

BY-LAW 2003-2

**A BY-LAW OF THE CITY OF GREATER SUDBURY
TO ESTABLISH NOTIFICATION PROCEDURES TO THE
PUBLIC ON MATTERS UNDER THE *MUNICIPAL ACT, 2001***

WHEREAS under Section 251 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, where a municipality is required to give notice under a provision of that act, the municipality shall, except as otherwise provided, 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 provisions;

AND WHEREAS sections of the *Municipal Act, 2001*, require a municipality to give notice to the public generally of its intention to pass certain by-laws, of the holding of certain required public meetings, and of other matters;

AND WHEREAS Council has delegated the holding of certain required public meetings and the providing of an opportunity to be heard, and the hearing of deputations on other matters to committees of Council;

**NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY
HEREBY ENACTS AS FOLLOWS:**

1. Where the City is required to give notice to the public under a provision of the *Municipal Act, 2001*, the notice shall be given in a form and manner and at the times indicated in Schedule "A" attached to and forming part of this By-law, unless:
 - (a) The *Municipal Act*, another Act or a regulation prescribes otherwise for the notice to the public;

- (b) The requirements for notice to the public are prescribed in another chapter; or
- (c) Council directs that other public notice is to be given that Council considers adequate to give reasonable notice under the provision.

2. A notice given under Section 1 shall contain the following information:

- (a) A general description of the matter,
- (b) Where the matter relates to a defined location, sufficient particulars of the location, such as reference to a municipal address or street intersection, or to a legal description or plan,
- (c) The date at which the matter will be considered at a City Committee or Council meeting, and
- (d) Instructions on obtaining additional information, submitting comments, or attending the City committee or Council meeting.

3. If a matter is deferred at the City committee or Council meeting, no additional notice is required, except where the *Municipal Act* provides otherwise.

4. If a matter is considered at a subsequent City committee meeting or Council meeting, no additional notice is required, except where the *Municipal Act* provides otherwise.

5. The requirements in Schedule "A" are minimum requirements, and the City Clerk is authorized to give notice to the public in an extended manner if, in the opinion of the City Clerk the extended manner is reasonable and necessary in the circumstances.

6. At least once a year the City Clerk shall cause a notice to be published in a newspaper of general circulation setting out information on how to access the City's web site to locate public notices and related City documents, for example, a report or by-law.

7. The schedule of meetings as adopted by Council from time to time shall be posted on the City's web site, and the posted schedule may be revised by the City Clerk

to include additional information on the meetings and any other public meetings of the City.

8. -(1) If a proposed amendment to a budget will result in a change to the total tax-supported net levy in that year or a change to any property tax rate in that year, notice to the public shall be given in accordance with the requirements in Schedule "A".

(2) If a proposed amendment to a budget does not affect the tax supported net levy in that year or property tax rates in that year, adequate notice is given to the public by the schedule of council meetings as posted on the City's web site and other Council agenda information provided to the public.

9. Despite anything to the contrary in this By-law, if before January 1, 2003, public notice of a matter listed in this By-law has been given or commenced as prescribed under the *Municipal Act*, R.S.O. 1990, c. M. 45, as it read immediately before its repeal, that notice is considered to be adequate to give reasonable notice for purposes of the public notice required under the *Municipal Act*.

10. This By-law comes into force on January 9, 2003.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 9th day of
January, 2003.

_____ Mayor

_____ Clerk

SCHEDULE "A"
to By-law 2003-2 of the City of Greater Sudbury

Matter Requiring Public Notice	Manner of Public Notice	Contents of Notice	Frequency of Notice	Timing
Road Closure/ Permanent alteration no access is deprived to any person	Notice in daily newspaper, and on City's web page.	Location Contact for further information Final date for comments	2 insertions, 1 week apart	1 st insertion to appear a minimum of 14 days prior to decision
Road Closure/ Permanent alteration access is deprived to any person	Registered mail to abutting owners, daily newspaper, and on City's web page	Location Contact for further information Final date for comments	2 insertions, 1 week apart	A minimum of 14 days prior to decision
Temporary Road Closure	Daily newspaper, and on City's web page	Location Contact for further information Final date for comments	1 insertion	A minimum of 7 days prior to closure
Naming Highway or changing Name of a Highway	Daily newspaper, and on City's web page	Location Contact for further information Final date for comments	1 insertion	A minimum of 14 days before report is considered by Committee/Council
Naming a Private Road	Daily newspaper, and on City's web page	Location Contact for further information Final date for comments	1 insertion	A minimum of 14 days before private road and name is approved
Advertising Devices including signs	Daily newspaper, and on City's web page	General description of by-law Location, if applicable Contact for further information Final date for comments	2 insertions, 1 week apart	A minimum of 14 days before report and draft by-law to be considered by Committee/Council
Licensing By-law Notice of Public Meeting	Daily newspaper, and on City's web page	Description of by-law Contact for further information Date of Public Meeting	2 insertions, 1 week apart	1 st insertion a minimum of 14 days prior to Committee/Council Meeting
Registry of Businesses Notice of Public Meeting to establish	Daily newspaper, and on City's web page	Description Contact for further information Date of by-law	2 insertions, 1 week apart	1 st insertion a minimum of 14 days prior to Committee/Council Meeting
Changing Name of Municipality Notice of Public Meeting	Daily newspaper, and on City's web page	Description Contact for further information Date of by-law	2 insertions, 1 week apart	1 st insertion a minimum of 21 days prior to Committee/Council Meeting
Changes to Composition of Council Notice of Public Meeting	Daily newspaper, and on City's web page Meeting	Description of changes Contact for further information Date of Public Meeting	2 insertions, 1 week apart	1 st insertion a minimum of 21 days prior to Committee/Council
Changing or reestablishment of wards Notice of Public Meeting	Daily newspaper, and on City's web page Meeting	Description Contact for further information Date of Public Meeting	2 insertions, 1 week apart Committee/Council	1 st insertion a minimum of 21 days prior to Committee/Council Meeting
Procedure By-law Notice of intention to change	Daily newspaper, and on City's web page	Description Contact for further information Date of Public Meeting	1 insertion	a minimum of 7 days prior to Committee/Council Meeting
Adopting or amending Budget	Daily newspaper, and on City's web page	Description Contact for further information Date of Public Meeting	1 insertion	a minimum of 7 days prior to Committee/Council Meeting
Notice re: improvements in service *	Daily newspaper, and on City's web page	Description Contact for further information	1 insertion	occurs at least once in each calendar year

* Minister may designate manner and form