

BYLAW NO. 464/2024**A BYLAW TO ESTABLISH A PUBLIC NOTICE POLICY**

The Council of the Town of Balgonie in the Province of Saskatchewan, enacts as follows:

This Bylaw shall be referred to as the "Public Notice Bylaw".

1. PURPOSE

- 1.1 The purpose of this Policy is to set out the minimum notice requirements, the methods of notice to be followed in providing such notice, and the minimum time for giving notice with respect to any matters for which public notice is required to be given by Council.

2. DEFINITIONS

- 2.1 For the purpose of this Policy, the following terms and words shall have the following meanings:
- (a) the term "affected parties" shall mean 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;
 - (b) the term "Council" means the elected officials of the (name of municipality);
 - (c) the term "Administrator" means the person appointed as the Administrator for the Town of Balgonie or his/her duly authorised representative or designate; and
 - (d) the term "clear days" shall mean the number of calendar days, excluding the day of original posting, publishing or mailing, as the case may be, and excluding the day of the Council Meeting.

3. MATTERS FOR WHICH NOTICE MUST BE GIVEN

- 3.1 Public notice in accordance with this Policy shall be given before Council initially considers the following matters:
- (a) permanently closing or blocking off a street, lane or walkway;
 - (b) disposition of municipal lands or buildings;
 - (c) selling or leasing land for less than fair market value and without a public offering;
 - (d) 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;
 - (e) borrowing money, lending money or guaranteeing the repayment of a loan;
 - (f) imposing a special tax or determining the use to which excess revenue from a special tax is to be put;
 - (g) establishing a purchasing Policy;
 - (h) sale or lease of mines and minerals owned by a municipality;
 - (j) establishing a business improvement district;
 - (j) setting remuneration for Council or Committee members and other bodies established by the Council;
 - (k) increasing or decreasing the number of Councillors on Council;
 - (l) appointing a wards commission and dividing the municipality into wards;
 - (m) amending or repealing a Bylaw for which public notice was a requirement at the time the Bylaw was passed;

- (d) imposing a special tax or determining the use to which excess revenue from a special tax is to be put; and
- (e) establishing a business improvement district.

4.5 Additional notice of the matters listed in subsection 4.4 shall be given using either of the following methods:

- (a) by mailing notice of the matter to all affected parties by ordinary mail which is to be postmarked no later than seven (7) clear days prior to the day of the Council Meeting at which the matter will initially be considered; or
- (b) by leaving notice of the matter in a mail receptacle at the address of the affected party at least seven (7) clear days prior to the day of the Council Meeting at which the matter will initially be considered.

5. NOTICE OF FURTHER DEALINGS RESPECTING A MATTER

5.1 The notice requirements provided for in this Policy shall only be applied when Council initially considers a matter. For purposes of clarity, unless otherwise directed by Council, no notice, including notice to affected parties, will be given of any subsequent meeting of Council at which the matter will be considered.

6. DISCRETION OF COUNCIL

6.1 The notice requirements set forth in this Policy are minimum requirements and are not intended to limit Council's discretion to provide additional notice, utilizing different or additional methods or repeating notice, as may be deemed appropriate by Council.

7. RESPONSIBILITIES OF ADMINISTRATOR

- 7.1 The Administrator shall be responsible to Council for ensuring compliance with this Policy and may, in his/her absolute discretion:
 - (a) refuse to place any item on the agenda of Council, where there has been substantive non-compliance with the notice requirements of this Policy; or
 - (b) where there have been deficiencies in meeting the notice requirements provided for in this Bylaw, place any item on the agenda of Council, with a caution to members of Council that the matter should be tabled pending full compliance with the notice requirements set forth in this Policy.

8. REPEAL OF PREVIOUS BYLAW

8.1 Bylaw No. 323/2005 is hereby repealed.

Introduced and read a first time this 22nd day of July, 2024.

Read a second time this 22nd day of July, 2024.

Read a ~~third~~ and passed this 22nd day of July, 2024.



Jain Joudha

Mayor

Karen Laigo

Administrator

Certified a true copy of Bylaw No. 464/2024 passed by resolution of the Council of the Town of Balgonie on the 22nd day of July, 2024.

Karen Laigo

Administrator