



# Clear Hills County

Effective Date: **September 28, 2010**

Policy Number: **1106**

Title: **NEWSLETTERS, ARTICLES AND NEWS RELEASES**

## **1. Policy Statement**

- 1.1 Administration will provide written information regarding newsletters, news media and press releases.

## **2. Definitions**

- 2.1 News media - personnel employed by newspapers, radio, television or magazines.
- 2.2 Press release - written statement(s) issued to the news media as the event occurs.

## **3. Role of Chief Administration Officer**

- 3.1 The Chief Administrative Officer will ensure a newsletter is drafted once a month or at least ten per year.
- 3.2 The newsletter may include items of general interest, capital projects, bylaws, new programs, and profiles of Staff and Councillors.
- 3.3 News articles may be prepared from time to time and reviewed by Council prior to submission to the local newspaper.
- 3.4 News releases will be prepared from time to time under the direction of Council.
- 3.5 The Chief Administrative Officer may arrange for photo presentations from time to time.

## **4. Role of Council**

- 4.1 Council may request articles or items of interest to be placed in the newsletter.
- 4.2 Council may request photo presentations from time to time.
- 4.3 The Reeve is the spokesperson for the Council.
- 4.4 All news media should be directed to the Reeve for questioning and information released shall be by a press release.
- 4.5 In the absences of the Reeve, the Deputy Reeve will answer questions from the media, and information released shall be by a press release.

- 4.6 Press releases will be issued by the Chief Administrative Officer on behalf of the Council when required and directed by the Reeve and/or Council.

**5. End of Policy**

**ADOPTED**

Resolution #C186-03

Date: March 25, 2003

**AMENDED**

Resolution #C876-03

Date: November 25, 2003

**AMENDED**

Resolution #C419(05/26/09)

Date May 26, 2009

**AMENDED**

Resolution #C689(09/28/10)

Date: September 28, 2010