

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