



# Staff Report

## Administration – Town Clerk

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**Report To:** Council Meeting  
**Meeting Date:** December 16, 2024  
**Report Number:** FAF.24.158  
**Title:** Provision of Notice during Canada Post Strike  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.158, entitled “Provision of Notice during Canada Post Strike;”

AND THAT because of the current Canada Post strike, Council acknowledges and provides notice to the public that all statutory notice requirements for the provision of notice regarding *Planning Act* matters and any other legislated processes will be provided to the Public as noted below, and that normal notice practices will resume when the Canada Post strike has ended:

1. Posting all Notice of Public Meetings on the Town of The Blue Mountains, Meeting Agenda Calendar on the Town of The Blue Mountains website, in accordance with the timelines set out in the *Planning Act*, and the “Provision and Manner of Providing Notice to the Public Policy, POL.COR.24.04”;
2. Posting the Notice of Public Meeting on the subject property, in accordance with the timelines set out in the *Planning Act*, and the “Provision and Manner of Providing Notice to the Public Policy, POL.COR.24.04”;
3. Providing Notice of Public Meetings by general eblast to those subscribed to the Town eblast, in accordance with timelines set out in the *Planning Act*, and the “Provision and Manner of Providing Notice to the Public Policy POL.COR.24.04”; and
4. Including future Public Meeting dates on Meeting Agendas

AND THAT, Council acknowledges that the “Notice of Provision and Manner of Providing Notice to the Public Policy, POL.COR.24.04”, provides that planning and development projects within the municipality must meet the minimum requirements of the *Planning Act* and other applicable legislation.

### B. Overview

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This staff report is in response to the current Canada Post strike and provides information on how the municipality will provide notice to the public of scheduled public meetings, in the absence of Canada Post regular lettermail service.

## C. Background

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The Canada Post strike began on Friday, November 15, 2024 and continues as of the writing of this report.

## D. Analysis

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The Town's normal practice is to provide notice beyond the minimum requirements as set out in the *Planning Act*. This notice includes notice by mail to all landowners within 60m or 120m of the subject property, posting a notice on the subject property, and depending on the scale of the project either a dedicated project web page is created, or for more minor applications notice is posted to the website Calendar.

The Town is required to provide notice for the upcoming December 18, 2024 Committee of Adjustment meeting in accordance with the minimum requirements of the *Planning Act*. Staff confirm that notice of this meeting is being provided via courier, to meet the 10 day notice requirement. Minimum requirements are that notice shall be provided in accordance with Ontario Regulation 200/96 Subsection 2, 4, or 4.1 of the Act. Under subsection 4.1, notice that is posted to the Town Website is sufficient to provide adequate notice to the public on a Minor Variance (see excerpt below):

**Excerpt: O. Reg. 200/96 Minor Variances and O. Reg. 197/96 Consents (read similar)**

### 3. Notice for Minor Variance

(1) At least 10 days before the day of the hearing on an application for a minor variance or permission under subsection 45 (5) of the Act, notice shall be given in compliance with subsection (2), (4) or (4.1) but need not be given in compliance with more than one of those subsections. O. Reg. 200/96, s. 3 (1); O. Reg. 508/98, s. 1 (1); O. Reg. 289/24, s. 1 (1).

(2) Notice under subsection (1) may be given by doing both of the following:

1. Giving notice by personal service or ordinary mail to every owner of land within 60 metres of the area to which the application applies. However, if a condominium development is located within 60 metres of the area, notice may be given to the condominium corporation, according to its most recent address for service or mailing address as registered under section 7 of the *Condominium Act, 1998*, instead of being given to all owners assessed in respect of the condominium development.

2. Posting a notice, clearly visible and legible from a public highway or other place to which the public has access, at every separately assessed property in the area to which the application applies or, where posting on the property is impractical, at a nearby location chosen by the secretary-treasurer. O. Reg. 200/96, s. 3 (2); O. Reg. 471/09, s. 2; O. Reg. 175/16, s. 1 (1).

(3) Revoked: O. Reg. 508/98, s. 1 (2).

(4) Notice under subsection (1) may be given by publication in a newspaper that, in the opinion of the secretary-treasurer, is of sufficiently general circulation in the area to which the application applies to give the public reasonable notice of the hearing. O. Reg. 200/96, s. 3 (4).

(4.1) If, in the secretary-treasurer's opinion, a newspaper described in subsection (4) does not exist, notice may be given by posting a notice on the website of the municipality. O. Reg. 289/24, s. 1 (2).

While the Canada Post strike remains active, the Town can meet the minimum Planning Act requirements as stipulated by Subsection 4.1 above. In addition to that minimum standard, the Town will continue to post all Public Meeting Notices on the Meeting Agenda Calendar on the Town's website, post a notice sign on the property, and also provide an eblast to those subscribed. Individual notices mailed to property owners will not occur until after the Canada Post strike has been resolved. Staff are of the opinion that this notice is sufficient to meet the minimum requirements of the *Planning Act*.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

## **F. Environmental Impacts**

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None

## **G. Financial Impacts**

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Providing notice by courier service would significantly increase the cost to provide notice of a public meeting to those within 60 metres of a subject property.

## **H. In Consultation With**

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Shawn Postma, Manager of Community Planning

Adam Smith, Director of Planning & Development Services

Carrie Fairley, Secretary-Treasurer, Committee of Adjustment

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca).

## **J. Attached**

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1. Provision of Notice and Manner of Giving Notice to the Public Policy, POL.COR.24.04.

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:  
Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
519-599-3131 extension 232

**Report Approval Details**

Document Title:	FAF.24.158 Provision of Notice during Canada Post Strike.docx
Attachments:	- POL-COR-24-04-Provision-of-Notice-and-Manner-of-Giving-Notice-to-the-Public.pdf
Final Approval Date:	Dec 8, 2024

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Shawn Everitt was completed by delegate Adam Smith**

**Shawn Everitt - Dec 8, 2024 - 8:04 PM**