

TOWN OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE:	December 16, 2002	SECTION:	600 100	POLICY:	614 114
APPROVED BY:	Council		SUBJECT:	Advertising Policy	
REVISED DATES:		RESOLUTION NO.:	02-L-16-7		

PURPOSE AND INTENT

To establish a policy outlining the requirements and method of advertising to the public, contractors and all interested parties for the Town of Chestermere. Procedures will follow the guidelines of the Municipal Government Act and the Agreement on Internal Trade and amendments thereof, in regards to the requirements contained therein for advertising by Municipal Governments.

POLICY

Public Hearings

Notice of Public Hearings will be advertised for two consecutive weeks with final notice at least five days prior to the date of hearing in a designated weekly paper serving the local area.

Development Permits

Development Permits issued, as a discretionary use will be advertised in one week's issue of a designated weekly paper serving the local area. Development Permits for permitted uses do not require to be advertised.

Public Notices

General Public Notices will appear in the designated weekly paper serving the local area for an adequate period of time to be determined by content. Options are available to have notices appear in other local printed sources at the discretion of Council and Administration.

Job Postings

- Open positions of employment will appear on the local web site for the Town of Chestermere.
- Open positions of employment in the designated weekly paper serving the local area for two consecutive weeks.
- Depending on the position to be filled, the position may also be advertised in a local daily newspaper, duration may depend on position to be filled.
- Depending on the position to be filled, position can be advertised through other available sources and associations.

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TENDERS & CONTRACTS

Informal Tendering

At the discretion of Administration, Council and/or Involved Professionals tenders and contracts required for bidding under the guidelines of the purchasing policy, will have the options available to advertise through at least one of the following designated options:

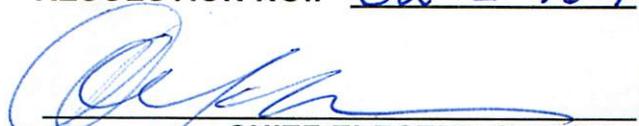
- The Local Newspaper
- Daily Newspaper
- On-line System

Formal Tendering

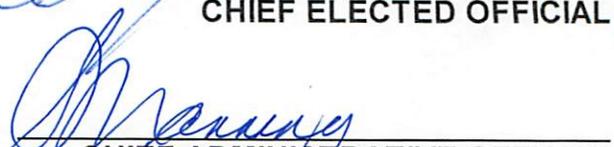
Professionals representing the Town of Chestermere and Administration will advertise Formal Tenders as per requirement of Agreement on Internal Trade and purchasing policy. Tenders will appear on an electronic system. System will be at the discretion of the authority preparing the document for circulation.

A Notice of a Call For Tender will also appear in a minimum of two editions per week of the designated daily newspaper for at least two consecutive weeks with preference given to the Friday and Saturday editions.

RESOLUTION NO.: 02-L-16-7



CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICIAL

December 16, 2002
DATE