

THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: Community Bulletin Boards

EFFECTIVE DATE: July 8, 2025

SUPERSEDES: N/A

APPROVAL: Council Resolution # 2025-0145

PURPOSE: To guide the installation and management of Community Bulletin Boards in Village of New Denver Eligible Public Spaces, as defined by this policy.

SCOPE: This policy applies to Community Bulletin Boards in all Eligible Public Spaces, as defined within this policy, within the Village of New Denver.

DEFINITIONS:

Community Bulletin Board	A designated space, accessible to the public, for posting of information related to area events, services, and organizations.
Eligible Public Spaces	Rights-of-way, boulevards, parks, buildings, and parking lots owned or leased by the Village of New Denver
Staff	The Village of New Denver's Chief Administrative Officer, Corporate Officer, or designate.
Village of New Denver ("Village")	The municipality of the Village of New Denver, a body corporate represented by the current elected Council or Staff authorized to implement this policy and associated bylaws.

INTENT:

To establish guidelines and give direction for the installation and use of Community Bulletin Boards in Eligible Public Spaces in New Denver. To ensure installation of Community Bulletin Boards is permitted equitably. To establish guidelines for use of Community Bulletin Boards in New Denver, promoting effective communication and community engagement.

POLICY CONTEXT:

This policy is subject to any and all Village of New Denver Bylaws and Policies.

This policy applies to all Community Bulletin Boards in Eligible Public Spaces.

In the case where an applicant is dissatisfied with the decision of Staff, a written appeal for reconsideration may be made to Council.

COMMUNITY BULLETIN BOARD INSTALLATION

When a local community group, individual, or group of individuals wishes to propose installation of a Community Bulletin Board in an Eligible Public Space in New Denver, the proponent submits a completed Community Bulletin Board application plus:

- ☐ For outdoor Community Bulletin Boards, a site plan that indicates the location at which the Community Bulletin Board is proposed for installation, including distances from property lines, streets, and lanes;
- ☐ For indoor Community Bulletin Boards, a floorplan that indicates the location at which the Community Bulletin Board is proposed;
- ☐ The design of the structure intended for installation;

New Community Bulletin Boards will only be considered outside of a radius of 500 feet from existing Community Bulletin Boards.

Council approval will be sought prior to approval of Community Bulletin Board installation. When considering installation of a Community Bulletin Board, review will include considerations such as its purpose and need, suitability of the location, accessibility, and potential impact on the community.

Where a community group, individual, or group of individuals is proposing installation of a Community Bulletin Board that will be maintained by the group, individual, or group of individuals, signing of an agreement that outlines the terms of management for the Community Bulletin Board will be required.

COMMUNITY BULLETIN BOARD POSTINGS

CONTENT STANDARDS

1. All materials must be family-friendly and suitable for public display.
2. Content that is discriminatory, defamatory, inflammatory, or illegal will not be permitted.
3. Postings that promote particular religious or partisan political views or advocate action on behalf of such positions will not be accepted. Event information will be accepted.
4. The name of the issuing body or individual should be clearly identified on the posted materials.
5. All event postings must include the date or dates of the event(s).
6. All postings not related to events must show the date of posting.
7. Staff reserve the right to reject or remove any postings that do not comply with these guidelines.

FORMAT AND SIZE

1. All postings should be limited to a maximum size of 8.5" x 11".
2. Materials must be printed clearly or neatly handwritten.
3. With appropriate justification, Staff may provide written direction reserving up to half the area of a board for specific purposes.

APPROVAL PROCESS

1. Materials meeting the eligibility requirements, content standards, and format and size requirements as outlined in this policy may be posted without prior approval by Staff.

2. Staff reserve the right to reject or remove any postings that do not comply with these guidelines.
3. Questions or concerns about postings should be directed to the Village office. Final decisions on management of the board rest with the municipality.

DURATION OF POSTINGS

1. Event materials may be displayed for one day past the date of the event, after which they must be removed.
2. Postings not related to scheduled events must be removed within 30 days of the date of posting.

REMOVAL OF MATERIALS

1. Staff may at any time monitor bulletin boards and remove outdated, damaged, or inappropriate materials.
2. Users are expected to check the status of their postings regularly, removing posters that do not comply with Duration of Postings requirements.
3. Any community member is permitted to remove postings that do not meet the requirements of this policy.

LIABILITY

The Village of New Denver does not assume any liability for the content displayed on Community Bulletin Boards. By posting materials, individuals or organization accept full responsibility for their content.

POLICY REVIEW

This policy may be reviewed annually or at the discretion of Staff to ensure its continued relevance and effectiveness.