



Village of New Denver

<b>POLICY:</b>	<b>Communication Strategy</b>		
Effective Date: March 28, 2018	Authorized By: Resolution #76/2018	Replaces: Resolution # 244/2015 (June 23, 2015)	

**PURPOSE:**

The Communication Strategy outlines the methods that will typically be used to communicate information to residents and stakeholders.

**PROCEDURE:**

Key information regarding topics identified by Council will be communicated to residents and stakeholders using the following methods, and/or other additional methods as determined by Council or the CAO.

<b>Method</b>	<b>Purpose</b>	<b>Frequency</b>	<b>Accountable</b>
Newspaper	Inform/Meet legislated requirements	Bi-Weekly, as needed	Corporate Officer
Newsletter	Educate and inform	As directed by Council	Corporate Officer
Public Events	Inform, receive input from residents	As directed by Council	Staff or Council members
Open Houses	To provide an in-depth discussion of an issue	As needed	Administrator Corporate Officer
Annual Report	To provide information on Council Goals and Objectives	Annually end of June	Administrator
Promotional Material	Promote participation at our events	2 weeks in advance of event or meetings, wherever possible	Corporate Officer
Calendar of Events	To encourage public to schedule their attendance at our events	Weekly update, as staffing permits	Administrative Assistant
Web site	To provide a repository of information public can access at their convenience	Daily update, as staffing permits	Administrative Assistant