

# Comprehensive Public Notice Policy

Council Meeting of September 17, 2024



# Legislative Requirement

- Section 270(1)(4) of the *Municipal Act*, 2001 requires municipalities to 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.
- In 2023 Metroland Media Group ceased the print publication of 71 community newspapers across the province, including The Cambridge Times.
- **There still exists a legislative requirement to post certain notices in a print newspaper (i.e. Cemeteries Act, etc.).**
- Since the discontinuation of the print publication of The Cambridge Times, staff have been using The Waterloo Region Record to satisfy current newspaper publication requirements.

# Direction to Staff

- January 30, 2024 Meeting of the Planning – Statutory Public Meeting Committee, the following direction was provided to staff:

THAT the City Clerk work with the Chief Planner on notice provisions and options to increase awareness for citizens of public meetings;

AND THAT the City Clerk and Chief Planner report back to Council on options to increase the notice provisions for planning applications as part of the Public Notice Policy report that is forthcoming;

AND THAT the City ensure that the same notice be provided to all occupants, tenants and residents within the required notification area in addition to the registered property owners for anything effective immediately.

# Process Followed

- Municipal scans of existing Public Notice policies and drafting of policy.
- Municipal consultation on planning notice circulations and current practices.
- In depth review of the public notice requirements in various legislation.
- Internal consultations with various Divisions and internal leadership teams.
- One-on-one staff consultation, as required.
- Consultation with Council Members.

# Planning Notice Research Findings

- Several municipalities have enhanced planning notifications above and beyond the current legislated requirements including:
  - Extension of 120 metre legislated circulation radius;
  - Including tenants of multi-residential buildings in circulations;
  - Improvements to on-site signage for development applications; and
  - Roll out of dedicated public notice webpages.

# Planning Policies

- *Planning Act* establishes a **minimum** 120 metre circulation radius requirement for giving of Public Notice for Official Plan and Zoning By-law Amendments.
- Nothing in Provincial Policy Statement (2020) or A Place to Grow (2020) that would prevent expansion of circulation radius beyond 120 metres.
- Changes to the City's notice provisions **would** require an Official Plan Amendment, including the holding of a public meeting under the Planning Act.
  - The Official Plan sets out the timing, format and, method of how notice will be provided and currently stipulates a radius of 120 m for Official Plan and Zoning By-law Amendments.
  - **Removal of requirement to provide notice through newspaper**

# Current Issues with Notices

- Traditional notice is provided by letter and envelope method, contains a lot of technical jargon and other details not easily understood by residents.
- Tenants are not receiving notices as they can't open the owner's mail.
- Circulation radius for Zoning By-law and Official Plan Amendment applications (120 metres) is not reaching enough of the community surrounding a proposed development.
- Notices are not easily found on City website once they are circulated nor are they posted in another publicly accessible location.
- There are no standardized templates for public notice or guidelines around notice which results in inconsistencies in how public notice is provided, i.e. technical jargon, too much text, confusing information, not accessible, not meeting corporate standards (logo use), etc.

# Proposed Notice Methods

- Establish a new postcard format for most public notices, which is more attractive, easier to read and recognizable (design for Planning notices to be used for on site signage as well).
  - Tenants will be able to read the postcard even if addressed to owner.
- Standardized templates for staff to use when drafting notice.
- Door hanger templates for Environmental Services, Operations and Emergency Services to use when providing more time sensitive notice that is dependent on schedules of contractors, etc.
- Colour coding system for notices based on type of notice being provided.
- Centralized public notice webpage where all notices would be posted and notice board at City Hall where physical copies of notices can be posted.



