

The purpose of this guide is to provide instructions for submitting public notices for publication in the *First Nations Gazette* (the “Gazette”). Notices are published in Part I of the First Nations Gazette.

In addition to this Guide, you are also advised to consult the [Policy respecting the First Nations Gazette Public Notification Service](#).

PUBLISHING NOTICES

WHO MAY PLACE A NOTICE

The public notification service is available to anyone wanting to post a public notice within the accepted categories of notices. This includes, but is not limited to, First Nation governments, other governments, government institutions, Aboriginal organizations, and the private sector.

VIEWING PUBLISHED NOTICES

All notices published in the First Nations Gazette are available [online](#).

NOTICE SUBMISSION

SUBMISSION PROCESS

To submit a notice for publication in the First Nations Gazette, fill out the Notice Submission Form and send the form and a word document with the notice text to editor@fng.ca.

CATEGORIES OF NOTICES ACCEPTED FOR PUBLICATION

The following categories of notices are accepted for publication:

Notices and announcements by First Nation governments

- Notice under or relating to federal First Nations legislation;
- Notice of First Nation laws and by-laws;
- Notice of a policy, procedure or standard;

Notes:

- Federal First Nations legislation includes, but is not limited to, the *First Nations Fiscal Management Act* (FMA), the *Indian Act*, the *First Nations Land Management Act*, the *First Nations Goods and Services Tax Act*, the *First Nations Elections Act*, the *Budget Implementation Act*, and the *Specific Claims Tribunal Act*;
- First Nation laws include those enacted under the FMA;
- First Nation by-laws include those enacted under section 83 of the *Indian Act*;
- Policies, procedures or standards established by First Nations governments

Examples of notices:

- Section 6 notice under the FMA (notice of proposed local revenue laws and invitation to make representations);
- Publication of proposed First Nations tax rates.

Notices and announcements by First Nation governments

<ul style="list-style-type: none"> • Notice relating to elections or referenda; • Notice relating to appointments; 	<p>Examples of notices:</p> <ul style="list-style-type: none"> • Notice of band elections; • Notice of a land designation vote under section 39 of the <i>Indian Act</i>; • Appointment of a Band Manager or other official.
<ul style="list-style-type: none"> • Notice relating to lands; and 	<p>Notes:</p> <ul style="list-style-type: none"> • Relating to lands includes treaty land entitlement, designations, land management, additions to reserve and expropriation. <p>Examples of notices:</p> <ul style="list-style-type: none"> • Notice of intention to issue permit under section 28(2) of the <i>Indian Act</i>; • Notice of a community approval process under the <i>First Nations Land Management Act</i>.
<ul style="list-style-type: none"> • Notice relating to claims and settlements. 	<p>Examples of notices:</p> <ul style="list-style-type: none"> • Notice to members of a distribution to members from a settlement.

Notices and announcements by governments (federal, territorial, provincial and municipal) and government institutions

<ul style="list-style-type: none"> • Notice under or relating to legislation; 	<p>Examples of notices:</p> <ul style="list-style-type: none"> • Notice by the Canada Revenue Agency that a First Nation has enacted an FNGST law.
<ul style="list-style-type: none"> • Notice relating to consultations and public input; 	<p>Notes:</p> <ul style="list-style-type: none"> • This category includes notices of proposed policies, procedures or standards under the FMA. <p>Examples of notices:</p> <ul style="list-style-type: none"> • Notice of consultation with First Nations under environmental assessment legislation; • Consultations by the Minister with First Nations under the <i>Indian Oil and Gas Act</i>; • Notice by the First Nations Tax Commission of an opportunity to provide public input on proposed amendments to standards.

Notices and announcements by governments (federal, territorial, provincial and municipal) and government institutions

<ul style="list-style-type: none"> • Notice relating to appointments; and 	<p>Notes:</p> <ul style="list-style-type: none"> • This category includes notices of appointments made by government institutions. <p>Example of notice:</p> <ul style="list-style-type: none"> • Announcement of newly appointed Chief Executive Officer to an aboriginal institution.
<ul style="list-style-type: none"> • Notice relating to Aboriginal and treaty rights. 	<p>Example of notice:</p> <ul style="list-style-type: none"> • Notice of changes to the <i>Fisheries Act</i> relating to the aboriginal fishery.

