

Appendix B – public notice guidelines

The schedule below sets out the requirements for providing notice undertaken by the town. The level of community impact of the project or initiative is an important component to determine the appropriate public notice. This schedule shall be reviewed with Appendix A – public notice requirements which specifies a number of matters the town is involved in and outlines the form and manner in which notice is to be given, and the minimum time for giving such notice.

All Members of Council will be informed by email for matters of town-wide interest and the Mayor and Ward Councillors will be informed by email for matters that are area/location specific.

Schedule A

Level of impact	Criteria (one or more of the following)	Required public notice	Optional notice, in addition to required notice	Timeframe to provide notice (min.)
Level 1				
Low impact Local area/group Inform stakeholders of the issue or project	<ul style="list-style-type: none"> • Lower level of real/perceived impact or risk on local area, small community or user group(s) of a specific program, service or facility • Small change or improvement to a program, service or facility in local area • Low or no risk of controversy or conflict in local area • Issues or initiatives that are routine 	Town website and RSS feeds Email to registered interested parties Confirm notice requirements per applicable legislation	Written notice to affected area, minimum 120 metres	14 days

Level of impact	Criteria (one or more of the following)	Required public notice	Optional notice, in addition to required notice	Timeframe to provide notice (min.)
Level 2				
Low impact Town-wide Inform stakeholders of the issue or project	<ul style="list-style-type: none"> • Lower, although still some real or perceived risk across the town • Potential for some controversy or conflict • Potential for some impact, although not significant 	As required in level 1	Local newspaper Social media	14 days
Level 3				
High impact Local area/group Inform and Involve, Consult, Collaborate with stakeholders on the issue or project	<ul style="list-style-type: none"> • High level of real/perceived impact or risk on local area, small community or user group(s) of a specific service or facility • Loss of or significant change to any facility, program or service to a local community • Potential high degree of controversy or conflict • Any impact on health, safety or well-being 	Town website and RSS feeds Social media Email to registered interested parties, target resident's associations, target business associations TV screens and/or posters in town facilities and properties Confirm notice requirements per applicable legislation	Written notice to affected area, minimum 120 metres And/or Mobile sign	14 days

Level of impact	Criteria (one or more of the following)	Required public notice	Optional notice, in addition to required notice	Timeframe to provide notice (min.)
Level 4				
<p>High impact Town-wide</p> <p>Inform and Involve, Consult, Collaborate with stakeholders on the issue or project</p>	<ul style="list-style-type: none"> • High level of real/perceived impact or risk across the town • Significant impact on attributes that are of high value to the town, such as Council's strategic goals • Any impact on health, safety • Potential high level of interest across Oakville • Potential high impact at provincial or national level 	As required in level 3	<p>Local newspaper</p> <p>And/or</p> <p>Mobile sign</p>	14 days
Level 5				
Empower Stakeholders to make the final decision	<ul style="list-style-type: none"> • Place decision-making with citizens or other stakeholders 	Confirm notice requirements per applicable legislation <u>and</u> required public notice in level 3	Refer to optional notice in level 3	Applicable legislation <u>or</u> 14 days whichever is greater