

Resort Village of Kannata Valley

Policy #GG-003

Policy Title: **COMMUNICATION POLICY**

Policy Objective	This policy is designed to guide communication for the Resort Village of Kannata Valley. It does not supersede laws enacted by Federal, Provincial, or Municipal Governments.
Authority	Resolution #24-201
Supporting Bylaw	n/a
Related Policy	n/a

Legislative Authority:

The Municipalities Act

Policy:

1. PURPOSE

The purpose for communication falls under the following categories:

- To inform: provide information to ratepayers, and residents regarding Village services, policies, and procedures.
- To respond: respond to queries by email, telephone, in person and through social media.

2. CONSENT FORMS

2.1 Municipal and General E-Notice and Email Consent Forms must be completed and submitted by the ratepayer or resident before e-notice and/or email information can commence.

3. EMAIL LIMIT

3.1 A maximum of two emails per household shall be set for both municipal and general e-notice and/or email consents.

4. METHOD

4.1 The following methods will be used at the discretion of Administration and as per legislative notification requirements:

- a. Email
- b. Mail
- c. Website
- d. Phone

- e. In-person at the Municipal office
- f. Notices posted on bulletin board and/or Village office window
- g. Newspaper (Last Mountain Times and/or Saskatchewan Gazette)

This policy comes into effect on the date of the passing of the policy by resolution of Council.



Mayor



Chief Administrative Officer

September 18, 2024
Date