# Colour Coding System

Colour	Division	Subject of Notice	Template
Light Blue	Planning & Heritage	<ul style="list-style-type: none"> <li>• Committee of Adjustment</li> <li>• Zoning By-law and Official Plan Amendments</li> <li>• Interim Control By-laws</li> <li>• Heritage (Part IV and Part V matters)</li> </ul>	Postcard & On-site signage Postcard & On-site signage  Postcard Postcard
Red	Emergency Services	Any matters with high priority, time sensitivity and where there is risk to public safety.	Postcard & On-site signage (as required)
Dark Blue	General City Matters	Any matters related to cemeteries, elections, financial matters (including development charges and budgets), licensing, building code fees, Council meetings, etc.	Postcard

# Colour Coding System

Colour	Division	Subject of Notice	Template
Green	Forestry	<ul style="list-style-type: none"> <li>Forestry General - by-law reviews and/or policy changes</li> <li>Tree Planting</li> <li>Tree Inspection - pruning and/or removal</li> </ul>	Postcard  Door Hanger Door Hanger
Yellow	Eng, ES, Ops	<ul style="list-style-type: none"> <li>Local Improvements</li> <li>Roads – restoration work (concrete, asphalt, grass seed or sod)</li> <li>Water and Waste Water – Water / Sanitary Repairs and restoration work (driveway, lawn, walkway, garden)</li> <li>Temporary road closure, closure or removal of park / park amenity, temporary / permeant trail closure</li> </ul>	Postcard Door Hanger  Door Hanger  On-site signage

# Costs of Expanded Radius

File Name and Address	Mailout Costs @ 1.05 CAD per Notice			
	120 m (Statutory Requirement)	250 m	400 m	500 m
File: OR08/23  Address: 201 Water Street & 66 Highman Ave	<b>\$72.45</b>	\$157.50	\$309.75	\$537.60
File: R01/24  Address: 84 Chalmers Street North	<b>\$111.30</b>	\$379.05	\$905.10	\$1,265.25
File: R17/23  Address: 214 & 216 Union Street N and 229 & 231 Anne Street	<b>\$200.55</b>	\$502.95	\$1,069.95	\$1,489.95

*Real Costs for Providing Mailout Notice of Statutory Public Meeting for three Recent Development Applications*

# **Consultation – Accessibility Advisory Committee**

# Notice Templates - Postcard



## DEVELOPMENT NOTICE

### Map of Affected Area

INSERT SITE  
IMAGE HERE



XXX Storeys  
XXXX Metres



XXXX m2 Office  
XXXX m2 Retail



XXX Cars  
XXX Bikes

As of dd/mm/yy,

### A change is proposed for this site.

The city has received an application to change the Official Plan and Zoning By-Law to allow the construction of a residential building with retail at street level.

**Applicant:** ABC Holdings Inc & XYZ Ontario Limited

**Location:** 123 Any Street & 456 Busy Boulevard

Call or visit [cambridge.ca](http://cambridge.ca) for more information.



A Public Meeting for this application will be held on dd/mm/yy at Old City Hall, Council Chambers, located at 46 Dickson Street.



Council Calendar where meetings are posted and agenda materials can be found at [calendar.cambridge.ca/council](http://calendar.cambridge.ca/council)



Questions?  
Contact Name  
Contact Number  
E-mail address



### Current Status

1

Notice of development sent and feedback requested.

2

Public meeting to be held.

