

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

**BYLAW NO. 2169**

Public Notice Bylaw

---

WHEREAS the *Community Charter* and *Local Government Act* require local governments to provide advance public notice on certain matters of public interest to facilitate opportunity for public participation in local government decision-making;

AND WHEREAS Section 94.1 of the *Community Charter* sets out the default publication requirements to publish public notice in a newspaper once each week for two consecutive weeks for such matters;

AND WHEREAS Section 94.2 of the *Community Charter* authorizes that Council may, by bylaw, provide for alternative means of publishing a public notice for such matters, instead of the default requirements;

AND WHEREAS Council has considered the principles for effective public notice that include reliability, suitability, and accessibility as prescribed in the Public Notice Regulation 52/2022;

NOW THEREFORE the Council of the District of Central Saanich, in open meeting assembled, enact as follows:

1. DEFINITION

In this Bylaw:

“DOCS” means the municipality of the District of Central Saanich;

“DOCS Offices” means Central Saanich Municipal Hall located at 1903 Mount Newton Cross Road, Saanichton, BC, V8M 2A9;

“DOCS Website” means the official information resource found at an internet address provided by the DOCS and whose uniform resource locator is known as <https://www.centralsaanich.ca/>;

“Council” consists of the mayor and councillors elected for the DOCS;

“Authorized Person” means any of the following DOCS staff positions:

- a) Chief Administrative Officer
- b) Director of Finance
- c) Director of Engineering
- d) Director of Corporate Services

e) Director of Planning and Building Services

“Social Media Page” means the DOCs computer and internet based technology information resource on social media platforms, including but not limited to Facebook and Instagram;

“Newspaper” means a publication of a local periodical that contains items of news and advertising that is either distributed in print format, or is published in digital format on the internet;

“Public Notice” means a notice that is required to be given or published in accordance with Section 94 of the *Community Charter*;

“Public Notice Page” means the public notice webpage on the DOCs website;

“Public Notice Posting Place” means either or both the digital display screen located on the main floor of the DOCS Offices and the DOCS Website.

2. PUBLICATION REQUIREMENTS FOR PUBLIC NOTICES

- a. Where the District is required to publish a public notice in accordance with Section 94 of the *Community Charter*, rather than publishing the public notice in accordance with Section 94.1 of the *Community Charter*, the DOCs will instead publish the public notice by posting to the Public Notice Posting Place and by the following two (2) additional means of publication:
  - i. Posting the public notice on the Public Notice Page; and
  - ii. Posting the public notice on a Social Media page.
- b. A public notice that is published in accordance with Section 2(a):
  - i. Subject to the regulations under Section 94.2 of the *Community Charter*, and unless provided otherwise in the *Community Charter* or another enactment, must be published at least seven (7) days before the date of the matter for which public notice is required;
  - ii. If a period is prescribed for the purpose of Section 94.2(5) of the *Community Charter*, and unless provided otherwise in the *Community Charter* or another enactment, must be published in the prescribed period before the date of the matter for which public notice is required.

- c. If a matter is subject to two or more requirements for publication in accordance with Section 94 of the *Community Charter*, the notices may be combined so long as the requirements of all applicable provisions of the *Community Charter* and *Local Government Act* are met.

3. ADDITIONAL NOTICES

- a. Where public notice is required to be published in accordance with Section 2(a), an Authorized Person may provide any additional notice respecting the matter the Authorized Person considers appropriate, having considered:
  - i. Whether the matter will affect the community at large;
  - ii. Whether significant public input respecting the matter is anticipated;
  - iii. Whether any other circumstances suggest that additional notice should be provided.
- b. An additional notice pursuant to Section 3(a)
  - i. May be published in a newspaper that is distributed at least weekly in the area affected by the subject matter of the notice, in the case of a newspaper that is in print format, or is updated at least weekly, in the case of a newspaper that is published in digital format on the internet;
  - ii. May contain any information respecting the matter that the Authorized Person considers appropriate;
  - iii. Need not contain all information about the matter that is required to be included in a public notice published in accordance with Section 2(a).

- 4. This Bylaw may be cited for all purposes as the “**Central Saanich Public Notice Bylaw No. 2169, 2024**”.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Ryan Windsor  
Mayor

\_\_\_\_\_  
Emilie Gorman  
Director of Corporate Services/  
Corporate Officer