



Policy Code: GA - 006

Newsletter Policy

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REVISION RECORD

Date	Version	Revision description
July 21, 2022	1	Original Newsletter Policy

1. TITLE:

1.1 Newsletter Policy

2. POLICY STATEMENT:

2.1 The Village of Heisler recognizes the monthly newsletter as a communication tool to distribute information from local businesses, community organizations, employers, and Village of Heisler Council & Staff.

3. PURPOSE:

3.1 The Heisler Village recognizes the importance of creating a factual, family friendly and informative newsletter to distribute to the community that is efficient in cost and production. This policy will detail the type of information and submissions that can be published in the newsletter.

4. SCOPE:

4.1 The scope of this policy includes residents, local business, local community organizations and Administration Department and Council of the Village of Heisler.

5. OBJECTIVES:

5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.

6. POLICY DETAILS:

6.1 Advertisements and other information submitted for publication in the newsletter are published at the discretion of the Village of Heisler CAO who creates the newsletter to be informative and cost effective.

6.2 The Village Council & Staff has the right to post information regarding governmental items that are factual and important for residents to receive as knowledge.

6.3 The Village of Heisler has a right to choose appropriate games, jokes, and images to create an interesting newsletter.

- 6.4 Because of cost, there is limited space available in the newsletter, the priority on published material shall be given to Village of Heisler Council & Staff.
- 6.5 Any advertisements and notices submitted may not contain opinion articles, personal writing pieces, poems, profane language, sexual content, content that promotes, fosters or perpetuates discrimination on the basis of race, colour, age, religion, gender, marital status, status with regard to public assistance, national original, sexual orientation, or physical or mental disability, defamatory statements, content that advocates violence or unlawful activity, or which poses a threat to public safety or security
- 6.6 Submitted advertisements and information must be in “ready to print” form when give to the Village of Heisler to be published.
- 6.7 Submissions for the monthly newsletter will be accepted until midnight of the deadline stated on the front page of the previous newsletter.

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Administration Department of the Village of Heisler to follow and uphold this policy.
- 7.2 It is the responsibility of advertiser, organizations, business, and residents to uphold this policy.

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 All Definitions and Abbreviations are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.



Council Approved: July 21, 2022
Responsibility: Administration
Next Review Date: July, 2026

Motion # _____