3

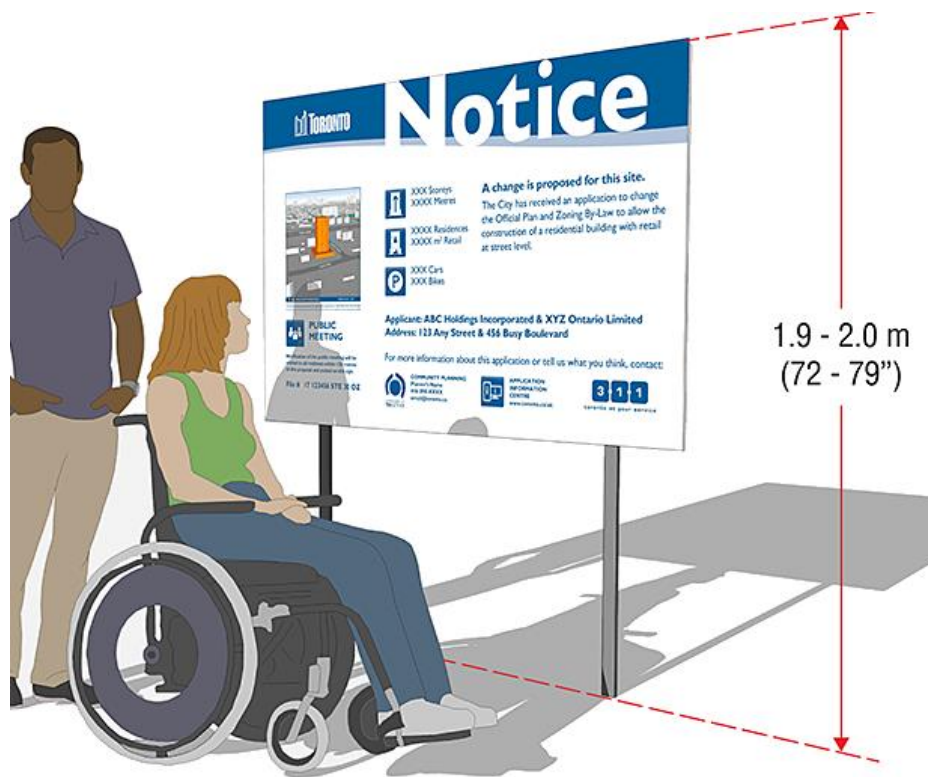
Staff consolidating all feedback in order to finalize a recommendation to be considered by Planning Committee and City Council.

4

Council decision communicated back to residents who requested a notice of decision.

If you require an alternative format, please contact us at [accessibility@cambridge.ca](mailto:accessibility@cambridge.ca), 519-623-1340, ext. 4309

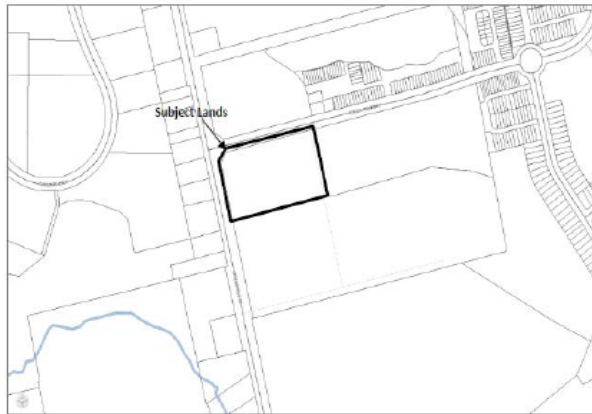




# Notice Templates - Postcard



## DEVELOPMENT NOTICE



**Max height  
of 4 Storeys  
permitted**



**220 Dwelling  
Units**



**Rear proposed  
street-facing  
buildings**

As of July 17, 2024,

### **A change is proposed for this site.**

The City of Cambridge has received a Zoning By-law Amendment application to change the site specific provisions for the property located at 1065 Speedsville Road. Under the Planning Act, this Public Meeting is for a revised Zoning By-law Amendment. A statutory Public Meeting for the original application was held by Cambridge Council on April 4, 2023. File No. R01/23



**Agenda and livestream  
for meeting calendar.**  
[cambridge.ca/council](https://cambridge.ca/council)

**Register in advance as a delegate**  
[calendar.cambridge.ca/speak](https://calendar.cambridge.ca/speak)



**Public Meeting Details**  
**August 13, 2024 at**  
**6:30 p.m., Council**  
**Chambers, Historic City**  
**Hall, 46 Dickson Street**



**Questions?**  
**Sancy Sebastian**  
**519-623-1340, ext. 4468**  
**[sebastians@cambridge.ca](mailto:sebastians@cambridge.ca)**  
**Visit [cambridge.ca](https://cambridge.ca) for more info.**



### Current Status

**1**

Notice of development  
sent and feedback  
requested.

