

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-021

<b>POLICY TITLE</b> <i>Public Notice</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>January 6, 2003</i>
		<b>UPDATED TO</b> <i>January 1, 2026</i>
<b>ORIGIN/AUTHORITY</b> <i>Executive Committee Report No. 1-2003; Legislative Report No. 12-2004; Audit Committee Report No. 1-2007; Legislative Reports No. 3-2007 and 5-2007; Executive Committee Report No. 11-2009; Legislative Report No. 11-2011; Standing Policy Committee on Planning, Development and Community Services Report – December 18, 2017; City Council Item 9.11.2 – January 29, 2018 – Bylaw 9485; and City Council November 30, 2020 – Bylaw 9727; City Council Item 8.5.1 – October 29, 2025; and City Council Item 5.2.1 - December 17, 2025 – Bylaw 10122</i>	<b>CITY FILE NO.</b> <i>CK. 255-2-1 and 185-1</i>	<b>PAGE NUMBER</b> <i>1 of 11</i>

## Part 1 – The Cities Act

### 1. PURPOSE

*The Cities Act* requires Council to adopt a Public Notice Policy. Part 1 of 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 of the matters identified in section 3.

### 2. DEFINITIONS

- 2.1 Affected Parties – means 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 Council – means either a Council Committee, as defined by *The Procedures and Committees Bylaw, 2014*, or Council, whichever is first considering any report respecting a matter identified in section 3.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	2 of 11

2.3 Controlled Corporation – means a controlled corporation as defined in *The Cities Act*.

2.4 Day – means a calendar day, and for the purposes of calculating number of days of notice, includes the day notice is posted but excludes the day of the 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) 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) borrowing money;
- d) lending money to a non-profit organization or to one of the City's controlled corporations or to a business improvement district established by the City, regardless of whether the source or sources of money to be loaned is internal or external;
- e) guaranteeing the repayment of a loan between a lender and a non-profit organization or one of the City's controlled corporations or a business improvement district established by the City;
- 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;

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	3 of 11

- 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 Part 2;
- 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;
- 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;
- t) passing, amending or repealing a bylaw to establish general procedures to be followed in conducting business at Council meetings.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	4 of 11

- 3.2 Public notice shall additionally be given on receipt of a report of the municipal wards commission pursuant to section 61 of *The Cities Act*.

## 4. NOTICE TO THE GENERAL PUBLIC

- 4.1 Subject to section 4.2, notice shall be given to the general public for all matters set out in section 3.1 in accordance with this section:
- a) notice of the matter shall be posted at City Hall at least ten days prior to the meeting at which Council will initially consider the matter; and
  - b) notice of the matter shall be posted on the City's website at least ten days prior to the meeting at which Council will initially consider the matter.
- 4.2 In accordance with section 113 of *The Cities Act*, notice shall be given at least 21 days before the proposed amendment or repeal of a bylaw or resolution that Council was required to pass as a result of a vote of the voters.
- 4.3 On receipt of a report mentioned in section 3.2, the City shall post notice on its website and at City Hall that the report is available for public inspection at City Hall during normal business hours.

## 5. ADDITIONAL NOTICE – FOR SOME MATTERS

- 5.1 In addition to the general notice requirements of section 4, **additional** notice shall be given in accordance with section 5.2 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 City or specifying separation distances between businesses of a particular type;

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	5 of 11

- b) permanently closing or blocking off a street, lane or walkway;
- c) imposing a special tax or determining the use to which excess revenue from a special tax is to be put;
- d) establishing a business improvement district.

5.2 **Additional** notice of the matters listed in section 5.1 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 ten 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 ten days prior to the Council meeting at which the matter will initially be considered.

## 6. ADDITIONAL NOTICE – SALE OR LEASE OF PARK LANDS AND DEDICATED LANDS

6.1 In addition to the general notice requirements of section 4, **additional** notice shall be given in accordance with section 6.2 to all affected parties when Council is initially considering selling or leasing park lands and dedicated lands except where the land is covered by the public notice provisions in Part 2.

6.2 **Additional** notice of the matters listed in section 6.1 shall be given to all affected parties by:

- a) posting a notice on the land to be sold or leased at least ten days prior to the Council meeting at which the matter will initially be considered; **and**

using either of the following methods:

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	6 of 11

- b) by mailing notice of the matter to all affected parties by ordinary mail which is to be postmarked no later than ten days prior to the Council meeting at which the matter will initially be considered; **or**
- c) by leaving notice of the matter in a mail receptacle at the address of the affected party at least ten days prior to the Council meeting at which the matter will initially be considered.

