



Public Notice Policy		Effective:	
		Approved:	_____, 2022
Policy:	Public Notice	By-law:	
Section:		Resolution:	
Application:	All Employees and Council	Supercedes:	By-law 19/2014

Policy Statement

The Municipality of Port Hope acknowledges the importance of accountability and transparency with its residents and stakeholders and believes that the community should be aware and informed of Municipal business. Section 270 of the Municipal Act requires that the Municipality shall 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.

Purpose

In accordance with the requirements contained in the Municipal Act, this Policy describes the instances in which public notice is given and the process in which the notice is provided.

Scope

The Public Notice Policy applies to Municipal Council, appointed members of all Municipal committees, all Municipal staff, contractors, and consultants, temporary and other workers, and volunteers.

All parties identified under Scope are expected to follow this Policy and all related Municipal policies and applicable legislation, including but not limited to:

- Accountability and Transparency Policy
- Communications Policy
- Social Media Policy

1. Definitions

Corporate Website means the official corporate website for Municipality of Port Hope (porthope.ca)

Council means the Municipal Council of the Municipality of Port Hope as elected by its citizens.

Media means accredited and/or official representatives of the print, radio, television, and online media.

Municipality shall mean the Corporation of the Municipality of Port Hope.

Municipal Act means the Municipal Act, 2001, S.O., 2001, c.25.

Newspaper means a printed or digital publication intended for general circulation, published regularly, consisting in great part of news of current events of general interest and sold to the public and regular subscribers or viewers.

Notice to the Public means providing information on a particular subject to the public but does not include notice given only to specified persons. Notice to the public can be communicated using various mediums, including but not limited to the following or a combination of the following:

- On the corporate website
- Posted on social media
- Advertised in the newspaper

Public Notice means a factual written summary of information that is posted on the corporate website for the purpose of sharing information or relaying important municipal information.

Social media means the web-based technologies and sites, including blogging, microblogging, photo sharing, video sharing, and networking, which allow users to interact with each other by sharing information, opinions, knowledge, photographs, and interests.

2. General

2.1 The Municipality of Port Hope shall provide public notice in the manner set out in legislation, including but not limited to the Municipal Act, 2001, Planning Act, etc., or Municipal By-laws or policies.

2.2 The Municipality of Port Hope may provide notice on any matter of interest to the public that it deems appropriate.

3. Procedures

3.1 When the Municipality is required to give public notice pursuant to a provision of any Provincial Statute, including but not limited to the Municipal Act and the Planning Act or where Council deems it appropriate to provide notice, notice shall be provided in the time frame prescribed in applicable legislation or its regulations.

3.2 In the event that notice is not given within a prescribed time frame, staff shall make every effort to provide notice within a reasonable time frame and acknowledge the deficit.

3.3 Unless otherwise prescribed in the Act or its regulations notice shall include the following information:

- A description of the purpose of the notice (i.e. to announce a public meeting date, passing of a By-law, etc.)
- The date, time, and location of the meeting or relevant event/matter occurring.
- Where the matter relates to a defined location, sufficient particulars of the location such as a key map, municipal address or legal description.
- The date, time and location of the Council or Committee of the Whole meeting at which the matter will be considered.
- Instructions for obtaining additional information.

3.4 If a matter is deferred at a Council meeting or if a matter is considered at a subsequent Council meeting, no additional public notice shall be required, except where the Municipal Act, other Provincial Statute provides otherwise, or if Council directs that additional public notice is to be given.

3.5 No public notice shall be required under the provisions of this Policy where Council is authorized by the Municipal Act or any other Act to consider a matter in a meeting closed to the public.

3.6 Where the Municipality of Port Hope has determined it will provide notice that is not set out in legislation, or Municipal by-laws or policies, the Municipality may use any of the following methods, or a combination of the following, to provide public notice prior to the event/matter occurring:

- Posting on a Council agenda
- Posting on the corporate website
- Posting on the Municipality's social media channels
- Advertisement in a newspaper
- Any other manner deemed appropriate

3.7 The public notice requirements of this By-law are minimum requirements and Council, Clerk or Chief Administrative Officer (CAO) are authorized to provide additional public notice if reasonable and necessary in the circumstances.

3.8 If a matter arises which in the opinion of the Clerk or the Fire Chief or designate, in consultation with the Mayor and CAO, is considered to be of an urgent or time sensitive nature, or which could affect the health or wellbeing of the residents of the Municipality of Port Hope, or if a state of emergency is declared, or if so advised by a Provincial Ministry, the notice requirements as set out in this policy may be waived by the Clerk and best efforts shall be made to provide as much notice as is reasonable under the circumstances.

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