**2**

Public  
meeting to  
be held.

**3**

Staff to consolidate all  
feedback and finalize a  
recommendation to Council.

**4**

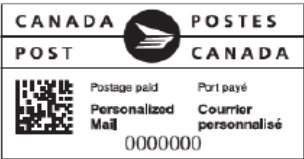
Council decision communicated  
to residents who requested a  
notice of decision.

**If you require an alternative format, please contact us at [accessibility@cambridge.ca](mailto:accessibility@cambridge.ca), 519-623-1340, ext. 4309**

# Notice Templates - Postcard

**Description:**

To be completed by planning



**Notification:**

To be notified of any future Committee or Council meetings at which recommendations are to be considered, or to be notified of the approval of the proposal, or of the refusal of a request to amend the Zoning By-law, you must make a written request or email to the City of Cambridge Community Development Department and the City Clerk at P.O. Box 669, Cambridge Ontario, N1R 5W8. With the exception of this Public Meeting Notice, notice of future meetings on this proposal will only be sent to those persons who have requested to be notified.

**Appeals:**

If a person or public body does not make oral submission at a public meeting or make written submissions to the City of Cambridge before the proposed Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decision of the City of Cambridge to the Ontario Land Tribunal. In addition, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party. See the front of this notice for contact information.

Destination Address Name  
Street  
City, Prov. Postal Code



# Notice Templates – Door Hanger

## Emergency Notice

Map of Affected Area



Subject of Notice

Insert notice details here.



Details on how or where to obtain more information.



Pertinent date details.



Questions?  
Contact Name  
Contact Number  
E-mail address

**Current Status (or alternate text)**

**1** Insert text here.

**2** Insert text here.

**Next steps (or alternate text)**

**3** Insert text here.

**4** Insert text here.

For more information call 519-XXX-XXXX

If you require an alternative format, please contact us at:  
[accessibility@cambridge.ca](mailto:accessibility@cambridge.ca)  
519-623-1340, ext. 4309

[cambridge.ca/publicnotices](http://cambridge.ca/publicnotices)



# Notice Templates - Postcard



## PUBLIC NOTICE

### Map of Affected Area

INSERT SITE  
IMAGE HERE

### Subject of Notice

Insert notice details here.

Call or visit [cambridge.ca](http://cambridge.ca) for more information and updates.



A Public Meeting for this matter will be held on dd/mm/yy at Old City Hall, Council Chambers, located at 46 Dickson Street.



Council Calendar where meetings are posted and agenda materials can be found at [calendar.cambridge.ca/council](http://calendar.cambridge.ca/council)



Questions?  
Contact Name  
Contact Number  
E-mail address



### Current Status (or alternate text)

**1**

Insert text here.

**2**

Insert text here.

**3**

Insert text here.

**4**

Council decision communicated back to residents who requested a notice of decision.

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# Notice Templates - Postcard



Destination Address Name  
Street  
City, Prov. Postal Code

# Notice Templates - Postcard



## FORESTRY NOTICE

### Map of Affected Area

INSERT SITE  
IMAGE HERE

### Subject of Notice

Insert notice details here.

Call or visit [cambridge.ca](http://cambridge.ca) for more information and updates.



Cambridge City Council will consider [Subject] at it's meeting of dd/mm/yy at Old City Hall, Council Chambers, located at 46 Dickson Street.



Council Calendar where meetings are posted and agenda materials can be found at [calendar.cambridge.ca/council](http://calendar.cambridge.ca/council)



Questions?  
Contact Name  
Contact Number  
E-mail address



### Current Status (or alternate text)

### Next steps (or alternate text)

**1**

Insert text here.

**2**

Insert text here.

