



POLICY & PROCEDURE

SECTION: MUNICIPAL GOVERNMENT

NO: MU-AD-02

REFERENCE: ADMINISTRATION

Date: March 10, 2025

**Next Review Date:
March 2027**

TITLE: NOTICES

1.0 PURPOSE

The City of Dryden encourages accountability and transparency through the establishment of a Notice Policy which promotes public participation in the democratic process.

Section 270 of the *Municipal Act, 2001* requires that municipalities 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 it shall be given.

2.0 SCOPE/APPLICATION

The Notices Policy provides the framework for circumstances in which the municipality provides notice to the public and the form, manner and times notice shall be given.

The City of Dryden shall adhere to statutory notice to the public required by any legislation.

The City shall adhere to notice requirements established by municipal policies and by-laws, unless Council directs other forms of notice considered adequate for specific matters.

This policy does not apply to public relations materials including advertising, posters, brochures or event program advertisements.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

3.0 DEFINITIONS

City means The Corporation of The City of Dryden.

Clerk means the Clerk of The Corporation of The City of Dryden or their designate.

Council means the Council of The Corporation of The City of Dryden.

Legislation includes acts or statutes, orders and regulations.

Meeting has the same meaning as in the *Municipal Act, 2001*.

Municipality means The Corporation of The City of Dryden.

Notice means a written, electronic, printed, published or posted notification or announcement containing information about a future event.

Website means the City of Dryden's official website: www.dryden.ca

4.0 RESPONSIBILITY

- 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. The Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Complaints must be submitted in writing and include the complainant's name, address, telephone number and clearly describe the complainant's concern including details of the alleged matter of concern. Upon receipt of such complaints and/or concerns, the Clerk shall acknowledge the complaint and/or concern and direct it to the appropriate Manager, Director or CAO, as appropriate, in accordance with the commitment to provide high quality service.

5.0 PROCEDURE

- 5.1 Notice to the public shall be provided in the circumstances and in the form, manner and times as follows:

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- (a) All circumstances set out, and in the form, manner and times as set out in Appendix A, attached;
 - (b) If required by any legislation, in the form, manner and times as prescribed by the legislation;
 - (c) If required by another by-law, in the form, manner and times as set out in said by-law;
 - (d) If directed by Council, in the form, manner and times as specified by Council; or
 - (e) In the circumstances where, in the opinion of the Clerk, notice is reasonable and necessary, in the form, manner and times as determined by the Clerk.
- 5.2 No additional notice shall be required for subsequent meetings where a matter has been deferred or referred by Council unless additional notice is required by legislation.
- 5.3 The notice requirements under this policy are a minimum requirement and the Clerk may give notice in an extended manner, if in their opinion, the extended manner is reasonable and necessary in the circumstances.
- 5.4 Where any of the form, manner or times of notice are not specified in Appendix A, legislation, or by-law, or where Council directs that notice be given, or the Clerk determines that notice shall be given, the form, manner and times of the public notice shall be determined by the Clerk.
- 5.5 If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, that could affect the health and/or well-being of the residents of the City of Dryden, 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.
- 5.6 Notice of Council Meetings
- 5.6.1 Notice of Council Meetings shall be given as per the City of Dryden Procedural By-law.
- 5.7 Accessibility
- 5.7.1 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 Delegation before Council.
- 5.7.2 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

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services that customers with disabilities might rely on are temporarily unavailable. Notice will be as per the City's Accessibility Standards for Customer Service Policy.

5.8 Limitations

5.8.1 Nothing in this policy shall prevent the City from exceeding the notice provisions as set out herein.

6.0 RELATED POLICIES

This policy is to be used in conjunction with the following City of Dryden policies, including but not limited to:

- City of Dryden Procedural By-law
- Accessibility Standards for Customer Service Policy
- Budget Policy
- Land Acquisition and Disposition By-law
- Accountability and Transparency Policy

7.0 RELATED LEGISLATION

Municipal Act, 2001

8.0 APPENDIX A PUBLIC NOTICE REQUIREMENTS

Unless otherwise prescribed, notice to the public shall contain the following information:

- (a) A general description of the matter;
- (b) The relevant section of the *Municipal Act, 2001* and/or regulations, if applicable;
- (c) The date, time and place of the meeting at which the matter will be considered, if applicable;
- (d) Where the matter relates to specific lands, sufficient information regarding the location such as the municipal address, legal description and/or map;
- (e) Contact information and deadlines for submitting written comments or registering to speak at the meeting;
- (f) Contact information for obtaining more information or clarification on the matter; and
- (g) Contact information for obtaining the notice in an accessible manner.

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PUBLIC NOTICE REQUIREMENTS

Municipal Act Section	Action	Form, Manner and Times Notice to be Given
11	Changing the name of a highway	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.
34 (1)	Permanently closing a highway – access denied to any property	<p>One notice sent by registered mail to the last known address of the affected owner(s), a minimum of 14 days before the Council meeting to consider the enactment of a by-law to close or permanently alter a highway when such closure or alteration would deny access to a property.</p> <p>Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.</p>
40	Establishing Toll Highways	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered.
48	Naming or changing the name of a private road	<p>Mail Notice of Intent to all persons about the affected private road prior to passing of the by-law.</p> <p>Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.</p>
133	Passing or amending a by-law concerning the fortification of land	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered.
150	Passing or amending a licensing by-law	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.
150	Passing or amending a by-law requiring the registry of businesses	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.
187	Passing or amending a by-law to change the name of the municipality	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.

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217	Passing or amending a by-law to change the composition of Council	Notice to be posted on the website 14 days prior to the Council meeting at which the matter will be considered and an opportunity is provided for members of the public to speak to or submit correspondence regarding the matter.
290	Adopting all or part of a budget	Notice to be posted on the website in accordance with the provisions of the City's Procedural By-law.
391	Passing or amending a by-law establishing a fee or charge	Notice to be posted on the website in accordance with the provisions of the City's Procedural By-law.

History			
Approval Date:	March 10, 2025	Approved by:	By-law 2025-15
Amendment Date:		Approved by:	
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