
Policy:	Public Notice
Main Contact:	Chief Administrative Officer
Last Revision:	December 2018

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Policy Statement

The Corporation of the Township of Whitewater Region is an accountable and transparent organization that believes that its residents should be made aware of the business of the Township.

Purpose

The purpose of this policy is to set out the minimum notice requirements, a list of matters for which public notice is required, the form and the manner in which notice is to be given, with the minimum time for providing such notice.

Definitions

“**Council**” means the elected officials of the Township of Whitewater Region;

“**CAO**” means the person appointed as the CAO for the Township of Whitewater Region or their duly authorized designate.

Policy Requirements

1.0 Statutory Notice

- 1.1 Public notice in accordance with this policy shall be given before Council initially considers any matter where holding a public hearing is required under the *Municipal Act, 2001* or any other Act except where the Act contains its own public notice provisions.

- 1.2 Notice shall be given to the general public for all matters where holding a public hearing is required by the methods set out under the *Municipal Act, 2001* or any other Act except where the Act contains its own public notice provisions.
 - 1.3 The notice requirements are not intended to limit Council's discretion to provide additional notice, utilizing different or additional methods or repeating notice, as may be deemed appropriate by the CAO or directed by Council.
- 2.0 Other Notice Provisions**
- 2.1 For the purposes of non-statutory notice, the posting of the agenda on the Township website not later than 48 hours prior to a meeting will serve as notice for items being considered by council or its committees.
 - 2.2 Public notice will be provided as and when required by other corporate policies, including but not limited to, the sale and disposition of land.
 - 2.3 The Township commits to providing opportunities for public feedback through a public meeting or public open house on the following matters:
 - Annual Budget
 - Council Remuneration
 - Strategic Plan.
 - 2.4 When non-statutory notice is provided, it should be done in a timely fashion, preferably with a minimum of 10 days.
 - 2.5 When non-statutory notice is provided, staff should employ the appropriate method or medium, including but not limited to the Township website, social media channels, and newspaper block advertisement.
 - 2.6 Notices should include a contact person with contact information, as well as any other pertinent information, including the date, time and location of the meeting.

Monitoring

The CAO shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

Section 270(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that 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.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Public Notice Policy	January 1, 2019	New policy	18-12-1127