



THE VILLAGE OF DUNNOTTAR

Administration

OFFICE SIGN USAGE

Subject: Usage of the Office Sign	Policy No.: General Policy #2
Effective Date: Immediate	Resolution No.: 238/13
Replaces Policy: New Policy	Resolution Date: November 20, 2013
Review Date: November 2016	

STATEMENT OF GENERAL INTENT:

The Village of Dunnottar has established a Bulletin/Reader Board Sign in front of the village office located on Whytefold Road. Council's intent is to have this sign used for the purpose of promoting Public Community-Wide Activities and Public Community Events and is not to be used for the purpose of displaying private messages.

Therefore the following shall be the guidelines for the placing messages on the Village of Dunnottar Bulletin/Reader Board Sign.

DEFINITIONS:

Council	Shall mean the duly elected Council of the Village of Dunnottar.
Bulletin/Reader Board Sign	Shall mean a sign owned by the Village of Dunnottar for displaying messages of Public Events and Activities.

POLICY GUIDELINES:

1. Placing information on the Bulletin/Reader Board Sign shall be the responsibility of the Administration of the Village of Dunnottar under the following criteria:
 - a. The wording shall refer to an event which is taking place within the boundaries of the Village of Dunnottar unless otherwise addressed within this Policy.
 - b. The wording shall not contain any reference to a business, commercial establishment or personal message.
2. The priority for use of the Bulletin/Reader Board Sign shall be:
 - a. Events taking place within the boundaries of the Village of Dunnottar.



- b. Messages prepared by Administration of the Village of Dunnottar.
 - c. Depending on availability, Community Group Activities or Events taking place beyond the boundaries of the Village of Dunnottar.
3. Where there is a conflict between two requests for use of the Bulletin/Reader Board Sign space shall be on a first come first served basis.
4. Administration has the authority to abbreviate any message placed on the Bulletin/Reader Board Sign.
5. The normal length that any one message shall remain on the Bulletin/Reader Board Sign shall be seven days.
6. A message may be extended beyond this initial seven day period if there is no other request for use of the Bulletin/Reader Board Sign.
7. Messages will be changed or updated as required.