

# Municipality of the District of St. Mary's

## Newsletter Policy

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### **Purpose:**

The purpose of this policy is to provide Residents/Businesses with up to date information on current municipal issues, events and any communications impacting on the residents of the Municipality of the District of Saint Mary's. The newsletter will be produced and distributed on a monthly basis.

### **Categories:**

St. Mary's Municipal Newsletter shall be of the following categories but are subject to change:

- a. Municipal News
- b. Recreation News
- c. Community Services
- d. Congregational Services
- e. Community News/Events
- f. Municipal/Community Calendar

### **Terms for Submissions:**

Any Group or Organization wishing to include an insert in the Municipal Newsletter must adhere to the following terms:

- i. **Deadline:** Submissions must be received by the third Wednesday of each month at 4:00pm. The date of deadline will be printed on the front page of every issue. Late submissions will be considered depending on stage of production.
- ii. **Method:** Submissions *must* be in writing; no phone messages will be accepted. There are 5 ways to submit an insert;
  1. Mail Addressed to Municipality of St. Mary's  
PO Box 296, Sherbrooke NS BoJ 3Co
  2. Fax to 902-522-2309
  3. Drop off at Municipal Office Mon-Fri between 8:30am – 4:00pm
  4. Email with subject line *Newsletter Submission* to [municipal.clerk@saint-marys.ca](mailto:municipal.clerk@saint-marys.ca)
  5. Private Message to Municipality of the District of St. Mary's Facebook Page
- iii. **Criteria for submission:**
  1. 200 Maximum words count per submission
  2. Clear title for submission to be including
  3. Submissions must include a contact name and phone number.

4. Submissions that are to be entered in more than one issue need to have the months stated on the original submission, or be resubmitted for each month that it is to be included.
  5. Full Page Ads: Can be submitted by community groups or organizations at a cost of \$20 for a one-sided page. These ads are on a first come first serve basis with a total of four full page ads per newsletter.
- iv. Community Profile: Profiles will be written for the monthly newsletter by the Community Development & Recreation Director. Profiles will be based on positive news stories that are at an arms-length of the Municipality. Profiles will be chosen by the Community Development & Recreation Director
- v. Ineligible Submissions:
1. Commercial Advertisements
  2. Business Advertisements
  3. Political/Religious Opinions or Advertisements
  4. Derogatory or defamatory submissions

Municipal Administration reserves the right to edit any and all submissions and refuse an inappropriate submission.

*M Jordan*

Municipal Clerk

*September 16, 2019*

Date