

THE CORPORATION OF THE TOWNSHIP OF TINY



Tiny
TOWNSHIP OF / CANTON DE

CORPORATE COMMUNICATION POLICY LED SIGN USAGE

APPROVAL DATE:
02/28/2011

REVISION DATE:
01/19/2012

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STATEMENT:

The Township LED Signs promote the municipality's commitment to increasing communication to its residents.

USAGE

As requests will be received from various organizations to utilize the LED signs for promoting events, the following guidelines will be adhered to:

1. The following messages will be permitted:
 - Messages pertaining to Township business and Township sponsored events and activities;
 - Messages pertaining to the Township Recreation Associations;
 - Messages pertaining to Public Health and Safety (i.e. road closures, inclement weather, etc.). Such messages shall be posted between the hours of 9:00 a.m. and 4:30 p.m. only. This will avoid confusion should road/weather conditions change after normal business hours.
 - Messages pertaining to local school matters.
2. Messages pertaining to Township business and events shall take precedence. As a result, it may occasionally be necessary to remove a submitted message prior to its requested deadline to accommodate this.
3. Requests received from the Township's Recreation Associations will be directed to the Community Recreation Coordinator for consideration and approval.
4. All other requests will be directed to the Sr. Administrative Coordinator.
5. There shall be a maximum of three messages per board with one message per group per week, unless otherwise authorized by the C.A.O./Clerk or designate.

SUBMISSION OF MESSAGES

Messages must be submitted, on the prescribed Sign Message Request Form, at least one week prior to the Monday the message is to be posted.

Maximum of 2 lines, approximately 14 characters per still line, including spaces.

The Sign Message Request Form will be made available through the Clerk's Department and will include:

Organization's Name

Contact Person

Telephone Number/Email Address

Week Message to be displayed

Message (printed)

Message Request Forms shall be submitted to the Sr. Administrative Coordinator for publication. In the absence of the Sr. Administrative Coordinator, requests shall be submitted to the GIS/IT Technician for publication.
