



Policy Title	Bassano Community Hall – Electronic Sign
Authority	Administration
Approved (Dates/Motion #)	TOB47/22
Policy Number	P-TOB74/002-22
Review	As required
Reviewed by/date	March 14, 2022

Policy Statement

The purpose of this policy is to provide guidelines for the use of electronic sign at the Bassano Community Hall.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

Public Works – means the person employed by the town responsible for care of Town facilities.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Community Hall – a municipally owed facility located at 610 - 2nd Avenue, Bassano.

Responsibility

It is the responsibility of all municipal employees to adhere to this policy.

Guidelines

These guidelines set out the roles and responsibilities for the use of the Community Hall – Electronic Sign

1. Administration is responsible to ensure the electronic sign is fully operational. Disruptions in service shall be resolved as soon as possible either through the provider, or with the support of IT.
2. The electronic sign shall only be used to advertise municipal information, community, and volunteer events.
3. The electronic sign shall not be available to businesses for private use.

END OF POLICY