

**TOWN OF FORT NELSON
NORTHERN ROCKIES REGIONAL DISTRICT
POLICY & PROCEDURE MANUAL**

**3725-01 - USE OF RECREATION CENTRE
ELECTRONIC SIGNAGE BOARD**

Background/History

The Town of Fort Nelson/Northern Rockies Regional District originally purchased a large blue banner to announce special events and functions within the Town and surrounding area, for use on the Recreation Centre. The banner was purchased with other equipment, in preparation for the 1996 NCMA convention. While the banner offered some versatility for announcing special events, it required too much staff time to set up the lettering and hang the sign (which was a challenge in itself). It was also discovered that the fabric banner was difficult to clean and better suited for indoor use.

The electronic sign board replaced the blue banner in 2000, to allow for more flexibility in the daily marketing of community events, meetings, and recreation programs & special community events; in addition to other uses such as: tourist alerts and public information during declared emergencies.

Policy/Objective

To establish guidelines and/or fees for use of the recreation electronic signage board.

<i>Policy Section: 37</i>	<i>Recreation Electronic Signage</i>
<i>Subject: 3725-01</i>	<i>Facilities and Sites</i>
<i>Prepared By: Heather Brown</i>	<i>Approved by Mgmt Team: March 14, 2001</i>
<i>By Administrator:</i>	<i>By Council/Board: March 26, 2001</i>
<i>Revision Date: -</i>	<i>Page 1 of 2 Pages</i>

Implementation

Priority use of the Recreation Centre electronic sign board shall be for Town or Regional District events, meetings, notices, etc., and then for other community events of interest to citizens. Messages of a commercial or personal nature shall not be permitted. The following messages will be permitted, free of charge, in the order of priority noted:

Priority #1 - Recreation and Aquatic Centre programs, events, meetings, etc. organized by the Recreation Department

Priority #2 - Other programs, events, meetings, etc. held in the Recreation or Aquatic Centre, but organized by other groups or organizations

Priority #3 - Other programs, events, meetings, etc. organized by other Town & Regional District departments

Priority #4 - Other programs, events, meetings, etc. of interest to the community organized by other groups & organizations and held in other facilities anywhere in the regional district

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