a proposal for restructuring	Commission to give notice as outlined in Sections 174 (9) through (13)
187(2)	By-law to change name of municipality	<p>One public meeting is required with notice of intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
206	Improvement Area Board of Management to hold a vote	Board shall give notice to the general membership of the improvement area of a meeting to hold a vote
210(1)	By-law to designate, impose levies for, or change boundaries of Improvement Areas	Notice of the proposed by-law goes to list of persons named in Section 210(1)
211(1)	By-law to repeal a by-law establishing an improvement area	Notice of the proposed by-law goes to list of persons named in Section 211(1)
211(3)	Resolution or request for repeal of by-law to establish an improvement area	Council has 60 days to give notice after receiving the resolution or request
216(4)	By-law to dissolve or make prescribed changes to a local board	Municipal shall give notice to the local board of its intent to pass the by-law

Column 1 Section	Column 2 By-law	Column 3 Description
217(2)	By-law to change the composition of Council	<p>One public meeting is required with notice of intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
222	By-law to divide or re-divide the municipality into wards or dissolve the existing wards	<p>One public meeting is required with notice of intent to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s) <p>Within 15 days of passing of by-law, municipality shall give notice to the public specifying the last date for filing a notice of appeal.</p>

Part 6 – Practices and Procedures

Column 1 Section	Column 2 By-law	Column 3 Description
238	Procedural By-law	<p>Municipality shall give notice of its intention to pass the by-law. As outlined in the Township's Notice By-law 111-2002:</p> <ul style="list-style-type: none"> • Clerk shall give notice of intent to pass the by-law on the agenda for a regularly scheduled meeting of Council which is not the meeting at which the bylaw will be considered • At its discretion, Council may by resolution pass in advance of its consideration of the by-law direct notice to be given or • At his/her discretion, the Clerk may give notice by one or more of the following: local cable TV community channel; public radio; hand-delivered notices to specified areas; mailed notices; media release; weekly or daily newspaper(s)
251	Form and manner of Notice	This is the general "notice" clause which led to the development of By-law 111-2002
268(1)	By-law to establish procedures for the sale of land	By-law shall establish procedures including the giving of notice to the public
268(3)	Sale of Property	Give notice to the public of the proposed sale. Refer to Property Sale By-law.