VILLAGE OF FROBISHER

BYLAW NO. 04-2024

PUBLIC NOTICE BYLAW

The Council of the Village of Frobisher, in the Province of Saskatchewan enacts as follows:

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

1. PURPOSE

The purpose of this bylaw 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 bylaw, the following terms and words shall have the following meanings:

(a) **"Administrator"** means the person appointed as the Administrator for the Village of Frobisher or their duly authorised representative or designate;

(b) **"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;

(c) **"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;

(d) **"Council"** means the elected officials of the Village of Frobisher; and

(e) **"Municipality"** means the Village of Frobisher.

3. MATTERS FOR WHICH NOTICE MUST BE GIVEN

3.1. Public notice in accordance with this bylaw 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 councilors 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 t
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.

4. NOTICE TO THE GENERAL PUBLIC AND AFFECTED PARTIES

4.1. Notice shall be given to the general public for all matters set out in subsection 3.1 (a to s) in accordance with this section:
(a) notice of the matter shall be posted at the Municipal Office at least seven (7) days prior to the meeting at which Council will initially consider the matter; and
(b) notice of the matter shall be posted in a conspicuous place in the municipality at least seven (7) days prior to the meeting at which Council will initially consider the matter.

4.2. Notice shall be given to the general public for the matter set out in subsection 3.1(t) in accordance with this section:
(a) notice of the matter shall be posted at the Municipal Office at least twenty-one (21) days prior to the meeting at which Council will initially consider the matter; and
(b) notice of the matter shall be posted in a conspicuous place in the municipality at least twenty-one (21) days prior to the meeting at which Council will initially consider the matter.

4.3. Notice shall be given to the general public for the matters set out in subsections 3.1(u to w) by posting the notice in the municipal office.

4.4. In addition to the general notice requirements of section 4.1, additional notice shall be given in accordance with subsection 4.5 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.

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 bylaw 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 bylaw 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 bylaw and may, in their 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.

8. REPEAL OF PREVIOUS BYLAW

8.1. Bylaw No. 1/2006 is hereby repealed.

Read a third time and adopted this 16th day of July, 2024

VILLAGE OF FROBISHER Seal

Mayor

Administrator

Certified a true copy of
Bylaw No. 04-2024 adopted by
resolution of Council on the
16st day of July, 2024.

Administrator

KMC