



# VILLAGE OF BITTERN LAKE

## POLICY AND PROCEDURES

### POLICY # 02/2018 - ADVERTISING

#### 1. PURPOSE

The Advertising Policy is to provide guidance to council and administration regarding advertising for the Village of Bittern Lake.

#### 2. PROTOCOL

The following protocol shall be adopted by the Village of Bittern Lake:

All advertising will be at the discretion of the council and will be on a case by case basis, based on need and timeframe and as mandated by the Municipal Government Act.

#### 3. METHODS

The following are options that the Village of Bittern Lake will use to notify residents/businesses:

- Individual flyer/mail out via Canada Post
- Village of Bittern Lake website – [www.villageofbitternlake.ca](http://www.villageofbitternlake.ca)
- Newsletter (posted on village website)
- Posted on bulletin board

#### 4. REQUIREMENTS

A notice must contain

- A statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing
- The address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
- In the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
- In the case of a meeting or public hearing, the date, time and place where it will be held.

Please note, in case of emergency, there will be phone calls made to residents by council and administration; door-to-door.

This Policy was implemented on: JUL 12 2018

Approved By Council Resolution: 100 / 18

Date: JUL 12 2018