



The Corporation of the Township of Lake of Bays/ H.O.L.D. Community Group LED Sign



MESSAGE REQUEST FORM

It is gratefully acknowledged that the sign is a result of significant contributions made by the H.O.L.D. (Hillside, Oxtongue Lake & Dwight) Community Group. The Township of Lake of Bays recognizes the value of the role and contributions (both financial and in-kind) of the public/volunteers with respect to this project.

Requests for message display must be submitted to the Municipal Office in writing at least one week prior to the start of the work week when the message is to be posted. Please refer to Policy AD-12 being the "Policy to Govern LED Sign and Messaging" for detailed procedures.

Permitted Messages Include: Community events, functions, celebrations and appreciation; Government messages; Policing messages; and local fundraising events.

Messages Not Permitted Include: Personal messages (e.g. birthdays, anniversaries) and business messages (e.g. sales, grand openings, store closings). Please see Policy AD 12-1 for details.

This request form is for the use of the Township of Lake of Bays/H.O.L.D. Community Group LED sign located at 1012 Dwight Beach Road, Dwight, ON, P0A 1H0.

Organization Name: _____

Contact Person: _____ Date: _____

Tel. No.: _____ Email: _____

Please specify the week you wish to have the message displayed (Note: messages are usually changed each Monday):

Monday, _____ to Sunday, _____

Your message: Maximum **3** lines, **20** characters per line including spaces. Please print in block letters.

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Message requests must be approved by the Chief Administrative Officer, or designate. Maximum of one message per group per week, unless otherwise authorized by the Chief Administrative Officer, Clerk, or designate.

Requests not meeting the parameters of the Policy AD-12.1 may require Council approval.

Email: Erica Cole (ecole@LakeofBays.on.ca) or Jennifer Clancy (jclancy@LakeofBays.on.ca)

Fax: 705-635-2132

Drop off: Township of Lake of Bays, 1012 Dwight Beach Road, Dwight

Michelle Percival, CMMIII, CMO
Chief Administrative Officer, or designate