

Policy Number 47(B) - 2014	Approval Date August 27, 2014	Resolution Number 562/14
Supersedes 47(B) – 2011	Effective Date August 27, 2014	Legal Authority
Amendments: 2.c 4.a	Amendment Date August 27, 2014	Amendment Resolution Number 562/14

TITLE: Electronic Message Sign/Board – Town Sign Policy

POLICY STATEMENT:

The Town of High Prairie shall ensure that ALL requests for Electronic Messages to the TOWN SIGN/Electronic Message Board are given equal opportunity and consideration.

Purpose: To establish a policy governing Council's consideration of written requests to have a message on the TOWN SIGN/Electronic Message Board.

Policy: Whereas the Town of High Prairie must meet the requirements specified on the grant application that was used to purchase TOWN SIGN/Electronic Message Board.

AND WHEREAS Council deems it appropriate to establish a policy governing the approval of placing messages on the TOWN SIGN/Electronic Message Board to aid non-profit groups, non-profit organizations, charity events and programs that are considered beneficial to the community as a whole;

NOW THEREFORE be it known that Council, in an open meeting assembled, establishes the following policy for consideration and evaluation of requests for messages to be placed on the TOWN SIGN/Electronic Message Board.

1. Town Sign/Message Board Requests

- a) All requests to have a message placed on the TOWN SIGN/Electronic Message Board shall be provided to the Town Office at least one week in advance of the message being posted on the sign.
- b) All requests for a message to be placed on the TOWN SIGN/Electronic Message Board **MUST** be in writing and worded the way it should appear on the sign. The request should also contain contact information and include the name of the organization requesting the service and include your logo if you have one. The Town of High Prairie reserves the right to shorten the wording or amend it in any other way that will not change the intent of the message.

- c) All requests that require advertisements that include commercial business, any business for profit, Individuals and Organizations that are for profit information will be advertised in the form of a Town address.

2. Eligible Applicants:

- a) Mayor and Council and Town Administration and Employees of Town Owned Facilities.
- b) Applications for Requests for TOWN SIGN/Electronic Message Board will only be accepted and considered from non-profit and/or charitable organizations; operating within the boundaries of the both the Town of High Prairie and Municipal District of Big Lakes;

3. Town Administration

- a) All requests will be approved or rejected by the Chief Administrative Officer or Designate for the Town of High Prairie prior to any message being placed on the sign.

This policy supersedes policy #47(B) - 2011

Dated this day: August 27, 2014

Approved

Date