

**APGNS Policy Regarding Notices**  
**approved May 2015; updated March 2018 and July 2019**

**INTRODUCTION**

This policy and procedure document is intended as an addendum to the current by-laws of the Association and reflects the currently accepted procedures as well as the by-laws under development for the revised *Geoscience Profession Act* and *Geoscience Practice Regulations*. Where accuracy is critical, please consult the current *Geoscience Profession Act* and the by-laws of the Association.

**Definitions**

**Act** – means the *Geoscience Profession Act*.

**By-laws** – means the by-laws of the Association of Professional Geoscientists of Nova Scotia (Geoscientists Nova Scotia, APGNS or the Association) currently in force under the Act.

**Council** – means the Council of the Association.

**Registrar** – means the Registrar of the Association as appointed by the Council of the Association.

**Registrant** – means a registered member, licensee, member-in-training (MIT), or authorized holder of a corporate Certificate of Authorization.

**Secretary** – means the Secretary of the Association as appointed by the Council of the Association.

**Introduction**

The following reflects the current policy and practice of the Association based on and applied under the *Geoscience Profession Act of 2002* and the by-laws of the Association. Council has approved the following procedures as policy, originally as an addendum to the by-laws of the Association.

**NOTICES**

All notices required to be given or mailed under the provisions of the *Geoscience Profession Act* and the by-laws shall be deemed to have been given or mailed if mailed pre-paid in a Canada Post Office within the time specified for such notice, addressed (to the person entitled to the notice at his/her address) as it appears on the official Register.

A statutory declaration by the Registrar or Secretary shall be conclusive evidence of the giving and mailing of such notice, and unless the contrary is proven, service of the said notice shall be deemed to have been affected at the time at which the letter or notice should have been delivered in the ordinary course of postal delivery.