

**RURAL MUNICIPALITY OF SHERWOOD NO. 159**

**BYLAW NO. 27/15**

**PUBLIC NOTICE BYLAW**

**Whereas**, pursuant to subsection 128(3) of *The Municipalities Act*, a council of a municipality is required to adopt a public notice policy by bylaw setting out minimum notice requirements providing for at least seven days' notice before the council meeting at which a matter for which public notice is required is to be considered and the method of giving notice; and

**Whereas** it is necessary and advisable to adopt a public notice policy as required by law;

**NOW THEREFORE**, the Council of the Rural Municipality of Sherwood No. 159, in the Province of Saskatchewan, enacts as follows:

**Title**

1. This Bylaw may be referred to as the *Public Notice Bylaw*.

**Definitions**

2. In this Bylaw, "**affected parties**" means those members of the public who are, in the opinion of the administrator, directly and uniquely affected by a matter under consideration by council to an extent greater than other members of the general public.

**Timing and manner**

3. Wherever public notice is required to be provided in relation to a matter pursuant to *The Municipalities Act*, notice of the matter shall be posted at the municipal office and on the municipal website:
  - (a) in the case of the amendment or repeal of a bylaw or resolution for which public notice is required pursuant to clause 140(1)(c) of *The Municipalities Act*, at least 21 days prior to the meeting at which council will initially consider the matter;
  - (b) in any case other than one described in clause (a) where public notice is required, at least seven days prior to the meeting at which council will initially consider the matter.

**Notice to affected parties required**

4. Notice to affected parties is required when council is initially considering any of the following matters:
  - (a) prohibiting or limiting the number of businesses of a particular type in an area of the municipality or specifying separation distances between businesses of a particular type;
  - (b) permanently closing or blocking off a street, lane or walkway;
  - (c) imposing a special tax or determining the use to which excess revenue from a special tax is to be put;
  - (d) establishing a business improvement district.

**Timing and manner of notice to affected parties**

5. Whenever notice to affected parties is required, a notice of the matter shall be provided to all affected parties at least seven days prior to the meeting at which Council will initially consider the matter either by:
  - (a) sending the notice by ordinary mail to the address of the affected party; or

(b) leaving the notice in a mail receptacle at the address of the affected party.

**Additional notice**

6. Council may in any case provide additional notice, utilize additional methods of notice, or repeat notice, as council considers appropriate.

**Administrator’s responsibilities**

7. The administrator is responsible to council for ensuring compliance with this Bylaw and shall refuse to place any item on the council agenda where there has been substantive non-compliance with this Bylaw.

**Repeal**

8. Bylaw 07/10 is repealed.

**Coming into force**

9. This Bylaw comes into force on the day on which it is passed.

READ A FIRST TIME this 17 day of December, 2015

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2016

READ A THIRD TIME AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Reeve

[SEAL]

\_\_\_\_\_  
Administrator