**3**

Insert text here.

**4**

Insert text here.

# Notice Templates - Postcard



Destination Address Name  
Street  
City, Prov. Postal Code

# Notice Templates – Door Hanger

A new tree is scheduled for planting on  
City-owned land adjacent to your property.



Spring



Fall

Selected Species:

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- Tree planting is subject to utility locates, minimum spacing requirements and species availability.
- Where sufficient soil volume and space exist, trees will be **planted in the boulevard**.
- Tree location will be marked on site prior to planting.
- Information requiring tree placement, care and watering will be provided when tree location is marked.

For more information on City tree planting programs visit [cambridge.ca/forestry/treeplanting](https://cambridge.ca/forestry/treeplanting)

Please visit [cambridge.ca/forestry](https://cambridge.ca/forestry) for more information on city tree maintenance, removals, and planting programs.

Private tree removal requires a permit for all trees over 20 cm diameter.

Please see [cambridge.ca/forestry/bylaw](https://cambridge.ca/forestry/bylaw)

Notes:

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For more information call 519-XXX-XXXX

If you require an alternative  
format, please contact us at:  
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519-623-1340, ext. 4309

[cambridge.ca/forestry](https://cambridge.ca/forestry)



# Notice Templates – Door Hanger

The City of Cambridge has inspected trees at your location and determined:

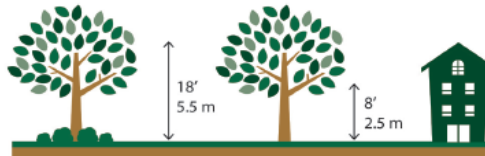
## Tree Ownership

- ☐ **Public** (Tree located entirely on public property)
- ☐ **Private** (Tree located entirely on private property)
- ☐ **Tree ownership could not be determined during site visit\***

\*Ownership determination is subject to confirmation via survey. The City of Cambridge will arrange survey and follow up with property owner once completed.

## Tree Pruning

- ☐ **Tree will be pruned to meet City standards for clearance and tree health**



## Tree Removal

- ☐ **Tree will be removed\*\***

\*\*Trunk and wood may be removed at a later date, stump removal and tree replacement will follow. Stump will be ground and soil and seed installed.

## No work is required

- ☐ **Tree meets City maintenance standards**

For more information call 519-XXX-XXXX  
[cambridge.ca/forestry](http://cambridge.ca/forestry)

## Timing of Work

All tree maintenance work is completed in order of date received and condition of tree.\*

- ☐ **As soon as possible (Emergency)**
- ☐ **1-3 months**
- ☐ **3-6 months**
- ☐ **9-12 months**

\*Timing is subject to change based on seasonal peaks.

**Please note:** There is a Private Tree Removal By-Law in effect. Private tree removal requires a permit for all trees over 20 cm diameter.

Please visit [cambridge.ca/forestry](http://cambridge.ca/forestry) for more information on city tree maintenance, removals, and planting programs.

## Notes:

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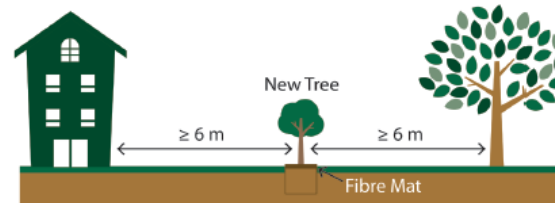
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519-623-1340, ext. 4309



# Notice Templates – Door Hanger

## Planting Instructions

- Plant tree on your private property, at the side or back of your home
- Call or click before you dig - OntarioOneCall.ca
- Trees like space. It's recommended you plant yours at least 6 metres from buildings, structures or other trees
- Dig a hole as deep as the pot and 1 ½ times as wide as the pot
- Carefully remove tree from pot to avoid damage



- Loosen lower roots
- Place tree in hole and place soil back around the tree, avoiding air gaps
- Plant the tree level with surrounding soil
- Place a fibre mat around the tree to prevent weeds
- Water thoroughly – once per week for several weeks

**For more information call 519-XXX-XXXX  
[cambridge.ca/forestry](http://cambridge.ca/forestry)**

**If you require an alternative  
format, please contact us at:  
[accessibility@cambridge.ca](mailto:accessibility@cambridge.ca)  
519-623-1340, ext. 4309**





# Notice Templates - Postcard



## CONSTRUCTION NOTICE

### Map of Affected Area



### Subject of Notice

Insert notice details here.



