

**THE CORPORATION OF THE
ALWICK/HALDIMAND TOWNSHIP**
Electronic LED Sign Use Policy

Policy Statement:

The electronic LED sign located at the Alwick Civic Centre is a tool to be used to increase ongoing communication of Alwick Civic Centre and Township related events, services and activities to the resident and visitors of the community.

Implementation:

Requests for message display shall be submitted to the individual whom has been appointed by the Alwick Civic Centre Committee and/or the Municipal Clerk for approval to ensure the message is in accordance with the Municipal Policies and Procedures and all Provincial legislation. Notification of the appointed individual shall be provided to the Clerk by the Alwick Civic Centre Committee immediately following the appointment.

Information to be displayed include, but may not be limited to the following:

- All Alwick/Haldimand Council meetings (Date/time/location), Municipal events and Ceremonies
- Government Messages (Municipal, County, Provincial, Federal)
- Program or Event where a registration or other fee is charged to participate in the program and the raised money will be donated to a recognized charitable and/or service organization

List Recognized Charitable Organization(s) below:

- Community Events, Functions and Celebrations where the Alwick Civic Centre Committee and/or Council demonstrates support
- Emergency Messages
- Program or event offered or hosted by a Volunteer non-profit community group
- Recreation Programs and Public Events offered at municipal facilities which are open to the public

**Electronic LED Signs Use Policy and Procedure
For the Township of Alnwick/Haldimand – 2015**

Pg. 2

The authorized individual and/or Municipal Clerk or designate reserves the right to determine message priority, display time, display order and wording (i.e. word order, appropriate short forms).

The authorized individual and/or Municipal Clerk or designate are not responsible for verifying the accuracy of information except for municipal information.

Paid advertising shall **not** be accepted.

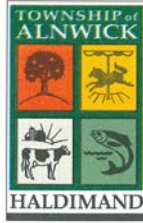
Political and partisan messages shall **not** be accepted

Church or Religious Institution messages shall **not** be accepted

The entire message shall appear on/off the sign at the same time, and shall be displayed in steady or static mode

Responsibility/Monitoring:

CAO and/or Municipal Clerk



MUNICIPAL LED SIGN APPLICATION POLICY TOWNSHIP OF ALWICK/HALDIMAND

The purpose of the LED lighted sign located at the Alwicks Civic Centre in the Hamlet of Roseneath, is to provide another mechanism to disseminate municipal/committee information to the public.

Event postings will be prioritized according to the following:

- A. Alwicks/Haldimand Council/Administration
- B. Township Departments
- C. Township Boards and Committees

Items will not be posted for longer than 2 weeks, and must be submitted at least 2 weeks in advance of the requested display date.

For maximum visibility, note that 4 lines of 6" characters, or 3 lines of 8" characters, or 2 lines of 12" characters are the best options.

All requests to post information must be made in writing on the appropriate application to rvdm@ahtwp.ca or Roseneathfair@xplornet.com

Submissions will be posted based upon space availability and the above-referenced order of preference.



TOWN OF ALNWICK/HALDIMAND LED SIGN APPLICATION

Name: _____ Date _____

Name: _____ Date: _____

Contact phone # _____

Dept. / Committee Name _____

What is the preferred duration of the posting? Include start and end dates, and times of day if relevant. _____

For maximum visibility, postings should be limited to _____ **lines** with _____ **characters/line**.

Please keep in mind that each letter, space, and punctuation mark counts as a character.

Please **PRINT NEATLY** the information exactly as you would like it to appear on the sign.

LINE ONE _____

LINE TWO _____

LINE THREE _____

LINE FOUR _____

Remember that applications must be submitted to the Grafton Municipal Office or the Secretary of the Alnwick/Civic Centre. We will make every effort to accommodate your request based on availability of space and the criteria set forth in the LED Sign Policy.