

Municipal District of Opportunity No. 17

FACILITY MAINTENANCE POLICY

TITLE: **Bulletin Boards**

EFFECTIVE DATE:

POLICY NUMBER: FM.02

PURPOSE: To ensure that public and non-public posting sites supplied by the Municipal District of Opportunity No. 17 (MD 17) in or related to its facilities are consistently used to promote a positive municipal public image, engage the public in municipal governance and programming, and publish community-interest information while preventing the publishing of commercial and offensive material.

SCOPE: This policy applies to all bulletin boards, electronic signs, Face Book pages, and municipal internet sub-sites managed by or applying to MD 17 facilities in all communities.

POLICY:

GENERAL

1. All posting sites will be maintained in a clean and attractive condition.
2. All postings will be in good condition and grammatically correct and, in the case of bulletin boards, not be larger than 8.5x11" except for MD-produced posts.
3. No posting site will be used to promote religious or political beliefs, information or images that violate human rights or other law, or any other contentious or offensive material.
4. Face Book and MD internet sub-sites related to the facility will be used only to advertise facility-related matters (hours, programs, special events, closure alerts, etc.).
5. In order of precedence, public bulletin board space and electronic signs will be used to advertise:
 - a. MD programs
 - b. community events open to anyone and provided without charge
 - c. community events having an admission fee

and except on electronic signs, the remaining space will be available to the public to post items of general interest such as homes for rent, garage sales, church events/services, babysitting, fundraisers, help wanted, etc.

6. In order of precedence, non-public bulletin boards will be used to:

- a. inform employees of safety and employment matters
- b. advertise employee events and promote team building
- c. publicize municipal matters such as legal notices, council meeting dates, etc.

and the remaining space will be available to employees to post items of general interest such as homes for rent, garage sales, church events/services, babysitting, fundraisers, help wanted, etc.

EMPLOYEE RESPONSIBILITIES

1. The Chief Administrative Officer is responsible to ensure that this policy is effected.
2. The highest-ranking employee normally stationed at an MD facility is the “facility operator” for the purposes of this policy and is responsible for the content of all the facility’s public and non-public posting sites.
3. Except for section 6, the facility operator may delegate his or her duties related to the facility’s posting sites to employees under his or her immediate supervision.
4. The facility operator will:
 - a. establish a system to regularly clear away outdated notices;
 - b. clean, repair and secure bulletin boards and electronic signs;
 - c. immediately remove inappropriate messages and contact the poster if able; and
 - d. password protect, post to, and monitor feedback from the facility’s Face Book pages and MD sub-sites.
5. When monitoring the facility’s Face Book page and internet sub-site, the facility operator will:
 - a. respond through the site only to plain questions about the facility’s operation, programs or events;
 - b. respond to complaints or negative comments by contacting the concerned person directly.
6. The facility operator will immediately bring to the Chief Administrative Officer’s attention any issue, complaint, negative feedback or confrontation emerging through a posting site that could impact the municipality’s reputation.

ADOPTED: December 13, 2017

AMENDED: