



DRUMHELLER

ADMINISTRATION POLICY



ADMINISTRATION POLICY #A-02-06

Town Newsletter Policy

THE PURPOSE OF THIS POLICY IS TO:

To better inform all employees of the Town of Drumheller and improve the communication amongst town employees. To encourage employees to build relationships and show appreciation by providing bios/recognition of employees.

POLICY STATEMENT:

The Town of Drumheller will develop and distribute a monthly newsletter to all town employees. This newsletter will be included in every second pay stub of the month. Information included in every issue will be as follows:

- Town Council section
- Town News
- Upcoming and Past Events
- Safety

Information included in newsletter, varying each month:

- Employee Recognition
- Employee/Holiday Recipes
- Safety Tips

This newsletter will vary from month to month depending on the material provided. There will also be an entertainment section included, such as Employee Jokes or Employee Recipe of the Month. This section is intended to get employees involved in the development, which will increase the interest in the newsletter.

Adopted by Management Committee

Date: October 24, 2006



Chief Administrative Officer

August 28, 2006

Town of Drumheller Newsletter

The purpose of this newsletter:

To better inform all employees of the Town of Drumheller. To share important issues, council meeting schedules, upcoming events, employee info, etc. This newsletter will also have the purpose of helping employees build relationships.

Who will receive this newsletter:

This newsletter will be distributed by bi-weekly pay stubs to ensure that every employee receives it.

Information in the newsletter:

This newsletter will include many sections such as:

- Town Council
- Town News
- Upcoming Events

It will also include some fun and entertaining sections for the employees such as:

- Did You Know....? (Drumheller)
- Employees Recognition/Honor
- Birthdays/Anniversaries
- Monthly Quotes

The newsletter could also include different sections each month such as:

- Employee Recipes
- Contests/Games
- Employees' Jokes

***These sections will also involve the input of the employees to increase the interest of the newsletter for all employees of the Town.

The intended outcome of the newsletter:

This newsletter will provide information to all employees of the Town of Drumheller. It will provide information for all employees including the town's news, council meeting schedules, upcoming events, employee interviews/bios. This is an excellent way to get all the important corporate information out, as well as bringing the employees together by providing information on various employees.

The tone of the newsletter:

The tone of the newsletter will be professional but at the same time be fun and entertaining for the employees of the Town. This will make the newsletter more attracting to the employees and therefore; the information intended to reach all the employees of the town will do so.

***There is a sample of the newsletter attached. This sample is a draft and only intended to provide a general idea of the newsletter. The layout and amount of material will depend on how much information is provided and/or needed.

Thank you,

Heather Locke, Corporate Secretary
Corporate Services
Town of Drumheller