

**THE CORPORATION OF  
TOWNSHIP OF WHITEWATER REGION**

**BY-LAW NUMBER 08-05-342**

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Being a By-law to prescribe the form, manner, and times for the provision of notice

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**WHEREAS** the *Municipal Act*, 2001, S.O. 2001, c. 25, S. 251 provides that where a municipality is required to give notice under a provision of this Act, the municipality shall 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** it is deemed advisable to set out the minimum 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 Whitewater Region enacts as follows:

**DEFINITIONS**

**1. In this By-law:**

“Act” means the *Municipal Act*, 2001, S.O. 2001, c. 25;

“Clerk” means the Clerk of the Corporation of the Township of Whitewater Region;

“newspaper” means a printed publication in sheet form, intended for general circulation, which is published at regular intervals and consists in great part of news of current events of general interest and sold to the public and to regular subscribers;

“Notice” means a written, published or printed notification;

“published” means published in a newspaper, that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice of those affected thereby, and “publication” has a corresponding meaning;

“Township” shall mean the Corporation of the Township of Whitewater Region.

“Website” means a collection of files that are arranged on the World Wide Web under a common address maintained by the Township of Whitewater Region

**Manner of Notice**

2. Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be published on the Township website and whenever possible in a newspaper.

**Time of Notice**

3. Where notice of intention to pass a By-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the *Municipal Act* 2001, as amended, or its

regulations, and if not so prescribed, notice shall be given at least seven (7) days prior to the proposed action being taken.

#### **Form of Notice**

4. Unless otherwise prescribed in the Municipal Act 2001, as amended or its regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

1. A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
2. The date, time and location of the meeting;
3. Where the purpose of the meeting or proposed by-law is related to specific lands within the Township, a key map showing the affected lands;
4. The name and address of the person who will receive written comments on the issue which is the subject of the meeting and deadline for receiving such comments.

#### **GENERAL**

5. 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 Act.

6. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing a longer notice period.

#### **EMERGENCY PROVISION**

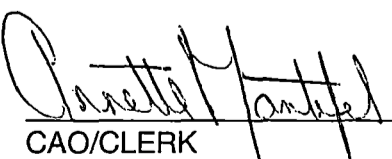
7. If any matter arises which is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Whitewater Region, or if a State of emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of 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.

#### **EFFECTIVE DATE**

8. This By-law shall come into force on the third reading this 7th day of May, 2008

READ a first, second and finally passed on the third reading this 7th day of May, 2008

  
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MAYOR

  
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CAO/CLERK