



## STAFF REPORT

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**DATE:** January 23, 2020

**FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** David Leitch  
Chief Administrative Officer

**RE:** PROCEDURE BYLAW AMENDMENT – PUBLIC NOTICE POSTING PLACE

### **PURPOSE/PROBLEM**

To consider amending the Board's procedure bylaw to authorize relocating the public notice posting place.

### **EXECUTIVE SUMMARY**

The *Local Government Act* requires that the Regional District identify the location of its public notice posting place in the Board's procedure bylaw. The public notice posting place is the physical location where all legal notices must be available for public inspection without the need to make a request or pay a fee. The location currently specified in the procedure bylaw is located adjacent to the former third floor reception area.

With the development of a common public reception area on the main floor of the corporate office it is appropriate that the public notice posting place be officially relocated to this area. Although this is considered as primarily a housekeeping matter, it is believed that this location will provide for better and more efficient service to the public.

### **RECOMMENDATIONS**

1. THAT the report from the Chief Administrative Officer be received.
2. THAT an amendment to the Board's procedure bylaw be prepared to relocate the public notice posting place at the corporate office from the third floor to the ground floor public reception area.

Respectfully,

A handwritten signature in blue ink, appearing to read "David Leitch", is written over a horizontal line. The signature is fluid and cursive.

David Leitch  
Chief Administrative Officer

**Prepared by:** T. Yates, Corporate Services Manager