

**THE CORPORATION OF THE TOWNSHIP
OF ALFRED AND PLANTAGENET**

BY-LAW NUMBER 2012-12

**Being a by-law to consolidate By-laws Number 2007-76, 2008-35 and 2011-62
establishing procedures for notices as required under the *Municipal Act,*
2001 for the Corporation of the Township of Alfred and Plantagenet.**

Reference: *Municipal Act, S.O. 2001, Chapter 25.*

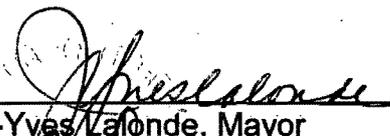
WHEREAS the *Municipal Act, S.O. 2001, Chapter 25, Paragraph 270 (1) 4,* (the "Act") provides that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notices to the public and, if notice is to be provided, the form, manner and times notice shall be given;

AND WHEREAS it is deemed expedient to implement procedures with respect to the giving of notice to the public from time to time under the Act;

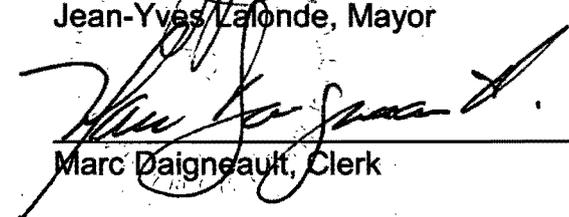
NOW THEREFORE the Council of the Corporation of the Township of Alfred and Plantagenet enacts as follows:

1. That all references of publication of notices in the local newspaper be deleted from the schedules.
2. That By-Laws numbers 2007-76, 2008-35 and 2011-62 be hereby repealed.
3. That this By-law and the amended "Procedure Schedules", attached hereto and forming part of this By-law, be adopted.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED this 6th day of February 2012.



Jean-Yves Lafonde, Mayor



Marc Daigneault, Clerk

SCHEDULE "A" TO BY-LAW 2012-12

Procedures for Notices under the following circumstances

Section 34 Highway closing and alterations

Notice contents

- ▶ Authority for the notice
- ▶ Outline of subject matter or purpose of notice
- ▶ Notice requirements as per by-law
- ▶ Written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ If available, include a key map or other description of the lands affected
- ▶ Identify parties affected (at large audience or specific audience)
- ▶ Include how and where comments/objections can be made
- ▶ Provide a contact information name
- ▶ Clerk-treasurer name/title and address
- ▶ Notices for road closures may be combined with a notice of sale, if applicable.

Manner of Notice

- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure, including the ward library
- ▶ Notice to abutting municipality, if applicable
- ▶ Notice to upper tier municipality
- ▶ Town Hall Office
- ▶ Township Web site

SCHEDULE "B" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Section 48 - naming private roads

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ if available, include a key map or other description of the lands affected
- ▶ identify parties affected (at large audience or specific audience)
- ▶ include how and where comments/objections can be made
- ▶ provide a contact information name
- ▶ clerk-treasurer name/title and address

Manner of Notice

- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure
- ▶ Detailed notice to all ratepayers fronting the private road either personally or by prepaid mail to the last known address of the owner
- ▶ Township Website
- ▶ Notice to upper tier municipality

SCHEDULE 'C TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Sections 151 and 152 - Licensing by-law
Section 187 - Changing municipal name by-law
Section 217 - Changes to Council composition by-law
Section 222 - Changes to wards by-law
Sections 290 and 291 - Adoption of Budget

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ identify parties affected (at large audience or specific audience)
- ▶ include how and where comments can be made
- ▶ provide a contact information name
- ▶ Clerk or Treasurer name, title and address

Manner of Notice

- ▶ Township Website
- ▶ Administration Office
- ▶ Local libraries

SCHEDULE "D" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Procedure by-law (section 238)
Amendment to budget by-law (section 270)
Improvement in services (performance measures)
Fees and charges by-laws

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law, if applicable
- ▶ Clerk or Treasurer name, title and address

Manner of Notice

- ▶ Administration Office
- ▶ Township libraries
- ▶ Township Website

SCHEDULE "E" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Publication of financial statements (section 295(1))

Notice contents

- ▶ authority for the notice
- ▶ mention that all the information is available at no cost to any taxpayer or resident of the municipality upon request at the Town Hall
- ▶ Auditor's report
- ▶ Consolidated Statement of Financial Activities
- ▶ Consolidated Statement of Changes in Financial Position
- ▶ Notes to Financial Statements

Manner of Notice

- ▶ Township Bulletin, within 60 days of presentation of financial statements at Council meeting.

