

**BYLAW NO. 2005 - 005
TOWN OF CHURCHBRIDGE**

PUBLIC NOTICE POLICY

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.

1. 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 Town of Churchbridge;
 - (c) the term “**Administrator**” means the person appointed as the Administrator for the Town of Churchbridge or his/her duly authorized representative or designate;
 - (d) the term “**clear days**” shall mean the number of calendar days,
 - (e) including the day of original posting, publishing or mailing, as The case may be, but excluding the day of the Council meeting;