

**PUBLIC NOTICE POLICY BYLAW
2024-01**

RURAL MUNICIPALITY OF KINISTINO NO. 459

BYLAW NO 2024-01

A BYLAW TO ESTABLISH A PUBLIC NOTICE POLICY

The Council of the Rural Municipality of Kinistino No. 459 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 Rural Municipality of Kinistino No. 459;
- (c) the term “Administrator” means the person appointed as the Administrator for the Rural Municipality of Kinistino No. 459 or his/her duly authorised representative or designate; and

- (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 and at the RM office at least seven (7) days prior to the meeting at which Council will initially consider the matter.

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.