

The Corporation of the Township of North Huron

By-law No. 55-2025

Being a by-law to adopt a Public Notice Policy for the Corporation of the Township of North Huron

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WHEREAS Section 5(3) of the Municipal Act, S.O. 2001, c.25, as amended, (“the Act”) provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 270(1) of the Act requires all municipalities to adopt and maintain a policy on 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;

AND WHEREAS the Council of the Corporation of the Township of North Huron is desirous of adopting a Public Notice Policy;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Public Notice Policy attached hereto as Schedule “A” is hereby adopted and shall form part of this by-law.
2. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 11th day of August, 2025.

Read a third time and passed this 11th day of August, 2025.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

Township of North Huron

Public Notice Policy



1. Purpose

- 1.1. The Township of North Huron encourages accountability and transparency through the establishment of a notice policy that promotes public participation in the democratic process.

Section 270(1)(4) of the Municipal Act, 2001 requires that the Municipality adopt and maintain 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.

2. Scope

- 2.1. This Public Notice Policy provides the framework for circumstances in which the Township provides notice to the public and the form, manner, and times notice shall be given.
- 2.2. The Township shall adhere to all statutory notices to the public required by any legislation.
- 2.3. The Township shall adhere to notice requirements established by municipal policies and by-laws, unless Council directs for other forms of notice that Council considers adequate for specific matters to be given.
- 2.4. This Policy does not apply to public relations materials including advertising, posters, brochures, or event program advertisements.

3. Definitions

- 3.1. "**CAO**" shall mean the duly appointed Chief Administrative Officer of the Corporation of the Township of North Huron, or their designate.
- 3.2. "**Clerk**" shall mean the duly appointed Clerk of the Corporation of the Township of North Huron, or their designate.
- 3.3. "**Council**" shall mean the duly elected Council of the Corporation of the Township of North Huron.
- 3.4. "**Legislation**" shall include acts or statutes, orders, and regulations.
- 3.5. "**Meeting**" shall have the same meaning as defined in the Municipal Act, 2001, as amended.

- 3.6. **“Notice”** shall mean a written, printed, published, or posted notification or announcement containing information about a future event.
- 3.7. **“Procedure By-law”** shall mean the Township of North Huron Procedure By-law which may be amended from time to time.
- 3.8. **“Township”** shall mean the Corporation of the Township of North Huron.
- 3.9. **“Website”** shall mean the corporate website maintained by the Township.

4. Responsibilities

- 4.1. It is the responsibility of the appropriate Department Head in conjunction with the Clerk to ensure notice requirements applicable to their department are met.
- 4.2. The Clerk shall be responsible for receiving complaints and/or concerns related to this Policy.

5. Policy Requirements

- 5.1. Notice to the public shall be provided in the circumstances and in the form, manner, and times as follows:
 - (a) Where required by any legislation (including but not limited to the Municipal Act), and in the form, manner, and times as prescribed by the legislation;
 - (b) Where required by another by-law, and in the form, manner, and times as set out in said by-law;
 - (c) Where not prescribed, if directed by Council by resolution, and in the form, manner, and times as specified by said Council resolution; or
 - (d) In the circumstances where, in the opinion of the Clerk, notice is reasonable and necessary, in the form, manner, and times as established in Section 5.2 of this Policy.
- 5.2. Where notice to the public is to be given in accordance with this Policy:
 - (a) Notices to the public shall be posted on the Township’s website for at least fourteen (14) calendar days immediately preceding the meeting at which the matter will be considered and an opportunity for members of the public to speak or submit correspondence regarding the matter;

- (b) Notice under this section is sufficient even if there are times during the fourteen (14) calendar day period that the website is not accessible;
 - (c) Unless otherwise prescribed, the notice given to the public under this section shall contain the following information:
 - A general description of the matter;
 - The relevant sections of the legislation, regulation or by-law, if applicable;
 - The date, time and place of the meeting at which the matter will be considered;
 - Where the matter related to specific lands, sufficient information regarding the location such as the municipal address, legal description and/or map;
 - Contact information and deadlines for submitting written comments or registering as a delegation;
 - Contact information for obtaining more information or clarification on the matter.
 - (d) Where notice is required to advise the public of Council's intent to pass or of passage of a by-law, such a notice shall be posted on the "News & Notices" page of the Township's website for the time period as required by legislation.
- 5.3. Where a legislated notice requirement under an Act, Regulation or required by Township by-law must be provided but there are no suitable printed newspapers that meet the definition of a "newspaper" under the Legislation Act, 2006, S.O. 2006, c. 21, Sched. F, notice shall be given in the form and manner set out in this Policy as well as any prescribed notice content set out in the relevant legislation or by-law.
- 5.4. No additional notice shall be required for subsequent meetings where a matter has been deferred, continued, or referred to a subsequent meeting unless additional notice is required by legislation.
- 5.5. The notice requirements under this Policy are minimum requirements 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.
- 5.6. In the event of a conflict between the notice provisions of this Policy and any other by-law or policy, the by-law or policy that, in the opinion of the Clerk, prescribes the more effective notice provisions shall prevail.
- 5.7. Where any of the form, manner, or times of notice are not specified by legislation, by-law, or Council resolution – the form, manner, and times of the public notice shall be determined by the Clerk.

5.8. Emergency Provisions

If a matter arises, which in the opinion of the CAO, in consultation with the Reeve and Clerk, that could affect the health or well-being of the residents of the Township, or if a State of Emergency is declared, or if so advised by a provincial ministry, the notice requirements of this Policy may be waived and the Clerk shall make every effort to provide as much notice as is reasonable.

5.9. Notice of Council and Committee Meetings

Notice for Council and Committee Meetings shall be given as per the Township of North Huron Procedure By-law.

5.10. Accessibility

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.

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. Notice will be as per the Municipality's Integrated Accessibility Standards Policy.

5.11. Limitations

Nothing in this Policy shall prevent the Township from exceeding the notice provisions as set out in this Policy.