

**KING TOWNSHIP
CORPORATE POLICY
PUBLIC NOTICE**



POLICY NO.:
COR-POL-142

Clerks Division	Issue Date:	6/14/2021
	Issue No.:	1
	Next Revision:	6/14/2026

1 PURPOSE STATEMENT

- 1.1 The purpose of this policy is to outline the circumstances in which the Township of King (“Township”) shall provide notice to the public and, if notice is to be provided, the form, manner and times notice is to be given.
- 1.2 This Public Notice Corporate Policy (“Policy) is adopted in accordance with the requirement under the *Municipal Act*, section 270 (1) (4).

2 POLICY OBJECTIVE

- 2.1 The Township values and encourages public notice and engagement and is committed to open communication to develop and deliver quality programs and services that meet the needs of the community. This Policy supports and enhances the Township’s commitment to its [Accountability and Transparency Corporate Policy COR-POL-102](#).
- 2.2 The Township is committed to consider the following principles when giving public notice:
 - 2.2.1 Statutory requirements – legislation that specifies notification criteria;
 - 2.2.2 Financial considerations – budget availability and allocation;
 - 2.2.3 Geographic area of impact – township-wide or area specific impacts;
 - 2.2.4 Community impact – township-wide impact or impact limited to certain groups;
 - 2.2.5 Target audience – individuals who are directly or indirectly affected;
 - 2.2.6 Timeframe of notification – sufficient lead time and recognizing seasonal constraints;
 - 2.2.7 Nature of issue or sensitivity – may be high profile, controversial or routine in nature;
 - 2.2.8 Type of engagement – ranges from empower to inform;
 - 2.2.9 Form of notification – electronic (web) means will be used for primary form of notification, and other forms to be considered to reflect the scope of the initiative; and
 - 2.2.10 Health and safety risk – providing notice as quickly and widely as possible to protect and inform residents.

3 APPLICATION/SCOPE

- 3.1 Where notice provisions are prescribed by statute or regulation or in any other municipal by-law or policy, those notice provisions shall prevail.
- 3.2 No notice shall be required under this Policy where the notice provisions will interfere

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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*.

4 DEFINITIONS

- 4.1 **Interested Parties List** means a list of every person or public body that has given a written request for notice in relation to a public planning item to the Township Clerk.
- 4.2 **Newspaper** means a printed publication having general circulation in the Township.
- 4.3 **Notice** means a written, printed, published, or posted notification or announcement.
- 4.4 **Website** means the corporate website www.king.ca maintained by the Township.

5 GENERAL PROVISIONS

- 5.1 Notice utilizing the website shall be sufficient even if the website is not accessible at all times during the public notice period.
- 5.2 All references to days are calendar days and include statutory holidays, and are exclusive of the date subject to the notice.
- 5.3 The notice requirements of this Policy are minimum requirements and nothing in this Policy prevents the Township from using more comprehensive methods of notice or providing for a longer notice period.
- 5.4 Council, the Chief Administrative Officer and/or the Township Clerk may direct that additional notice be given if reasonable and necessary in the circumstances.
- 5.5 Where notice is required to be sent out by registered mail, the notice will be sent to the address which most recently appears on the current assessment roll.

6 MANNER OF NOTICE

- 6.1 Where notice under a statute or regulation, municipal by-law or policy is required to be given, such notice shall be provided in the manner prescribed, and if not so prescribed, such notice is to be published on the website, and where deemed desirable, may be published in the newspaper.

7 TIME OF NOTICE

- 7.1 Where notice under a statute or regulation, municipal by-law or policy is required to be given, such notice shall be provided in the timeframe prescribed, and if not so prescribed, notice shall be given at least once and at least fourteen (14) days prior to the proposed action being taken.