## 7. DISCRETION OF COUNCIL

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

## 8. 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.

## 9. RESPONSIBILITIES

### 9.1 General Managers

- a) The General Manager of the applicable division will be responsible for posting the required notices in time to meet the requirements of this policy.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	7 of 11

- b) The General Manager of the applicable division 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 General Manager of the applicable division will be responsible for posting any site signs and advising the City Clerk that they have been posted.

## 9.2 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.

## **Part 2 – *The Planning and Development Act, 2007***

### 10. PURPOSE

*The Planning and Development Act, 2007* allows a Council which has been designated as an approving authority to adopt a public notice policy for giving notice with respect to any matters for which public notice is required to be given under *The Planning and Development Act, 2007*.

### 11. MATTERS FOR WHICH NOTICE MUST BE GIVEN

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

- a) the adoption, amendment or repeal of a bylaw for an official community plan or zoning bylaw except an amendment to remove the holding symbol “H”;
- b) an application for discretionary use approval or the amendment of a discretionary use approval;

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C01-021*

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<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	8 of 11

- c) the adoption, amendment or repeal of a bylaw authorizing the sale of a buffer strip or municipal reserve;
- d) the voiding of a rezoning agreement;
- e) the adoption, amendment or repeal of a development levy bylaw;
- f) the passing of a resolution to adopt or amend a concept plan;
- g) the adoption, amendment or repeal of a fee bylaw.

## 12. NOTICE REQUIREMENTS

12.1 Public notice for all matters set out in section 11 shall be given in accordance with this section:

- a) notice of the matter shall be posted:
  - i) at City Hall; and
  - ii) on the City's website;
- b) notice of the matter must:
  - i) in the case of a proposed new official community plan or new zoning bylaw, be posted at least twenty-one days prior to the date on which the matter will be considered by Council;
  - ii) in the case of the consideration of a resolution to adopt or amend a concept plan, be posted at least seven days prior to the date on which the matter will be considered by Council;



# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	9 of 11

- iii) in the case of all matters other than as provided in subclause (i) and (ii), be posted at least fourteen days prior to the date on which the matter will be considered by Council.

12.2 In addition to the general notice requirements of section 12.1, public notice for consideration of an application for discretionary use approval or amendment to a discretionary use approval shall be given in accordance with this section:

- a) the Community Services Division will prepare on-site notification posters which must be placed on the site by the applicant for discretionary use approval or amendment and must remain on the site until the application is considered by Council;
- c) the Community Services Division will provide notice to the community association for the area in which the subject site is located in; and
- c) the Community Services Division shall:
  - i) mail notice to all assessed owners of property within 75 metres of the subject site, which is to be postmarked  
  
no later than 14 days prior to the Council meeting at which the matter will be considered; **or**
  - ii) leave notice of the matter in a mail receptacle at the address of the assessed property owner within 75 metres of the subject site at least 14 days prior to the Council meeting at which the matter will be considered.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	10 of 11

## 13. CONTENTS OF NOTICE

The notice required by section 12.1 must:

- a) contain a summary of the intent of the proposed bylaw or resolution;
- b) specify any places where and the hours during which the proposed bylaw or resolution may be inspected by any person;
- c) specify any dates, places and times that Council will be holding a public hearing with respect to the proposed bylaw or the meeting at which it will consider the proposed resolution;
- d) outline the procedure by which the public hearing will be conducted;
- e) describe the affected area by:
  - i) reference to street names and addresses or commonly understood area designations;
  - ii) publication of a map of the area; or
  - iii) in the case of an amendment to a zoning bylaw, or development plan of general application that does not designate land for specific uses, a description of the type of property affected but not by the specific location of the property affected; and
- f) include a statement of specific reasons for and a detailed explanation of the proposal, in the case of:
  - i) a proposed amendment to a zoning bylaw; and

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-021

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Public Notice</i>	<i>January 6, 2003</i>	<i>January 1, 2026</i>	11 of 11

- ii) an adoption, amendment or repeal of a bylaw authorizing the sale of a buffer strip or municipal reserve.

## 14. APPLICATION OF SECTIONS 2, 7, 8 AND 9

Sections 2, 7, 8 and 9 of Part 1 of this policy apply to Part 2 of this policy.