



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Usage of Electronic Signs Policy	POLICY NUMBER: RCS-03
POLICY MANUAL SECTION: Recreation and Culture Services	RESOLUTION NUMBER: 358-2018
DATE ADOPTED: June 26, 2018	RESOLUTION DATE: June 26, 2018
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USAGE OF ELECTRONIC SIGNS POLICY

Purpose

The purpose of the electronic signs is to display public interest announcements and promote community programs such as activities and events, as they relate to the RM of St. Andrews.

Policy

- 1) Messages submitted for posting by the following are permitted
 - RM of St. Andrews Administration, Council, and Office Staff
 - Community Organizations (not-for-profits, sports groups, schools, churches, library)
 - Fire Departments, By-Law Enforcement, Animal Control, & Landfill Contractors
 - Local businesses hosting or sponsoring a community event
- 2) Messages should include:
 - Events and programs that are open to the public
 - Information of public interest
 - Public safety announcements
- 3) Messages that promote the following are not permitted:
 - Advertising from businesses
 - Religious or political views
 - False or misleading information
 - Personal benefit
- 4) The municipality has the authority to disallow and/or abbreviate any messages submitted for posting as required. Disallowed messages will receive notice from the municipality providing policy reason for rejection.

- 5) The municipality reserves the right to remove or delay posting a submitted message for any reason it may deem necessary such as emergency announcements.

Procedure

- 1) The public shall use the sign request form available on the municipal website (www.rmofstandrews.com) or at the Municipal Office at 500 Railway Ave, Clondeboye MB, R0C 0P0.
- 2) The form shall be submitted to the municipality via email (rec.assistant@rmofstandrews.com) or fax (204-738-2500) at least 1 week before the weeks requested for posting. Only written requests on a sign request form shall be accepted, no telephone or email requests will be allowed.
- 3) Information is placed on the electronic signs on Mondays and is changed on the following Monday (with the exception of holidays). Messages will not be left on the electronic signs longer than 2 weeks.
- 4) Sign information will only be posted during regular business hours.
- 5) The number of messages and the length of messages that can appear on a sign within a defined period of time, may be limited according to the municipality's discretion.
- 6) Messages may be removed by the municipality at any time with no prior notification.