

CITY OF PRINCE ALBERT BYLAW NO. 5 OF 2003

*A Bylaw of The City of Prince Albert to establish a
Public Notice Policy*

WHEREAS The Cities Act requires that the Council of The City of Prince Albert establish a Public Notice Policy;

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as "The Public Notice Policy Bylaw, 2003."

PURPOSE

2. The purpose of this bylaw is to establish a policy setting out the minimum notice requirements, the methods of notice to be followed and the minimum time for giving notice with respect to any matters for which public notice is required to be given by Council.

PUBLIC NOTICE POLICY

3. The City will provide public notice as required in accordance with the Public Notice Policy attached as Schedule "A"

COMING INTO FORCE

4. This bylaw comes into force on the day of its final passing.

INTRODUCED AND READ A FIRST TIME THIS 13 DAY OF January ,AD 2003.

READ A SECOND TIME THIS 13 DAY OF January ,AD 2003.

READ A THIRD TIME AND PASSED THIS 13 DAY OF January ,AD 2003.


MAYOR


CITY CLERK

Schedule "A"

CITY OF PRINCE ALBERT

NUMBER

COUNCIL POLICY

DRAFT – Jan 06/03

POLICY TITLE <i>Public Notice</i>	ADOPTED BY:	EFFECTIVE DATE
ORIGIN/AUTHORITY <i>Section 102 of The Cities Act</i>	CITY FILE NO.	PAGE NUMBER <i>1 of 4</i>

1. PURPOSE

The Cities Act requires that the Council of the City of Prince Albert shall adopt a Public Notice Policy. This policy sets out the minimum notice requirements, the methods of notice to be followed 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 Affected Parties – For the purposes of this policy, affected parties will be those members of the public who, in the sole discretion of the City, may be specially affected by the matter under consideration by Council.

2.2 Seven Days – For the purposes of this policy, seven days will be calculated using calendar days and including the day it is posted but excluding the day of the Council meeting.

3. MATTERS FOR WHICH NOTICE MUST BE GIVEN

Public notice in accordance with this policy shall be given before Council initially considers the following matters:

- a) prohibiting or limiting the number of businesses of a particular type in an area of the City 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) permanently closing a median opening;
- e) borrowing money, lending money or guaranteeing the repayment of a loan;
- f) moving capital moneys to an operating budget or reserve;
- g) imposing a special tax or determining the use to which excess revenue from a special tax is to be put;
- h) establishing an investment policy;
- i) selling or leasing land for less than fair market value and without a public offering;
- j) selling or leasing park lands and dedicated lands except where the land is covered by public notice provisions in an Act other than *The Cities Act*;
- k) establishing a purchasing policy;
- l) establishing a business improvement district;
- m) setting remuneration for council or committee members;
- n) increasing or decreasing the number of councillors on Council;
- o) appointing a wards commission and dividing the City into wards;
- p) amending or repealing a bylaw for which public notice was a requirement at the time the bylaw was passed;
- q) any matter where holding a public hearing is required under *The Cities Act* or any other Act except where the Act contains its own public notice provisions;
- r) discussing a matter at a public meeting held as a result of a petition signed by the required number of electors; and

- s) 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.

4. NOTICE TO THE GENERAL PUBLIC

Notice shall be given to the general public for all matters set out in section 3 in accordance with this section:

- a) notice of the matter shall be published in a local newspaper circulating in the City at least seven days prior to the meeting at which Council will initially consider the matter;
- c) notice of the matter shall be posted in the Public Notice section on the bulletin board in the foyer at City Hall at least seven days prior to the meeting at which Council will initially consider the matter; and
- d) notice of the matter shall be posted on the City's website at least seven days prior to the meeting at which Council will initially consider the matter.

5. DISCRETION OF COUNCIL

5.1 The notice requirements of this policy are the minimum requirements that must be complied with by the City. Council may at its discretion require additional notice in specific cases.

5.2 Additional notice at the discretion of Council as described in subsection 5.1 shall be given by any 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 days prior to 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 days prior to the Council meeting at which the matter will initially be considered.
- c) posting a notice on the land to be sold or leased at least seven days prior to the Council meeting at which the matter will initially be considered.

6. NO NOTICE OF SUBSEQUENT MEETINGS

Notice will be given in accordance with this policy only when Council initially considers a matter. Unless otherwise directed by Council, no notice will be given of any subsequent meeting of Council at which the matter will be considered.

7. RESPONSIBILITIES

7.1 Directors

- a) The Director of the applicable department will be responsible for publishing the required notice in accordance with the policy and providing the City Clerk with a copy of the notice as advisement that the proper notification has taken place.
- b) The Director of the applicable department will be responsible for completing the notices required to be given by mail or left in the mail receptacles and advising the City Clerk that they have been completed.
- c) The Director of the applicable department will be responsible for posting any site signs and advising the City Clerk that they have been posted.

7.2 City Clerk

The City Clerk will be responsible for ensuring that items are not placed on the Council agenda unless notice has been given in accordance with this policy.