SCHEDULE "F" TO BY-LAW NO. 2012-12

General Information

1. The notification procedure for sale of land shall be established according to the sale of real property by-law (By-law Number 2007-59).
2. The notification procedure for the shut-off of public utility for overdue accounts pursuant to section 81.(3) of the *Municipal Act, 2001* shall be established according to the Water service rate by-laws, as amended, for Wards 1 and 3 (Alfred-Lefavre), for Ward 2 (Wendover area) and for Ward 4 (Plantagenet Village and surrounding area).
3. Where any other separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
4. If a proposed by-law is not passed at the council meeting specified in a notice, but consideration of the matter is deferred, no further notice is required if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later council meeting specified in the public statement. This section applies to any further deferrals of the matter.
5. Where notice of intention to pass a by-law or notice of a public meeting is required to be given which has not been provided for in the previous schedules of this by-law, the Council shall adopt a resolution to determine the manner and form of such notice.
6. If a matter arises, which in the opinion of the 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 of Alfred and Plantagenet, or if a state of emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide as much prior notice as is reasonable under the circumstances or will provide notice of the action as soon as possible following the action and will present a report to Council for ratification.
7. In order to better inform the public as to the manner of notices, references shall be incorporated in the yearly municipal bulletin as to the use of our municipal web site, local libraries and of the use of the local newspapers, when required.

**THE CORPORATION OF THE TOWNSHIP
OF ALFRED AND PLANTAGENET**

BY-LAW NUMBER 2012-12

Being a by-law to consolidate By-laws Number 2007-76, 2008-35 and 2011-62 establishing procedures for notices as required under the *Municipal Act, 2001* for the Corporation of the Township of Alfred and Plantagenet.

Reference: *Municipal Act, S.O. 2001, Chapter 25.*

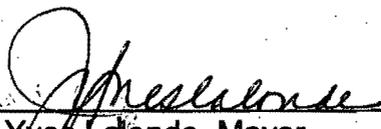
WHEREAS the *Municipal Act, S.O. 2001, Chapter 25, Paragraph 270 (1) 4*, (the "Act") provides that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notices to the public and, if notice is to be provided, the form, manner and times notice shall be given;

AND WHEREAS it is deemed expedient to implement procedures with respect to the giving of notice to the public from time to time under the Act;

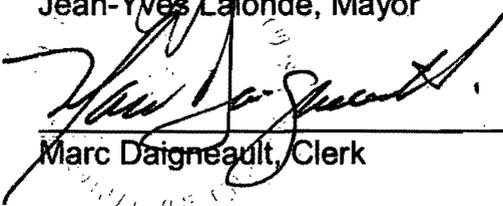
NOW THEREFORE the Council of the Corporation of the Township of Alfred and Plantagenet enacts as follows:

1. That all references of publication of notices in the local newspaper be deleted from the schedules.
2. That By-Laws numbers 2007-76, 2008-35 and 2011-62 be hereby repealed.
3. That this By-law and the amended "Procedure Schedules", attached hereto and forming part of this By-law, be adopted.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED this 6th day of February 2012.



Jean-Yves Lalonde, Mayor



Marc Daigneault, Clerk

SCHEDULE "A" TO BY-LAW 2012-12

Procedures for Notices under the following circumstances

Section 34 Highway closing and alterations

Notice contents

- ▶ Authority for the notice
- ▶ Outline of subject matter or purpose of notice
- ▶ Notice requirements as per by-law
- ▶ Written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ If available, include a key map or other description of the lands affected
- ▶ Identify parties affected (at large audience or specific audience)
- ▶ Include how and where comments/objections can be made
- ▶ Provide a contact information name
- ▶ Clerk-treasurer name/title and address
- ▶ Notices for road closures may be combined with a notice of sale, if applicable.

