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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Administrative		
Section	Corporate Communications		
Title	PUBLIC NOTICE POLICY [DRAFT]		
Adopted Date	January 1, 2024	Policy Number	ADM__
Last Amended			
Policy Owner	Corporate Communications		

1. POLICY:

- 1.1 This policy will ensure that the Capital Regional District (CRD) is both informing community members of matters of public interest that may affect them and complying with statutory requirements for providing public notice.
- 1.2 This policy is supplementary to the Public Notice Bylaw and must be used by staff when the CRD is required by law to provide Statutory Public Notice.

2. PURPOSE:

- 2.1 The purpose of this policy is to provide guidance and direction to Responsible Staff tasked with publishing Statutory Public Notice regarding:
 - a. how and where Statutory Public Notices must be published;
 - b. the procedure for collaborating with Corporate Communications;
 - c. the choice of print publication;
 - d. the consideration of further publications in local communities or online; and
 - e. recordkeeping.
- 2.2 The policy is not intended to comprehensively describe all procedures Responsible Staff must take when publishing Statutory Public Notices. The *Community Charter* and *Local Government Act* contain many provisions that necessitate the publication of Statutory Public Notice, each with its own requirements for the content of notice and the procedure for publication. Responsible Staff must familiarize themselves with the public notice legislative requirements that are relevant to their Activity.

3. SCOPE:

- 3.1 This policy applies to all Responsible Staff providing services that require the publishing of Statutory Public Notice.

4. DEFINITIONS:

- 4.1 In this policy:

- a. “**Activity**” means an action the CRD is undertaking, an event, or other matter that triggers the legislative requirement to provide Statutory Public Notice (e.g., providing notice of a proposed disposition of land or improvements, pursuant to section 286 of the *Local Government Act*);
- b. “**Periodical**” means a local community newspaper or magazine that is published at regular intervals.
- c. “**Public Notice Posting Place**” has the meaning given to that term in the “Capital Regional District Board Procedures Bylaw, 2012”;
- d. “**Public Notice Bylaw**” means Bylaw No. 4556, “Capital Regional District Public Notice Bylaw No. 1, 2023”, adopted pursuant to section 94.2 of the *Community Charter*, which establishes two means of publication by which a notice is to be published;
- e. “**Responsible Staff**” means the CRD staff member performing an Activity; and
- f. “**Statutory Public Notice**” means a notice that the *Community Charter*, *Local Government Act*, or any other legislation requires to be published in accordance with section 94 of the *Community Charter*.

5. PROCEDURE:

General obligation of Responsible Staff

- 5.1 Responsible Staff must ensure that Statutory Public Notices are published:
 - a. by the means of publication specified in the Public Notice Bylaw, namely:
 - (i) one time in a print newspaper or print periodical distributed in the area affected by the subject matter of the notice, and
 - (ii) one time on the Capital Regional District website;
 - b. at the Public Notice Posting Place; and
 - c. in accordance with the requirements and timelines of:
 - (i) sections 94 and 94.2 of the *Community Charter*; and
 - (ii) the relevant legislation that provides the mandatory content of the notice, the timeline for publication, and any other requirements.

Responsible Staff to contact Corporate Communications

- 5.2 Corporate Communications must publish all Statutory Public Notices, in collaboration with Responsible Staff.
- 5.3 No less than two weeks before a deadline for a Statutory Public Notice, Responsible Staff must provide to Corporate Communications staff the content for, and legislative context of, the Statutory Public Notices along with the required timeline for publications

and the proposed print publication to publish the Statutory Public Notice. Corporate Communications may require Responsible Staff to fill intake forms, take additional actions, or provide other information to facilitate the publication process.

Choosing the appropriate newspaper

- 5.4 When choosing the appropriate newspaper to publish a Statutory Public Notice, Responsible Staff, in collaboration with Corporate Communications, must consider the following guidelines:
 - a. if the entire capital region is affected by the subject matter of the notice, then Responsible Staff must publish the notice in a print newspaper with regional distribution; and
 - b. if the area affected by the subject matter of the notice is sub-regional or local, then Responsible Staff must publish the notice either in a print newspaper with regional distribution or in a print newspaper or print Periodical with more localized distribution if that local publication’s distribution schedule allows for statutory timelines to be met.
- 5.5 For certainty, section 5.4 does not require Responsible Staff to publish a Statutory Public Notice in multiple print publications.

Additional notices

- 5.6 In addition to publishing Statutory Public Notices, if residents of a local community customarily use other physical locations for the purpose of raising public awareness of local matters (e.g., public notice boards, bulletin boards at community halls or fire halls, community flyers, etc.), Responsible Staff may consider whether additional notices or information about an Activity should be distributed to those places.

Social media

- 5.7 In addition to publishing Statutory Public Notices, where a sub-regional or local community is most effectively reached through social media or online platforms, Responsible Staff may consult with Corporate Communications staff on whether to also share notice, or information, about the Activity by those means. The decision to post on social media platforms is subject to the discretion of Corporate Communications staff and Content Leads in accordance with the Social Media Policy.

Recordkeeping

- 5.8 Responsible Staff must retain a record of the publication of each Statutory Public Notice, such as a scanned copy of a newspaper clipping, a screenshot of the public notice on the CRD website, or a picture of the posting at the Public Notice Posting Place.

6. AMENDMENT(S):

Adoption Date	Description:
January 1, 2024	Initial adoption date.

7. REVIEW(S):

Review Date	Description:
Three years from adoption	

8. RELATED POLICY, PROCEDURE OR GUIDELINE:

ADM19, Social Media Policy

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