

TOWN OF MORDEN
POLICY & PROCEDURES MANUAL

<i>Section</i>	Community Services	<i>Classification</i>	Policy
<i>Subject</i>	LED Sign Messages	<i>Pages</i>	1
<i>Authority</i>	Council	<i>Effective Date</i>	December 18, 2006
<i>Approved</i>	Resolution 8.3	<i>Index Number</i>	C/S-008

PURPOSE

This policy document is to establish an appropriate booking system for the use of the community owned “LED Sign”

GENERAL POLICY

The LED sign on Highway #3 (Thornhill Street) is a promotional and informational tool designed to inform residents, and visitors about events/activities in the Morden area. Messages posted should be of general interest.

- Information directly benefiting residents and visitors will receive top priority. Such information may announce support services; safety, health, holidays, festivals, athletic events, and information featuring the attractions in Morden.
- Other appropriate events will be considered, at the discretion of the Community Resources Office, on a space-available basis.

The following types of notices will not be permitted:

- Personal notices (Congratulations, etc.)
- Messages promoting specific businesses. Example: The Historic Downtown will be featured however no businesses will be identified.

PROCEDURE

Requests from Community Organizations should be made, using the “LED Sign Message Request” Form, to the Community Resources Office at least one week prior to the dates requested.

- Messages will be posted for approximately 7 days on a space-available basis. Longer time slots will be at the discretion of the Community Resources office. Please plan your starting date and your submission accordingly with your event.
- Requests will be filled in order of the above-listed priorities.
- Messages deemed not to meet the guidelines above would not be displayed.