



Village of New Maryland

POLICY

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|--|---|---------------------------|
| Subject: Community Bulletin Board Standard Operating Guidelines | | Number: RD:10 |
| Renewal Date: 20 June 2012 | Approved by: Council <input type="checkbox"/> Others <input type="checkbox"/> | Date: 20 June 2012 |
| Clerk's Signature | | Page: 1 of 2 |

1. Permission to post a message on the Community Bulletin Board must be obtained by contacting the Recreation & Leisure Services Department at the Village Office, 451-8508.
2. Permission to post a message is approved by the Village on a first come, first serve basis only. However, it is important for other organizations and/or users to understand that the Village will always have first priority use of the Community Bulletin Board. In the event of a scheduling conflict or last minute requirement from the Village, a Village sign will receive priority over all other organizations and may result in the removal or non-posting of signs.
3. The sign must be no larger than 1.22 meters (H) x 1.524 meters (W) and be made of corex.
4. Lettering on the signs must be a minimum of 15.2 centimetres in height and 1 inch in thickness.
5. The sign must be delivered to the Village Office by 12noon the day prior to when the sign is scheduled to be posted or earlier should the day prior fall on a day of rest for Village Staff or statutory holiday.
6. The Village will approve a maximum of 2 (two) messages on the Community Bulletin Board at one time only.
7. The Village reserves the right to not approve and/or remove a message should the content be deemed inappropriate and/or offensive.
8. Only local not for profit organizations/clubs/groups and the Village have access to the Community Bulletin Board.
9. The Community Bulletin Board is not intended to promote local businesses or for profit organizations or ventures.
10. Upon approval, a message may be posted for a maximum of 5 (five) consecutive days preceding the event and the day of the event. The Village reserves the right to extend the number of consecutive days a Village notice/message is posted.
11. Village Staff will be responsible for putting up and taking down the booked messages for the Community Bulletin Board.



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12. The Village will not be held responsible for lost, stolen, or damaged signs.
13. Special event signage at the Village entrance will **only** be permitted to be posted in the Community Bulletin Board. Separate sandwich board signage will **NO** longer be permitted at the Village entrance.
14. The message posted will be removed by Village Staff immediately following the event. However, if that day falls on a day of rest for Village Staff [i.e. weekends and or statutory holiday (s)] the message will be removed on the next scheduled day of work for Village Staff or at their earliest convenience.
15. Special event signs, sandwich boards, yard sale signs are still permitted on individual properties throughout the Village as per the Zoning By-law No. 4, Section 6.21.1 (3) and 6.21.1 (a) (c).

**For more information or if you have any questions,
please contact the Village Office at 451-8508.**