



Policy: Public Notice Policy

Policy Number: CP-06

Effective Date: February 9, 2026 (adopted by By-law 014-2026)

Revised Date:

Purpose:

The Municipality of Thames Centre encourages accountability and transparency through the establishment of a notice policy that promotes public participation in the democratic process.

Section 270 of the *Municipal Act, 2001* requires that the Municipality 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.

Application & Scope

The Public Notice 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 Municipality shall adhere to statutory notice to the public required by any legislation.

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

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

Definitions

Chief Administrative Officer shall mean the Chief Administrative Officer of The Corporation of the Municipality of Thames Centre;

Clerk shall mean the Municipal Clerk of The Corporation of the Municipality of Thames Centre;

Council shall mean the Council of the Municipality of Thames Centre;

Legislation shall include acts or statutes, orders, and regulations;

Meeting shall have the same meaning as defined in the *Municipal Act, 2001*;

Municipality shall mean The Corporation of the Municipality of Thames Centre;

Notice shall mean an announcement containing information about a future event;

Website shall mean the Municipality of Thames Centre's official website at www.thamescentre.on.ca

Responsibility

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 for the Municipality shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of such complaint and/or concern the Clerk shall follow the Complaint Policy.

Procedure/Policy

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

- (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.

No additional notice shall be required for subsequent meetings where a matter has been deferred or referred to a subsequent meeting by the Council or a Committee of the Council unless additional notice is required by legislation.

The notice requirements under this policy are minimum requirement and the Clerk may give notice in an extended manner, if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstances.

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.

If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, that could affect the health or well-being of the residents of the Municipality, 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 every effort to provide as much notice as is reasonable.

Notice of Council and Committee Meetings

Notice for Council and Committee of Council meetings shall be given as per the Municipality of Thames Centre Procedural By-law.

Accessibility

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 delegate before Council and/or committees of Council.

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

Limitations

Nothing in the policy shall prevent the Municipality from exceeding the notice provisions as set out in this policy.

Related Policies

This policy is to be used in conjunction with the following Municipality of Thames Centre Policies, including but not limited to:

- a) Municipality of Thames Centre Procedural By-law
- b) Accessibility Policy
- c) Sale and Disposition of Lands Policy
- d) Accountability and Transparency Policy

Related Legislation

Municipal Act, 2001

Policy Review

Appendix ‘A’
NOTICE PROVISIONS

Section of Municipal Act	Action	Policy
Section 11	Changing the Name of a Highway	Notice to be posted on the website fourteen (14) days prior to the Council meeting at which the matter will be considered and an opportunity will be provided for members of the public to speak or submit written comments regarding the matter.
Section 34	Permanently closing a highway	<p>At least fourteen (14) calendar days prior to the Council meeting where the matter will be considered, notice of the proposed road and highway closing by-law will be posted on the website and sent via regular mail to:</p> <ul style="list-style-type: none"> a) property owners and agencies with properties abutting the portion of the highway or road allowance to be closed; b) property owners and agencies of unopened road allowances abutting portions not being closed, if the closure prevents them from having alternate access; c) any abutting municipality, if applicable; d) the fire department and any emergency services servicing the municipality; e) the affected conservation authority, if applicable <p>An opportunity will be provided for the public to speak or submit written comments regarding the matter.</p>
Section 48	Name or Change the Name of a Private Road	<p>Notice will be mailed to all persons abutting the affected private road prior to the passing of the by-law.</p> <p>Notice will be posted on the website fourteen (14) calendar days prior to the Council meeting where the matter will be considered, and the public will have an opportunity to speak or submit correspondence regarding the matter.</p>
Section 81(3)	Shut off of Public Utility	Notice of the proposed shut-off to be provided by personal service and/or prepaid mail or by posting notice on the land in a conspicuous place at least seven (7) calendar days in advance, if possible.
Section 133	Passing or amending a by-law concerning the fortification of land	Notice to be posted on website 14 days prior to the meeting at which the matter is being considered.

Section of Municipal Act	Action	Policy
Section 150	Passing or amending a licensing by-law	Notice to be posted on the website fourteen (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.
Section 150	Passing or amending a by-law requiring the registry of businesses	Notice to be posted on the website fourteen (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.
Section 187(3)	Passing or amending a by-law to change the name of the municipality	Notice to be posted on the website and published in local newspaper(s) fourteen (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.
Section 217	Passing or amending a by-law to change the composition of council	Notice to be posted on the website and published in local newspaper(s) fourteen (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.
Section 238	Changes Procedure By-law	Public notice will be given by including a by-law on a Council agenda, which is posted on the Municipality's website.
Section 290	Adopting all or part of a Budget	Notice will be posted on the website at least seven (7) days prior to the Council meeting where the by-law to adopt the budget will be presented.
Section 295(1)	Financial Administration – Publication of Financial Statements	Public notice will be provided within sixty (60) days of receiving the audited financial statements by: a) Publishing once in a newspaper; b) Posting on the municipal website. Upon request, the Treasurer will provide a copy of the information to taxpayers or residents at no cost.
Section 391	Passing or amending a by-law establishing a fee or charge	Notice to be posted on the website fourteen (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.