

**Purpose:**

- I To provide a coordinated approach to corporate advertising for The City.

**Policy Statement:**

- 2 Corporate legal advertising is coordinated through the Legislative Services (LS) Department.

**Scope/Application:**

- I This policy applies to all departments.

**Authority/Responsibility to Implement:**

- I Legislative Services Manager

**Inquiries/Contact Person:**

- I Legislative Services Manager

**Policy Monitoring and Evaluation:**

- I This policy will be reviewed every three years and revised as needed.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
December 2000		
Revised: January 2001	“Norbert Van Wyk”	City Manager
Revised: March 21, 2017	“Craig Curtis”	City Manager

**Administrative Revisions:**

<b>Date:</b>	<b>Description:</b>
May 31, 2010	Renumbered from 5102 to 7007 as a result of LAS becoming LGS- separating from Corporate Services. Changed reference of Legislative & Administrative Services (LAS) to Legislative & Governance Services (LGS). Re-organized information (Scope, Policy Statement, Authority).
July 6, 2012	Changed “Legislative & Governance Services Manager” to “Director of Legislative & Governance Services”

August 3, 2012	Changed “Director of Legislative & Governance Services” to “Legislative Services Manager” and “Legislative & Governance Services” department to “Legislative Services” department
April 26, 2017	Updated to new template.
September 20, 2017	Continued updates to format.