Manner of Notice

- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure, including the ward library
- ▶ Notice to abutting municipality, if applicable
- ▶ Notice to upper tier municipality
- ▶ Town Hall Office
- ▶ Township Web site

SCHEDULE "B" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Section 48 - naming private roads

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ if available, include a key map or other description of the lands affected
- ▶ identify parties affected (at large audience or specific audience)
- ▶ include how and where comments/objections can be made
- ▶ provide a contact information name
- ▶ clerk-treasurer name/title and address

Manner of Notice

- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure
- ▶ Detailed notice to all ratepayers fronting the private road either personally or by prepaid mail to the last known address of the owner
- ▶ Township Website
- ▶ Notice to upper tier municipality

SCHEDULE "C TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Sections 151 and 152 - Licensing by-law
Section 187 - Changing municipal name by-law
Section 217 - Changes to Council composition by-law
Section 222 - Changes to wards by-law
Sections 290 and 291 - Adoption of Budget

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ identify parties affected (at large audience or specific audience)
- ▶ include how and where comments can be made
- ▶ provide a contact information name
- ▶ Clerk or Treasurer name, title and address

Manner of Notice

- ▶ Township Website
- ▶ Administration Office
- ▶ Local libraries

SCHEDULE "D" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Procedure by-law (section 238)
Amendment to budget by-law (section 270)
Improvement in services (performance measures)
Fees and charges by-laws

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law, if applicable
- ▶ Clerk or Treasurer name, title and address

Manner of Notice

- ▶ Administration Office
- ▶ Township libraries
- ▶ Township Website

SCHEDULE "E" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Publication of financial statements (section 295(1))

Notice contents

- ▶ authority for the notice
- ▶ mention that all the information is available at no cost to any taxpayer or resident of the municipality upon request at the Town Hall
- ▶ Auditor's report
- ▶ Consolidated Statement of Financial Activities
- ▶ Consolidated Statement of Changes in Financial Position
- ▶ Notes to Financial Statements

Manner of Notice

- ▶ Township Bulletin, within 60 days of presentation of financial statements at Council meeting.

SCHEDULE "F" TO BY-LAW NO. 2012-12

General Information

1. The notification procedure for sale of land shall be established according to the sale of real property by-law (By-law Number 2007-59).
2. The notification procedure for the shut-off of public utility for overdue accounts pursuant to section 81.(3) of the *Municipal Act, 2001* shall be established according to the Water service rate by-laws, as amended, for Wards 1 and 3 (Alfred-Lefavre), for Ward 2 (Wendover area) and for Ward 4 (Plantagenet Village and surrounding area).
3. Where any other separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
4. If a proposed by-law is not passed at the council meeting specified in a notice, but consideration of the matter is deferred, no further notice is required if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later council meeting specified in the public statement. This section applies to any further deferrals of the matter.
5. Where notice of intention to pass a by-law or notice of a public meeting is required to be given which has not been provided for in the previous schedules of this by-law, the Council shall adopt a resolution to determine the manner and form of such notice.
6. If a matter arises, which in the opinion of the 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 of Alfred and Plantagenet, or if a state of emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide as much prior notice as is reasonable under the circumstances or will provide notice of the action as soon as possible following the action and will present a report to Council for ratification.
7. In order to better inform the public as to the manner of notices, references shall be incorporated in the yearly municipal bulletin as to the use of our municipal web site, local libraries and of the use of the local newspapers, when required.

POLITIQUES

Adoption de politiques

270. (1) Une municipalité adopte et met en oeuvre des politiques en ce qui concerne les points suivants :

1. La disposition de biens-fonds, notamment par vente.
2. L'engagement d'employés.
3. L'approvisionnement en biens et en services.
4. Les circonstances dans lesquelles la municipalité doit aviser le public et, dans ce cas, sous quelle forme, de quelle manière et à quel moment elle doit le faire.
5. La manière dont la municipalité s'efforcera de veiller à répondre de ses actes devant le public et à rendre ses actes transparents pour celui-ci.
6. La délégation de ses pouvoirs et fonctions. 2006, chap. 32, annexe A, art. 113.