Call or visit the City's website for more information and project updates.



Construction activity will begin the week of dd/mm/yy and proceed as detailed below.



Questions?  
Contact Name  
Contact Number  
E-mail address



### Current Status (or alternate text)

**1** Insert text here.

**2** Insert text here.

### Next steps (or alternate text)

**3** Insert text here.

**4** Insert text here.

# Notice Templates - Postcard



Destination Address Name  
Street  
City, Prov. Postal Code

# Notice Templates – Hanger

A Crew was at your property today,  
completing work related to:

Workorder # \_\_\_\_\_

☐ Water Repair

☐ Sanitary Repair

Due to this work, restoration is required for the:

☐ Driveway

☐ Walkway

☐ Lawn

☐ Garden

Comments:

For more information call 519-XXX-XXXX

If you require an alternative  
format, please contact us at:  
[accessibility@cambridge.ca](mailto:accessibility@cambridge.ca)  
519-623-1340, ext. 4309

## Restoration Policies and Procedures

The City will make a reasonable effort to complete the work in a timely manner. Timing will vary based on time of year and weather conditions.

### Driveway

If driveway restoration work is required, the City will only restore with white brushed concrete or asphalt material. The City may be able to share the cost of restoring your coloured, stamped, or exposed concrete driveway. To discuss this option, call Service Cambridge for more details.

### Lawn

Damage to your lawn (on either public or private property) will be repaired by the City with sod or topsoil and seed.

### Walkway

Contact Service Cambridge to discuss impacts to private walkways.

### Gardens or Landscaping

Contact Service Cambridge to discuss gardens or landscaping on private property. Note that these are not permitted in the public right-of-way and will not be restored unless an easement or encroachment agreement has been previously established.

[cambridge.ca/publicnotices](https://cambridge.ca/publicnotices)



# Notice Templates – Door Hanger

A Crew was at your property today,  
completing work related to:

☐ Driveway

☐ Walkway

☐ Lawn

☐ Garden

Comments:

## Restoration Policies

All boulevard turf grass and vegetation restoration work will be completed in accordance with By-Law 21-050 (Corridor Management).

### Concrete – Driveway or Walkway

Please allow up to 5 days for completion and curing of curb, sidewalk, and/or driveway ramp.

### Asphalt – Driveway or Walkway

Upon completion of concrete, any asphalt restoration work will then take place.

### Grass Seed or Sod

Sod crew will follow asphalt and concrete crews to repair any damage with either seed or sod to the grass area. Please help us by watering.

### Parking

An exemption for overnight parking on the road may be requested by calling 519-740-4613 ext. 4217.

For more information call 519-XXX-XXXX

If you require an alternative  
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[accessibility@cambridge.ca](mailto:accessibility@cambridge.ca)  
519-623-1340, ext. 4309

[cambridge.ca/publicnotices](http://cambridge.ca/publicnotices)



# Next Steps

- Official Plan Amendment and New Circulation Radius
- Physical Notice Board for City Hall
- Dedicated Public Notice Webpage
- Training for Staff on Accessible Documents and Plain Language Writing
- Enhancements to Intake Forms for Delegation Process
- Full Implementation by January 2025

# Questions?

Jennifer Shaw

Manager of Council & Committee Services /  
Deputy City Clerk

[shawj@cambridge.ca](mailto:shawj@cambridge.ca)