Notices and announcements by corporations, law firms and other persons

<ul style="list-style-type: none"> • Notice under or relating to legislation; 	<p>Example of notice:</p> <ul style="list-style-type: none"> • Notice by a law firm of certification of a class action lawsuit relating to an indigenous issue.
<ul style="list-style-type: none"> • Notice relating to consultations and public input; 	<p>Example of notice:</p> <ul style="list-style-type: none"> • A project proponent giving notice of a public information session on the proposal.
<ul style="list-style-type: none"> • Notice relating to orders and decisions, and legal proceedings; and 	<p>Examples of notices:</p> <ul style="list-style-type: none"> • A Hearing Order issued by a review panel for a pipeline project. • Notice by a law firm of a settlement of a class action lawsuit.
<ul style="list-style-type: none"> • Notice relating to awards and appointments. 	<p>Notes:</p> <ul style="list-style-type: none"> • This category includes the Order of Canada, honorary doctorates, and other awards. <p>Example of notice:</p> <ul style="list-style-type: none"> • Notice of an aboriginal recipient of an Order of Canada, or appointment to a board of directors.

CONTENT NOT ACCEPTED FOR PUBLICATION

The Gazette reserves the right to refuse to publish any notice. The First Nations Gazette will not accept or publish notices containing:

- Advertising;
- Content of a personal nature;
- Offensive or defamatory content;
- Political content;
- False, inaccurate, misleading or fraudulent information.

The Gazette will not accept or publish a notice that may contravene any law or infringe any other person's rights.

PUBLICATION SCHEDULE

Notices must be submitted at least five (5) business days before the requested publication date, to allow sufficient time for processing and for making any changes (if required).

SUBMISSION REVIEW

REVIEW PROCESS

After a submission has been received, it will be reviewed for the following:

- All required information has been provided (such as notice title and publication dates);
- To confirm that the content of the notice falls under [accepted categories of notices](#);
- To ensure the notice does not contain [unacceptable content](#);
- Grammar;
- Formatting or layout or style; and
- Other copy editing, as appropriate.

The submitter will be advised of any necessary changes to a notice submission. If changes are required, a submission may be rejected, with a request that the submission be modified and re-submitted.

Legal reviews will not be conducted on notices and submitters will not be given advice on any legal or

Notices are published on an on-going basis, as and when a notice is reviewed and approved for publication.

A posting will be published to Part 1 of First Nations Gazette on the date indicated in the notice submission (subject to review and publication approval).

An email notification will be sent to the submitter when the notice is published.

OFFICIAL LANGUAGES

The First Nations Gazette will accept notices in either of the official languages of Canada (i.e. English and French).

A notice may be submitted in one language only or in both (bilingual).

The submitter is responsible for any required translations.

substantive aspect of a notice. If legal advice is deemed appropriate or necessary, please ensure that the notice has been reviewed by legal counsel prior to submission to the Gazette for publication.

When a notice has been accepted for publication in Part I of the *First Nations Gazette*, the submitter will be notified by email.

REJECTION OR DECLINATION

When a notice is not accepted for publication, the submitter will receive an email notifying them that the notice has rejected or declined.

A notice may be rejected for reasons including, but not limited to: errors in spelling, punctuation, or grammar; the selection of the incorrect category; unclear notice content; or where clarification or additional information needed before the notice is published. A notice that has been rejected may be resubmitted once changes or corrections are made or the necessary additional information requested is provided.

A notice may be declined for reasons including, but not limited to: the notice contains content that is unacceptable

according to the *Policy respecting the First Nations Gazette Public Notification Service, 2018* or the notice does not fall under one of the categories of notices accepted for

publication. A notice that has been declined cannot be resubmitted.

CHANGES AND CANCELLATIONS

CANCELLING OR MAKING CORRECTIONS TO A NOTICE

A notice can be cancelled at any point before it is published.

A notice cannot be cancelled, edited, or removed from the *Gazette* after it has been published. A new notice may be submitted for the purpose of retracting or correcting a

published notice. To submit a retraction or correct, submit an additional notice and indicate that it is being submitted to correct or retract a previous notice.

ENQUIRIES

GENERAL ENQUIRIES

For general enquiries and technical support, please email editor@fng.ca.

