



BYLAW NO. 425/21 PUBLIC NOTICE BYLAW

A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR THE ESTABLISHMENT OF A PUBLIC NOTICE POLICY

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

1. DEFINITIONS

1.1 In this Bylaw:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 110 of *The Municipalities Act*.
- b. **Affected Parties** - 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.
- c. **Clear Days** - 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.
- d. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- e. **Town** - The Town of Strasbourg.

2. MATTERS FOR WHICH NOTICE MUST BE GIVEN

2.1 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;
- i. 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;
- n. Any matter where holding a public hearing is required under *The Municipalities Act* or any other Act except where the Act contains its own public notice provisions;
- o. Discussing a matter at a public meeting held as a result of a petition signed by the required number of electors;
- p. Establishing, altering, or dissolving an additional service area;
- q. Enacting or amending a council procedures bylaw;

- r. Availability of a financial audit or management audit pursuant to subsection 140.1(11) of *The Municipalities Act*;
- s. The establishment of a tax cancellation or abatement policy;
- t. The amendment or repeal of a bylaw or resolution when the resolution or bylaw was passed as a result of a vote of the electors where at least three years have passed from the date that the bylaw or resolution was passed and a vote of the voters is not being held regarding the proposed current action;
- u. An unscheduled regular meeting of Council or Council committee, including a rescheduled regular meeting of Council or Council committee;
- v. A special meeting of Council; and
- w. Notification that one or more members of Council or Council committee intends to participate through electronic means at a regular or special meeting of Council or Council committee.

3. NOTICE TO THE GENERAL PUBLIC AND AFFECTED PARTIES

3.1 Notice shall be given to the general public for all matters set out in subsection 2.1(a to s) in accordance with this section:

- a. Notice of the matter shall be posted at least seven (7) days prior to the meeting in which Council will initially consider the matter in the following locations, at minimum:
 - i. Administration Office
 - ii. Town Website

3.2 Notice shall be given to the general public for the matter set out in subsection 2.1(t) in accordance with this section:

- a. At least 21 days prior to the meeting in which Council will initially consider the matter, the notice of the matter will be posted, at minimum, in the following locations:
 - i. Administration Office
 - ii. Town Website

3.3 Notice shall be given to the general public for the matters set out in subsections 2.1(u to w) by posting the notice, at minimum, in the following locations.

- i. Administration Office
- ii. Town Website

3.4 Additional methods of notice at the Administrator's discretion include the community bulletin board, Facebook, local newspaper advertising (if required by legislation), mail-outs, LED notice board sign, and email notices.

3.5 In addition to the general notice requirements of section 3.1, additional notice shall be given in accordance with subsection 3.6 to all affected parties when Council is initially considering 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. Permanently modifying an intersection with the use of physical barriers;
- 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.

3.6 Additional notice of the matters listed in subsection 3.5 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 at the physical 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.

4. NOTICE OF FURTHER DEALINGS RESPECTING A MATTER

4.1 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.

5. DISCRETION OF COUNCIL

5.1 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.

6. RESPONSIBILITIES OF ADMINISTRATOR

6.1 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 Bylaw; 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 Bylaw.

7. REPEAL OF BYLAWS

7.1 Bylaw No. 300/06 being a Bylaw to Provide for Public Notice Policy is hereby repealed.

8. EFFECTIVE DATE OF BYLAW

8.1 This Bylaw shall come into force on the date of final approval by the Council of the Town of Strasbourg.



Mayor
Jennifer Josephsen

Administrator

Certified to be a true copy of Bylaw No. 425/21 adopted by the Council of the Town of Strasbourg, on the 10th day of November, 2021.

[SEAL]

Administrator