

Public Notification Bylaw Template

The following is a sample template for a Public Notification Bylaw. It is intended to be a template for municipalities in Alberta to assist in the drafting of a bylaw that establishes their public notification policies. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective bylaw review processes to ensure consistency and accuracy.

[INSERT NAME OF MUNICIPALITY]

[INSERT BYLAW NUMBER]

A BYLAW TO ESTABLISH **[insert as applicable: AN ALTERNATE METHOD [or] ALTERNATE METHODS]** FOR ADVERTISING STATUTORY NOTICES

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the **[insert name of municipality]**, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the **[insert e.g.: “Advertising Bylaw” [or] “Public Notification Bylaw.**

Advertising Method

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606, **[insert the following as applicable or an alternate method:]**

electronically by posting the notice prominently on the **[insert name of**

municipality] official website.

[and/or]

electronically by posting the notice prominently on any of the **[insert name of municipality]**'s official social media sites.

[and/or]

by posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: **[insert as applicable:** Administrative Office, Recreation Centre, Community Hall, etc.]

[or]

by posting the notice prominently on roadside signage located at the following locations: **[insert as applicable** e.g. each entrance to the Municipality, specific address(es), community league facility(ies), etc.]

READ a First time this ____ day of _____ 2018.

PUBLIC HEARING held on this ____ day of _____, 2018

READ a Second time this ____ day of _____ 2018.

READ a Third time this ____ day of _____ 2018.

SIGNED AND PASSED this ____ day of _____ 2018.

[INSERT: MAYOR/REEVE]

[INSERT: CHIEF ADMINISTRATIVE OFFICER/OTHER]