

Corporation of the Township of South Frontenac

A By-Law to Prescribe the Form, Manner, and Times for the Provision of Notice

By-Law Number 2025-33



**SOUTH
FRONTENAC**

Short Title: “The Notice By-law”

Consolidation Of Amendments

Subject	Amending By-Law	Effective Date
Cemetery By-law	By-law 2025-74	November 19, 2025

The By-law numbers highlighted in this consolidation refer to the By-laws that amended the principal By-Law (By-law 2025-33).

By-Law Number 2025-33

A By-Law to Prescribe the Form, Manner, and Times for the Provision of Notice

Whereas Section 270(1) of the *Municipal Act, 2001, S.O. 2001 as amended (The Act)* provides that a municipality shall 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;

Whereas Council wishes to establish the form, manner and timeline for giving reasonable notice; and

Whereas it is deemed advisable to set out the minimum notice requirements for specific actions;

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1.0 Definitions:

In this by-law:

“Council” means the Council of the Corporation of the Township of South Frontenac

“Clerk” means the Clerk of the Township of South Frontenac, or their alternate

“Newspaper” means a document that:

- a) is, in the opinion of the Clerk, of sufficiently general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the meeting; and
- b) consists primarily of news of current events of general interest and having general circulation in the Township

“Website” means the website administered by the Corporation of the Township of South Frontenac

2.0 General

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

- a) For the specific events addressed in schedules (A) through (G) attached hereto and forming part of this By-law, notice shall be provided as set out in those schedules and such notice shall be deemed to be reasonable notice to the public;
- b) Where a notice is required under any Act or Regulation but is not provided for specifically in this By-law, the notice must be provided in the form, manner and times as required by the Act or Regulations;
- c) Where a notice is required by another by-law, but not provided for specifically in this By-law, the notice must be provided in the form, manner and times as set out in the said by-law;
- d) If directed by Council, in the form, manner and times as specified by Council;

Unless otherwise prescribed, the manner of public notice shall at a minimum be posted on the Township website and published in the newspaper weekly for a minimum of twenty days in advance of the public meeting or the matter being tabled for consideration; and

- e) Unless otherwise prescribed, the form of public notice shall include the following information in addition to the information outlined in schedules (A) through (G) to this by-law:
 - i. The date time and location of the meeting, including information related to hybrid participation;

- ii. Where additional information can be obtained;
 - iii. The purpose of the meeting which notice is required to be given or the purpose and effect of the proposed action; and
 - iv. Where written submissions to Council may be made, or where delegations for the purpose of providing a verbal submission to Council can be registered, the name and title of the person to whom they are to be sent, including the address of the official and the deadline for receipt of the submission; and
 - v. A notice of collection which includes information about the collection, use and disclosure of information within written and verbal submissions.
- 2.2 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 Committee of Council.
- 2.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of providing notice or a longer notice period if, in the opinion of the Clerk, it is deemed necessary and reasonable in the circumstances.
- 2.4 All references to “days” are to calendar days, including Saturdays, Sundays and holidays, except as otherwise specifically provided.
- 2.4.1 The first day of notice shall begin on the first day of publication in the newspaper.,
- 2.5 Notice posted on the Township website is deemed sufficiently given even if the website is not accessible for all or any portion of the notice posting period.
- 2.6 Notice posted on the Township website shall at a minimum be posted in the “Public Notices – News” section of the website.
- 2.7 No notice is required under the provisions of this by-law where Council considers a matter in a meeting closed to the public pursuant to the Municipal Act.
- 2.8 The requirements of this by-law may be waived by the Clerk in consultation with the Mayor, where:
- a) A matter arises that is considered to be of an urgent time sensitive nature; or
 - b) A matter arises which could affect the health or well-being of the residents of the Township of South Frontenac; or
 - c) a State of Emergency is declared under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended or replaced from time to time, or is so declared by a provincial ministry.

3. Repeal

- 3.0 By-law 2016-73 is hereby repealed.

Given First and Second Readings: Tuesday, May 6, 2025

Given Third Reading and Passed: Tuesday, May 6, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule A to By-Law 2025-33
Procedures for Notice – Highway Closings

In addition to the provisions in Section 2.1 of this By-law, the following shall apply before passing a by-law for permanently closing a highway:

Content of Notice:

- An explanation of the highway closing including location and mapping.

Manner of Notice:

- Posted on site in the most public place or in the immediate neighbourhood of the proposed closure.
- Mail to ratepayers fronting the highway proposed for closure.
- Notice to abutting municipality/upper tier municipality if applicable.
- Public meeting to consider the by-law.

Timing of Notice:

- Twenty days in advance of the public meeting.

Schedule B to By-Law 2025-33
Procedures for Notice – Unopened Road Allowance

The provisions for Notice regarding requests regarding unopened road allowances in the Township of South Frontenac shall be in accordance with By-law 2024-66, “A By-Law to Establish Unopened Road Allowance Policies”.

