

## THE VILLAGE OF PAYNTON

### BYLAW NO. 04-2012

#### A BYLAW TO ESTABLISH A PUBLIC NOTICE POLICY

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

##### 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 Village of Paynton;
- c) The term “**Administrator**” means the person appointed as the Administrator for the Village of Paynton or his/her duly authorized representative or designate;
- d) The term “**clear days**” shall mean the number of calendar days, including the day of original posting, publishing or mailing, as the case may be, but excluding the day of 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, land or walkway;
- b) Disposition of municipal lands or buildings;
- c) Selling or leasing land for less than fair market value and without 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 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 time the bylaw was passed;

Public notice in accordance with this policy shall be given before Council initially considers the following matters: public hearing is required under *The Municipalities Act* or

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 the Policy.

  
Dave Florizone, Mayor

Seal

  
Joan Caldwell, Administrator

Read a third time and adopted  
This 8 day of May, 2012

  
Joan Caldwell, Administrator

**Certified a true copy of Bylaw# 04-2012  
Passed by Council of the Village of  
Payton on the 8<sup>th</sup> day of MAY 2012.**

  
**Administrator**