

TOWN OF MARKHAM
ONTARIO



REASONABLE NOTICE

BY-LAW NO. 2002-275

This By-law is printed under and
by authority of the Council of
the Town of Markham

(Consolidated for convenience only
to August 20, 2003)

As amended by the following by-laws:

By-law No. 2003-197 – 24 June, 2003



2002-275

A BY-LAW TO PRESCRIBE THE FORM AND MANNER AND TIMES FOR THE PROVISION OF REASONABLE NOTICE

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 notice requirements for those actions for which notice is required under the provisions of the *Municipal Act*;

NOW THEREFORE the Council of the Town of Markham enacts as follows:

DEFINITIONS

1. In this by-law:

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

"agenda" means a Town of Markham Standing Committee/Council agenda;

"Clerk" means the Clerk of the Town of Markham;

"newspaper" means a printed publication or publications in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold to the public and to regular subscribers e.g. the Markham Economist and Sun and the Thornhill Liberal;

"published" means published in a daily, weekly, bi-weekly or tri-weekly newspaper that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and "publication" has a corresponding meaning;

"Town of Markham website" means the Town of Markham website at www.city.markham.on.ca;

MANNER, TIME AND FORM OF NOTICE

Manner of Notice

2. Where notice is required, the municipality shall cause such notice to be given as prescribed in the Act and if not prescribed in the Act, notice shall be to publish on the Town of Markham website, and on the agenda

(Amended by By-law No. 2003-197)

Time of Notice

3. Notice shall be provided in the time frame prescribed in the Act and if not prescribed in the Act, notice shall be given a minimum of one publication immediately prior to the proposed action being taken.
4. Nothing in this by-law shall prevent the Clerk from using a more comprehensive timeframe for providing notice.

Form of Notice

5. 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 bylaw;
 - (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 Town, a key map showing the affected lands;
 - (4) The name, address, phone number and email address of the person who will receive written comments on the issue which is the subject of the meeting and the deadline for receiving such comments;
6. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

Emergency Issue

7. If a matter arises, which, in the opinion of the administration in consultation with the Chief Administrative Officer, is considered to be of an urgent nature, and which would affect the health or well-being of the residents of the Town of Markham, or if so advised by a Provincial Ministry, the notice requirements of this by-law shall be waived and the Clerk and Chief Administrative Officer shall make their best efforts to provide as much notice as is reasonable under the circumstances.

Effective Date

8. This by-law shall come into full force and effect on January 1, 2003.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
10TH DAY OF DECEMBER, 2002.

TOWN CLERK

MAYOR