8 FORM OF NOTICE

- 8.1 Where notice under a statute or regulation, municipal by-law or policy is required to be given, such notice shall be provided in the timeframe prescribed, and if not so prescribed, the form of the notice shall include, where applicable:

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- 8.1.1 A description of the purposed action or activity, or the purpose and effect of the proposed by-law;
- 8.1.2 The date, time and location of the activity or meeting;
- 8.1.3 The name, email address and telephone number of the person who will receive comments on the issue that is subject of the activity or meeting and the deadline for receiving such comments;
- 8.1.4 Instructions for obtaining additional information (i.e. website link) and if applicable, how to register as a deputant to address the matter;
- 8.1.5 Where the matter relates to a defined location, sufficient particulars of the location such as a map, municipal address or legal description;

9 ADDITIONAL TOWNSHIP-INITIATED NOTICE REQUIREMENTS (NON-LEGISLATIVE)

- 9.1 The Township may deem it prudent to provide notice of a certain matter by posting sufficient detail relating to such matter on the website and where necessary, may deem it desirable to publish such notice in the newspaper.
- 9.2 A list of all Township-Initiated (Non-Legislative) activities for which notice is to be given in accordance with this Policy will be maintained by the Clerks Division, attached as Appendix A to this Policy, and amended from time to time.

10 FURTHER NOTICE

- 10.1 If a matter is deferred or referred at a meeting specific in the notice provided, the only further notice provided will be:
 - 10.1.1 to those persons participating in the original agenda item (through written submission or registered deputation), and those persons must be given at least seven (7) days notice prior to the item returning to a meeting;
 - 10.1.2 following a statutory public planning meeting, where a matter is returning to committee of the whole, every person on the Interested Parties List must be given at least seven (7) days notice prior to the meeting date;
 - 10.1.3 legislatively required; or
 - 10.1.4 otherwise directed by Council.

11 EMERGENCY PROVISION

- 11.1 If a matter, which in the opinion of the Chief Administrative Officer and/or Township Clerk, 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, or if a State of Emergency is declared, or is so advised by a provincial ministry, the public notice requirements of this Policy may be waived and the Township Clerk shall make best efforts to provide as much notice as is reasonable

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under the circumstances.

12 ACCESSIBILITY

12.1 The Township is committed to giving people with disabilities the same opportunity to access and participate in the decision-making processes of the Township and allowing them to benefit from the same services and public participation as other constituents, pursuant to the provisions of the *Accessibility for Ontarians with Disabilities Act*. Where reasonable and in keeping with the objective of this Policy, the Township will strive to ensure that public notice is provided in a manner and form that is accessible to people with disabilities.

13 AMENDMENTS

13.1 The CAO or their designate may make periodic updates to this policy that are housekeeping, administrative or minor in nature, and such changes are to be documented.

14 RELATED DOCUMENTATION

- 14.1 Appendix A – Township-Initiated (Non-Legislative) Notices
- 14.2 Accountability and Transparency Corporate Policy

15 APPROVAL AUTHORITY

<u>Council</u> Authority	<u>2021-062</u> By-law	<u>Original Signed</u> Township Clerk	<u>6/14/2021</u> Date
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APPENDIX A – TOWNSHIP-INITIATED (NON-LEGISLATIVE) NOTICES

The following list of activities, actions or events have been deemed by the Township’s Senior Leadership Team and/or Township Clerk to require public notice (non-legislative) in accordance with the Public Notice Corporate Policy COR-POL-142.

Township Activity, Action or Event:

- Regulatory By-laws (Public Comment/Draft and/or Intent to Pass a Regulatory By-law)
- Other by-laws that affect the general public and are deemed desirable to have public notice (at the discretion of the respective Director);
- Public Information Centres;
- Office Closures;
- Employment Opportunities;
- Adoption of Policies (specific to section 270 of the *Municipal Act*);
- Planned Right-of-Way/Infrastructure Construction/Improvements (where timing is possible)

Last updated June 14, 2021.

This appendix may be amended/updated from time to time by the Clerks Division.