

POLICY #02-10

SUBJECT: Newsletter

DEPARTMENT: Administration

ADOPTED & APPROVED BY COUNCIL: March 14 2005, Dec 21 424.2010, Feb 7, 2012

RESOLUTION NO 71 -2005, __motion #055-2012

PURPOSE

To establish guidelines for the Nobleford Newsletter

- 1-The Nobleford Newsletter will be used in a manner in which to improve the lives of all citizens.
- 2-Nobleford Newsletter will be used in a responsible positive manner to communicate announcements to the Community, report on events, report organizations activities, advertise businesses, and report Council announcements, bylaw and policy.
- 3-The Village Council and or CAO will appoint a coordinator.
- 4-The coordinator will work outside of the Village office on the newsletter and use a format acceptable to Council and or the CAO. Computer programs will be shared where possible.
- 5-The coordinator will set regular submission dates and publishing dates and advise Council and or CAO, and citizens of these dates at least 2 month's in advance. These dates will be published in each edition.
- 6-The coordinator will be responsible to collect information, format information and supply a printable document to the printer and then circulate the newsletter. The CAO shall prepare bimonthly submissions to the coordinator.
- 7-Copies of each edition will be provided to the Village secretary and filed in the Village office.
- 8-The coordinator will provide the Village with a electronic format of each newsletter for publishing on web Sites, as well as circulated via e-mail or other electronic communication.
- 9-Upon request to the coordinator, Mayor and CAO or Council may review and approve the newsletter prior to publication.
- 10-The newsletter will be managed in an effort to be self supporting financially on a cost recovery basis through advertising and donations. The Village Council will set the advertising rates.
- 11-The coordinator and Council shall promote advertising with all monies payable to the Village of Nobleford.
- 12-The Village will pay for printing of the Newsletter and postage.
- 13-The Village may pay an honorarium of up to \$100 per edition to the coordinator.
- 14-There will be up to 6 editions published each year.

2012 rates for ads and announcements.

No Charge for Nobleford Societies and Organizations for up to ¼ of a page or per CAO approval prior to publishing.
Business card \$10.00, ¼ page 20.00, ½ page \$35.00, full page \$60.00. plus GST.