POLICIES

Adoption of policies

270. (1) A municipality shall adopt and maintain policies with respect to the following matters:

1. Its sale and other disposition of land.
2. Its hiring of employees.
3. Its procurement of goods and services.
4. 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.
5. The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.
6. The delegation of its powers and duties. 2006, c. 32, Sched. A, s. 113.

**THE CORPORATION OF THE TOWNSHIP
OF ALFRED AND PLANTAGENET**

BY-LAW NUMBER 2008-35

Being a by-law to amend By-law Number 2007-76 establishing procedures for notices as required under the *Municipal Act, 2001* for the Corporation of the Township of Alfred and Plantagenet.

Reference: *Municipal Act, S.O. 2001*, Chapter 25.

WHEREAS the *Municipal Act, S.O. 2001*, Chapter 25, Paragraph 270 (1) 4, (the "Act") provides that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notices to the public and, if notice is to be provided, the form, manner and times notice shall be given;

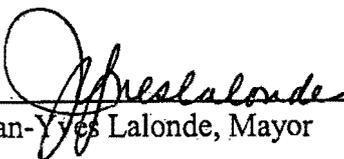
AND WHEREAS it is deemed expedient to implement procedures with respect to the giving of notice to the public from time to time under the Act;

NOW THEREFORE the Council of the Corporation of the Township of Alfred and Plantagenet enacts as follows:

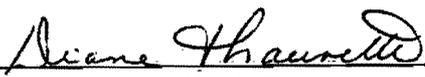
1. That all references in the schedules of By-law Number 2007-76 to publication of notices in "The Review" be deleted; and
2. That references in the schedules of By-law Number 2007-76 to publication of notices in be local newspaper be amended to read:

"Published in the local newspaper being "Vision" in both French and English"; and
3. That By-Law number 2008-35 and the amended "Procedure Schedules", attached hereto and forming part of this By-law, be adopted.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED this 20th day of May 2008.



Jean-Yves Lalonde, Mayor



Diane Thauvette, Clerk-Treasurer

SCHEDULE "A" TO BY-LAW 2008-35

Procedures for Notices under the following circumstances

Section 34 Highway closing and alterations

Notice contents

1. Authority for the notice
2. Outline of subject matter or purpose of notice
3. Notice requirements as per by-law
4. Written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
5. If available, include a key map or other description of the lands affected
6. Identify parties affected (at large audience or specific audience)
7. Include how and where comments/objections can be made
8. Provide a contact information name
9. Clerk-treasurer name/title and address
10. Notices for road closures may be combined with a notice of sale, if applicable.

Manner of Notice

- ▶ Published at least once a week for three successive weeks in the local newspaper being "Vision" in both French and English.
- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure, including the ward library
- ▶ Notice to abutting municipality, if applicable
- ▶ Notice to upper tier municipality
- ▶ Town Hall Office
- ▶ Township Web site

SCHEDULE "B" TO BY-LAW NO. 2008-35

Procedures for Notices under the following circumstances

Section 48 - naming private roads

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ if available, include a key map or other description of the lands affected
- ▶ identify parties affected (at large audience or specific audience)
- ▶ include how and where comments/objections can be made
- ▶ provide a contact information name
- ▶ clerk-treasurer name/title and address

Manner of Notice

- ▶ Published once at least one month in advance of the meeting in the local newspaper "Vision" in both French and English.
- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure
- ▶ Detailed notice to all ratepayers fronting the private road either personally or by prepaid mail to the last known address of the owner.
- ▶ Township Website
- ▶ Notice to upper tier municipality

SCHEDULE "C TO BY-LAW NO. 2008-35

Procedures for Notices under the following circumstances

- Sections 151 and 152 - Licensing by-law
- Section 187 - Changing municipal name by-law
- Section 217 - Changes to Council composition by-law
- Section 222 - Changes to wards by-law
- Sections 290 and 291 - Adoption of Budget

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law
- ▶ identify parties affected (at large audience or specific audience)
- ▶ include how and where comments can be made
- ▶ provide a contact information name
- ▶ clerk-treasurer name/title and address

