

THE CORPORATION OF THE VILLAGE OF MONTROSE

POLICY TITLE: POST OFFICE BULLETIN BOARD MAINTENANCE

POLICY # 0430

POLICY STATEMENT:

It is the policy of Council that the British Columbia Corps of Commissionaires be authorized to provide maintenance and control of the material on the Montrose Post Office Bulletin Board.

POLICY BACKGROUND:

The Montrose Post Office Bulletin Board (built and erected by the Beaver Valley Lions years ago) was slated to be removed under Canada Post's Corporate Image Improvement Project. The Montrose Post Office bulletin board was in a state of disrepair and in need of maintenance. The Post Office and the bulletin board had been identified in the Village of Montrose Discussion Paper as a social-cultural service that is a benefit to the community. Montrose Council met with Canada Post personnel and an arrangement was agreed upon whereby the Village of Montrose would assume responsibility for the maintenance of the bulletin board.

POLICY GOAL:

It is the goal of this policy to maintain the Montrose Post Office Bulletin Board as per the agreement between the Village of Montrose and Canada Post.

POLICY PROCEDURE:

- Yearly maintenance of structure
- Notices not posted on dedicated posting area will be removed
- Notices weathered or outdated will be removed
- Notices which are posted which cover other notices will be removed
- Weekly reorganization of notices to maximize use of board
- Unused staples will be removed
- Notices will be dated and will be removed after 2 weeks
- A notice be posted advising of the requirements for the use of the Bulletin Board

Initially approved at meeting #38-98 on December 15, 1998.

Reviewed at meeting #02-06 on January 23, 2006

Scheduled to be reviewed on January 15, 2007