

**Town of Osler
POLICIES**

TITLE: **NEWSLETTER SUBMISSION GUIDELINES**
EFFECTIVE DATE: October 9, 2012
POLICY NUMBER: **OSL.32**

Purpose of Policy:

This policy is intended to set out the criteria for approving events and advertising submitted by the public for inclusion on the Town of Osler's Monthly Newsletter.

Policy Statements

1. The Monthly Newsletter is created by the Administration Staff along with the Council of the Town of Osler and sent out as an insert with the monthly utility bills.
2. Submissions with respect to community events will be received in the Town Office and must be approved by Administration prior to being published in the Newsletter.
3. These regulations are being instituted to ensure submissions are treated in an equitable manner and that nothing inappropriate is publicized in the Newsletter.
4. The Newsletter is intended to inform the residents of Osler and District of community based events as well as to update the ratepayers with respect to municipal operations and the activities of Council. Events or advertisements taking place outside of the Town of Osler and District will not be approved.
5. Certain advertising may be allowed, provided the advertisement is not intended to market a business or to make any money in anyway, but rather to inform the general public.
6. In the occasion there is insufficient space available, municipal operations, activities of Council and the events that the Town of Osler is responsible for will take priority.
7. The Town of Osler will not be responsible for errors or omissions respecting events and/or advertising submitted by the general public.
8. A link to this policy, once approved by Council, will be inserted onto the Osler Website Newsletter Page for the purpose of setting out these regulations to users prior to submissions.

Accepted as Policy by the Council of the Town of Osler: October 9, 2012

Amended by the Council of the Town of Osler, Date: