

CORPORATE POLICY

Policy No.: RD-24-23
Policy Name: Public Notice Additional Methods of Publication
Effective Date: September 1, 2023
Next Review: September 1, 2024

Purpose:	To provide additional methods of publishing Public Notices when required under Section 94 of the <i>Community Charter</i> for each Electoral Area recognizing the principles of effective Public Notice that include reliability, suitability and accessibility.
Scope:	This Policy applies to any Public Notice that is required to be published in accordance with Section 94 of the <i>Community Charter</i> unless otherwise noted in the Policy.
Authority:	<i>Community Charter</i> Section 94 <i>Public Notice Reg. No. 52/2022</i> Public Notice Bylaw No. 3316, 2023

Definitions:	"Authorized Persons"	means	a Regional District General Manager or Manager
	"Principles of Effective Public Notice"	means	the principles identified under <i>Public Notice Reg. No. 52/2022</i> : a) Reliable i. method is dependable and trustworthy; b) Suitable i. method works for the purpose of informing the community; and c) Accessible i. method is easily accessible for people and has a broad reach in the community.
	"Public Notice"	means	a notice that is required to be given or published in accordance with Section 94 of the <i>Community Charter</i>
	"Newspaper"	means	means a publication or local periodical that contains items of news and advertising that is either distributed in print format and distributed at least weekly in the area affected by the subject matter of the notice, or is published in digital format on the internet and updated at least weekly

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Policy:	1. Where the Regional District is required to publish a Public Notice in accordance with Section 94 of the <i>Community Charter</i> and, in addition to the publication requirements of Public Notice Posting Bylaw No. 3316, 2023, a Public Notice will also be published in applicable Electoral Area(s), or portion thereof as applicable, in accordance with Appendix “A” attached to and forming part of this Policy.
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General:	1. A Public Notice published as an Additional Method may contain information respecting the matter that an Authorized Person considers appropriate in addition to statutorily required information.
	2. An Authorized Person may publish a Public Notice by methods that are in addition to that required under Public Notice Bylaw No. 3316, 2023 and the Additional Methods identified under this Policy. Such Public Notice is not required to contain all information about the matter that is required to be statutorily included.
	3. If an additional method of publishing a Public Notice is by newspaper, the Public Notice may be published as the full notice or a condensed notice that includes a link to the full notice on the Regional District’s website provided that the condensed notice includes: <ul style="list-style-type: none"> a) the Regional District header and contact information; b) the subject matter of the Public Notice; c) if the Public Notice is for a public hearing, consultation or meeting the date, time and location; and d) a link for further information to the Regional District’s website page.
	4. If an additional method of publishing a Public Notice is by newspaper, the Public Notice is only required to be published one time.

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APPENDIX "A"

ELECTORAL AREA	PUBLICATION METHODS
A – Salmon River-Lakes	Newspaper
C – Chilako River-Nechako	Newspaper
D – Tabor Lake-Stone Creek	Newspaper
E – Woodpecker-Hixon	Newspaper
F – Willow River-Upper Fraser	Newspaper
G – Crooked River-Parsnip	Newspaper
H – Robson Valley-Canoe	Newspaper

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