Manner of Notice

- ▶ Published once at least three weeks in advance of the meeting in the local newspaper "Vision" in both French and English. } enlever
- ▶ Township Website
- ▶ Administration Office
- ▶ Local libraries

SCHEDULE "D" TO BY-LAW NO. 2008-35

Procedures for Notices under the following circumstances

Section 238 - Procedure by-law

Section 391 - Fees and charges by-laws

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law, if applicable
- ▶ clerk-treasurer name/title and address

Manner of Notice

- ▶ Administration Office
- ▶ Township libraries

SCHEDULE "E" TO BY-LAW NO. 2008-35

Procedures for Notices under the following circumstances

Section 295 - Publication of financial statements

Notice contents

- ▶ authority for the notice
- ▶ mention that all the information is available at no cost to any taxpayer or resident of the municipality upon request at the Town Hall
- ▶ Auditor's report
- ▶ Consolidated Statement of Financial Activities
- ▶ Consolidated Statement of Changes in Financial Position
- ▶ Notes to Financial Statements

Manner of Notice

- ▶ Township Bulletin within 60 days of presentation of financial statements at Council meeting.

Manner of Notice

- ▶ Township Bulletin

SCHEDULE "F" TO BY-LAW NO. 2008-35

General Information

1. The notification procedure for sale of land shall be established according to the sale of real property by-law (By-law Number 2007-59).
2. The notification procedure for the shut-off of public utility for overdue accounts pursuant to section 81.(3) of the *Municipal Act, 2001* shall be established according to the Water service rate by-laws in force for ward 1 and 3 (Alfred-Lefaiivre), for ward 2 (Wendover area) and for ward 4 (Plantagenet village and surrounding area).
3. Where any other separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
4. If a proposed by-law is not passed at the council meeting specified in a notice, but consideration of the matter is deferred, no further notice is required if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later council meeting specified in the public statement. This section applies to any further deferrals of the matter.
5. Where notice of intention to pass a by-law or notice of a public meeting is required to be given which has not been provided for in the previous schedules of this by-law, the Council shall adopt a resolution to determine the manner and form of such notice.
6. If a matter arises, which in the opinion of the Clerk-Treasurer, 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 of Alfred and Plantagenet, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide as much prior notice as is reasonable under the circumstances or will provide notice of the action as soon as possible following the action and will present a report to Council for ratification.
7. In order to better inform the public as to the manner of notices, references shall be incorporated in the yearly municipal bulletin as to the use of our municipal web site, local libraries and of the use of the two newspapers being "Vision" and "The Review".
8. Regardless of section 7, the Council may change the newspapers mentioned above through a resolution of Council, however, such change shall not occur before the publication of the next municipal bulletin.

**THE CORPORATION OF THE TOWNSHIP
OF ALFRED AND PLANTAGENET**

BY-LAW NUMBER 2012-12

Being a by-law to consolidate By-laws Number 2007-76, 2008-35 and 2011-62 establishing procedures for notices as required under the *Municipal Act, 2001* for the Corporation of the Township of Alfred and Plantagenet.

Reference: *Municipal Act, S.O. 2001, Chapter 25.*

WHEREAS the *Municipal Act, S.O. 2001, Chapter 25, Paragraph 270 (1) 4*, (the "Act") provides that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notices to the public and, if notice is to be provided, the form, manner and times notice shall be given;

AND WHEREAS it is deemed expedient to implement procedures with respect to the giving of notice to the public from time to time under the Act;

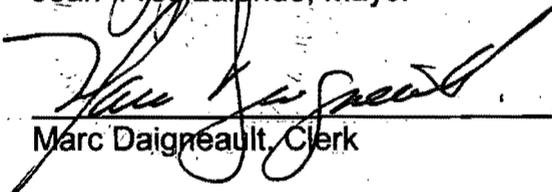
NOW THEREFORE the Council of the Corporation of the Township of Alfred and Plantagenet enacts as follows:

1. That all references of publication of notices in the local newspaper be deleted from the schedules.
2. That By-Laws numbers 2007-76, 2008-35 and 2011-62 be hereby repealed.
3. That this By-law and the amended "Procedure Schedules", attached hereto and forming part of this By-law, be adopted.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED this 6th day of February 2012.



