



DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

1.6 COMMUNITY SERVICE SIGN

PURPOSE

To outline the process for non-profit community groups to erect signs on municipal property to advertise for events open to the public.

DEFINITIONS:

Pursuant to the District of 100 Mile House *Sign Bylaw No. 588, 1993*:

“Community Sign: means a temporary sign advertising a community service.

“Community Service” means a service, excluding a business, carried on by a non-profit organization for the betterment of the community.

POLICY:

1. Signage requirements for Community Service Events will be consistent with the District of 100 Mile House *Sign Bylaw No. 588, 1993*.
2. The District Manager hereby delegates the authority of implementing this policy to the Director of Community Services and/or the Operations Supervisor.
3. Requests to erect signage to advertise community events that are outside the scope of this policy must be referred to Council for approval.
4. A Community Sign shall be of professional quality in appearance, subject to approval by the Director of Community Services and/or the Operations Supervisor..
5. Upon approval, installation and placement of signs will be coordinated with the non-profit community group and Community Service.
6. Community Service Event signs will be permitted to be installed two weeks before the event and shall be removed within three (3 days) of the termination of the event.
7. A Community Sign shall be 8 ft. wide x 4 ft. high.
8. A permit is not required for a Community Sign provided that:
 - (a) The sign area of a Community Sign shall be 8 ft. wide x 4 ft. high



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- (b) Community signs may be displayed for a period of two weeks only.
 - (c) Non-profit pre-schools may display Community Signs twice a year to advertise their registration dates.
9. Community Service Signs may be located at the north and south ends of Highway 97 North and on Horse Lake Road by the campsite.
 10. Community groups must pick up their signs from Community Services within 5 days of the event ending.
 11. The District of 100 Mile House will not be held responsible for storage or damage of event signs.
 12. Pending multiple requests for signage in the same time period, the District Operations Supervisor shall have discretion to post one sign at the North end of town and one sign at the South end of town, to post the signs for a shorter period of time, or determine some other solution. In no case will the District allow two signs to be installed on the same sign frame.