(Township of South Frontenac By-law 2024-66)

Schedule C to By-Law 2025-33
Procedures for Notice – Naming of Highways or Private Roads

In addition to the provisions in Section 2.1 of this By-law, the following shall apply before the renaming of a highway or private road or the naming of a private road where the proposed name is not contained within the preapproved list in accordance with By-law 2015-60:

Content of Notice:

- An explanation of the proposed name including location of the highway and mapping.

Manner of Notice:

- Posted on site in the most public place or in the immediate neighbourhood of the proposed highway.
- Prepaid mail to ratepayers fronting the highway or private road proposed for naming. If the number of ratepayers is greater than 24, the notice in the newspaper and website is sufficient.
- Public meeting to consider the by-law.

Timing of Notice:

Twenty days in advance of the public meeting, if required.

(Township of South Frontenac By-law 2015-60)

Schedule D to By-Law 2025-33
Procedures for Notice – Sale of Township Land

The provisions for Notice regarding the sale of real property in the Township of South Frontenac shall be in accordance with By-law 1999-25, “A By-Law to Establish Procedures Governing the Sale of Real Property in the Township of South Frontenac”.

(Township of South Frontenac By-law 1999-25)

Schedule E to By-Law 2025-33
Procedures for Notice – Fees and Charges By-law

In addition to the provisions in Section 2.1 of this By-law, the following shall apply before passing a by-law imposing a fee or charge:

Content of Notice:

- Notice to advise of a meeting to consider the enactment of new fees or charges or revisions to the existing fees or charges outside of annual adjustments prescribed in the Fees and Charges By-law.
- Notice shall include a description of any new fees or charges which were not in effect on the day of the notice.
- A description of the activity, amount and rationale for imposing the fee or charge.

Manner of Notice:

- Public meeting to consider the by-law.

Timing of Notice:

- Twenty days in advance of the public meeting.

Schedule F to By-Law 2025-33
Procedures for Notice – Council Procedural By-law

In addition to the provisions in Section 2.1 of this By-law, the following shall apply before passing a Council Procedural By-law:

Content of Notice:

Notice to advise of a public meeting to consider the enactment of a new Council Procedure By-law or revisions to the existing Council Procedure By-law.

Manner of Notice:

- Public meeting to consider the by-law.

Timing of Notice:

- Twenty days in advance of the public meeting.

(Township of South Frontenac By-law 2025-21)

Schedule G to By-Law 2025-33
Procedures for Notice – Committee Member Appointments

In addition to the provisions in Section 2.1 of this By-law and in accordance with Township of South Frontenac By-law 2025-21, the following shall apply for advertising for vacant positions on Township Committees as outlined in Township of South Frontenac By-law 2023-04, “Committee By-law”:

Content of Notice:

- Criteria to serve on a Committee.
- The term of appointment.
- Information regarding Committee mandate and number of available positions.
- Information regarding application process.

Manner of Notice:

- As per Section 2.1.

Timing of Notice:

- Twenty days in advance of the deadline for receiving applications.

(Township of South Frontenac By-law 2023-04)

(Township of South Frontenac By-law 2025-21)

Schedule H to By-Law 2025-33
Procedures for Notice – Cemetery By-law

In addition to the provisions in Section 2.1 of this By-law, the provisions for Notice regarding the Cemetery By-law shall be in accordance with the Funeral, Burial and Cremation Services Act, 2002, O. Reg. 30/11, as follows:

- (3) The cemetery operator shall ensure that notice of the filing of the by-law or by-law amendment is,
 - (a) published once in a newspaper with general circulation in the locality in which the cemetery is located;
 - (b) conspicuously posted on a sign at the entrance of the cemetery; and
 - (c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation. O. Reg. 30/11, s. 151 (3).
- (4) The notice mentioned in subsection (3) shall,
 - (a) state the location at which interested persons may review the by-law or by-law amendment and make a copy of it;
 - (b) indicate that the by-law or by-law amendment is not effective until the registrar approves it, except if subsection (2) does not require it to have the registrar's approval; and
 - (c) provide contact information for the registrar and the cemetery operator for purposes of making submissions relating to the by-law or by-law amendment. O. Reg. 30/11, s. 151 (4).
- (5) The cemetery operator shall make reasonable efforts to ensure that the notice posted under clause (3) (b) remains posted until,
 - (a) the time under subsection 152 (4) for appeal from the registrar's refusal to approve has expired, if the by-law or by-law amendment is required to have the registrar's approval and no appeal is brought;
 - (b) the Tribunal makes a decision, if the by-law or by-law amendment is required to have the registrar's approval and an appeal is brought under subsection 152 (4); and
 - (c) four weeks have expired, if subsection (2) does not require the by-law or by-law amendment to have the registrar's approval. O. Reg. 30/11, s. 151 (5).

(Township of South Frontenac By-law 2025-72)

(Amended by By-law 2025-74, November 18, 2025)