Jean-Yves Lalonde, Mayor



Marc Daigneault, Clerk

SCHEDULE "A" TO BY-LAW 2012-12

Procedures for Notices under the following circumstances

Section 34 Highway closing and alterations

Notice contents

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- ▶ Outline of subject matter or purpose of notice
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- ▶ Provide a contact information name
- ▶ Clerk-treasurer name/title and address
- ▶ Notices for road closures may be combined with a notice of sale, if applicable.

Manner of Notice

- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure, including the ward library
- ▶ Notice to abutting municipality, if applicable
- ▶ Notice to upper tier municipality
- ▶ Town Hall Office
- ▶ Township Web site

SCHEDULE "B" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Section 48 - naming private roads

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
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Manner of Notice

- ▶ Posted on site for at least one month in six of the most public places in the immediate neighbourhood of the proposed closure
- ▶ Detailed notice to all ratepayers fronting the private road either personally or by prepaid mail to the last known address of the owner
- ▶ Township Website
- ▶ Notice to upper tier municipality

SCHEDULE "C TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Sections 151 and 152 - Licensing by-law
Section 187 - Changing municipal name by-law
Section 217 - Changes to Council composition by-law
Section 222 - Changes to wards by-law
Sections 290 and 291 - Adoption of Budget

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
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- ▶ identify parties affected (at large audience or specific audience)
- ▶ include how and where comments can be made
- ▶ provide a contact information name
- ▶ Clerk or Treasurer name, title and address

Manner of Notice

- ▶ Township Website
- ▶ Administration Office
- ▶ Local libraries

SCHEDULE "D" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Procedure by-law (section 238)
Amendment to budget by-law (section 270)
Improvement in services (performance measures)
Fees and charges by-laws

Notice contents

- ▶ authority for the notice
- ▶ outline of subject matter or purpose of notice
- ▶ notice requirements as per by-law
- ▶ written and/or verbal comments will be considered at date/time/place of public meeting for consideration of By-law, if applicable
- ▶ Clerk or Treasurer name, title and address

Manner of Notice

- ▶ Administration Office
- ▶ Township libraries
- ▶ Township Website

SCHEDULE "E" TO BY-LAW NO. 2012-12

Procedures for Notices under the following circumstances

Publication of financial statements (section 295(1))

Notice contents

- ▶ authority for the notice
- ▶ mention that all the information is available at no cost to any taxpayer or resident of the municipality upon request at the Town Hall
- ▶ Auditor's report
- ▶ Consolidated Statement of Financial Activities
- ▶ Consolidated Statement of Changes in Financial Position
- ▶ Notes to Financial Statements

Manner of Notice

- ▶ Township Bulletin, within 60 days of presentation of financial statements at Council meeting.

SCHEDULE "F" TO BY-LAW NO. 2012-12

General Information

1. The notification procedure for sale of land shall be established according to the sale of real property by-law (By-law Number 2007-59).
2. The notification procedure for the shut-off of public utility for overdue accounts pursuant to section 81.(3) of the *Municipal Act, 2001* shall be established according to the Water service rate by-laws, as amended, for Wards 1 and 3 (Alfred-Lefaivre), for Ward 2 (Wendover area) and for Ward 4 (Plantagenet Village and surrounding area).
3. Where any other separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
4. If a proposed by-law is not passed at the council meeting specified in a notice, but consideration of the matter is deferred, no further notice is required if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later council meeting specified in the public statement. This section applies to any further deferrals of the matter.
5. Where notice of intention to pass a by-law or notice of a public meeting is required to be given which has not been provided for in the previous schedules of this by-law, the Council shall adopt a resolution to determine the manner and form of such notice.
6. If a matter arises, which in the opinion of the 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 of Alfred and Plantagenet, or if a state of emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide as much prior notice as is reasonable under the circumstances or will provide notice of the action as soon as possible following the action and will present a report to Council for ratification.
7. In order to better inform the public as to the manner of notices, references shall be incorporated in the yearly municipal bulletin as to the use of our municipal web site, local libraries and of the use of the local newspapers, when required.