

TOWN OF MIDDLETON CODE A - General Administration	
Subject: Information Kiosks	Number: 4.6
Coverage: Staff & Public	Approved by: Council & CAO
Effective Date : April 2, 2012	Revision Date:

Rationale

This policy is adopted for the purpose of providing guidelines and regulations pertaining to the Town of Middleton information kiosks.

Policy Statement

1. Kiosk Locations

- a. Main Street in front of the Save Easy
- b. Commercial Street beside Town Hall

2. Advertising Criteria

- a. There are 4 spaces available for advertising at each of the two kiosks. Each ad may only appear only once per kiosk.
- b. Priority will be given based on the following:
 - i. Generation of interest to tourists and visitors of the Town of Middleton;
 - ii. Proximity to Middleton;
 - iii. Non-profit organizations;
 - iv. Event Date.
- c. Advertisements cannot be larger than 11”X17”.
- d. Advertisements will be updated once a week on Wednesday.
- e. Advertisements will not be posted if they include any negative content. Discretion will be used by the Department of Recreation and Community Services.
- f. Where the advertisement is placed on the kiosk will be at the discretion of the staff member placing the advertisement.
- g. Available space may be used by the Town of Middleton for educational displays.
- h. The Department of Recreation and Community Services will track advertisements that appear on the kiosk.
- i. The Department of Recreation and Community Services will ensure that organizations do not monopolize advertising space on the kiosk.

3. Complaints

Any issue or complaint pertaining to the information kiosks should be brought to the attention of the Director of Recreation and Community Services.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of April, 2012.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of April, 2012.



Clayton MacMurtry
Chief Administrative Officer