



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Procedure Title: COMMUNITY FACILITY ADVERTISING**

**Procedure No: 8001-01**

**Approval: CAO**

**Effective Date: November 26, 2013**

**Supersedes Procedure No: None**

### 1. Definitions

1.1 Nil

### 2. Responsibilities

#### 2.1. Council Members to:

2.1.1. Annually consider allocating funding in the operating budget for this program;

2.1.2. Review all applications annually and approve or deny each application;

2.1.3 Bring to the attention of Council and Greenview staff any applications which have not otherwise been submitted directly by a not-for-profit entity.

#### 2.2 General Manager, Community Services to:

2.2.1 Advertise each fall for applications under this policy, with a submission due-date of October 31;

2.2.2 Communicate and correspond with all submitting entities;

2.2.3 Annually contact each entity for which funding under this policy has been provided in the previous year to ascertain whether or not they wish to re-apply and whether or not there has been any changes in the request (such as a change in the requested amount);

2.2.4 Arrange for the construction and delivery of signs poster/boards;

2.2.5 Arrange for the recycling or disposal of any signs no longer required;

2.2.6 Submit source documentation to Corporate Services to provide for payment processing.

2.3 Corporate Services Staff to:

2.3.1 Issue payment for advertisements;

2.3.2 Track expenditure levels under the designated G/L.

2.4 Communications Staff to:

2.4.1 Establish the graphical elements of the advertisements in accordance with Greenview's visual standards guide.

2.5 Applicants under this policy to:

2.5.1 Ensure that their applications are submitted in time to Greenview;

2.5.2 Return to Greenview any poster boards or signs no longer required for advertising.

3. End of Procedure

Approved: 13.11.652