



**POLICY NO:1-024**

**Municipal Newsletter Policy**

**Policy Statement**

The purpose of the Municipal Newsletter Policy is to establish content submission guidelines for the Village of Delburne monthly newsletter. The intention of the municipal newsletter is to provide residents and businesses with current information related to the municipality. This policy applies to submissions from non-profit organizations, community members, and businesses.

**GENERAL**

**I. GENERAL**

1. The submission deadline for the monthly newsletter is the third Monday of the present month for the next month's edition. Late submissions will not be accepted.
2. The preferred method to submit to the newsletter is a digital file but an original hardcopy can be provided to the Village of Delburne Office. Original copies may not be returned.
3. Content must be submitted to [villagevoice@delburne.ca](mailto:villagevoice@delburne.ca) or dropped off at the Village of Delburne office.
4. The Village of Delburne reserves the right to approve or disapprove of any and all submissions it receives.

**II. NON-PROFIT ORGANIZATIONS**

1. Non-profit organizations may submit an announcement to the municipal newsletter without charge.
2. Priority for submissions will be made to non-profit organizations within the municipal boundaries.

3. A finished poster of the announcement must be submitted as the municipality will not offer design services. Non-profit organizations who are unable to create their own poster, can seek assistance through Family & Community Support Services.
4. The announcement criteria are as follows:
  - i. A maximum count of 125 words.
  - ii. The text size must be a size 12 or larger.
5. The maximum space granted for an announcement will be a quarter portion of an 8.5 by 11 inches letter-size page.
  - i. Should a non-profit organization wish to submit a larger announcement, they may provide the municipality with printed copies to be inserted into the newsletter. For a current distribution count, please contact the Village of Delburne office.
6. An announcement will only be published in one edition of the municipal newsletter. A special request can be made to repeat the advertisement in more than one edition. The municipality does not guarantee that all requests will be approved. Requests can be made to the Village of Delburne office.

### **III. COMMUNITY MEMBERS**

1. Members of the community can submit to the municipal newsletter announcing a celebration event or a thank you message.
2. The community announcement must not exceed a maximum count of 80 words.
  - i. The Village of Delburne reserves the right to edit any community message it receives should the maximum word count be exceeded.
3. Announcements will be printed in text-only without images.

### **IV. BUSINESSES**

1. A business who has a current Village of Delburne Business License may purchase an advertisement in the monthly newsletter.
2. Advertisement fees will be outlined in the current Village of Delburne Fees & Charges Bylaw and must be paid for prior to the submission deadline.

**VILLAGE OF DELBURNE**

3. The business advertisement will be no larger than the size of a business card, which is 3.5 inches by 2 inches.
4. The business must submit a completed advertisement as design services will not be provided by the municipality.
5. The advertisement must be submitted as a digital file and emailed to [villagevoice@delburne.ca](mailto:villagevoice@delburne.ca), prior to the submission deadline.

	Date	Resolution #
Approved	July 19, 2022	2022-190
Amended		
Amended		



**Mayor**



**CAO**

