

Section: General	Policy Number: A.4.3
Sub-section: Signs	Effective Date: May 17, 2016
Subject: Community Event Board Signs	Revision Date:

Community Event Board Signs

Purpose:

To provide the terms and conditions which govern advertising on Town of South Bruce Peninsula community event board signs.

Policy:

Definitions

Community Event for the purpose of this policy shall mean an event held within the physical boundaries of the Town of South Bruce Peninsula which may be attended by any member of the community and is approved by Town staff to be an event having benefit for the Town of South Bruce Peninsula community as a whole.

Home Base for the purpose of this policy shall mean the headquarters; the primary meeting, planning and administrative location for an organization.

1. Who May Advertise
 - 1.1 Non-profit groups and organizations hosting a community event to be held in the Town of South Bruce Peninsula may make requests to display advertising.
 - 1.2 No businesses or for-profit groups or organizations within the Town of South Bruce Peninsula or outside of the Town of South Bruce Peninsula will be permitted to display advertising.
 - 1.3 No non-profit groups or organizations will be permitted to display advertising for a community event being held outside of the Town of South Bruce Peninsula unless the community event is sponsored in whole or in part by a non-profit group or organization with a home base in the Town of South Bruce Peninsula.

2. Making an Application
 - 2.1 Non-profit groups and organizations meeting the criteria outlined in Section 1 of this policy may make application for advertisement by submitting a completed application on the prescribed form to Town Hall.

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- 2.2 Applications must be received a minimum of thirty (30) days prior to the requested installation date.
- 2.3 Applications will be received and approved on a first-come first-served basis.
- 2.4 Applications will include the preferred installation date and the end date of the community event (which will be considered to be the last date for the sign display).
- 3. Advertising Content
 - 3.1 Advertising will not contain any message which would violate the Ontario Human Rights Code, contain any offensive language or graphics or otherwise contain any information deemed inappropriate by Town staff, in their sole discretion.
 - 3.2 Proposed sign designs will be provided to the Town and will include all proposed graphics, slogans, colours and other content.
 - 3.3 Final design will be approved by the Town. Where the applicant does not agree to the final design approved, no sign will be displayed.
 - 3.4 All signs will be made of one eighth inch (1/8") corplast or other material deemed appropriate by the Town and will be thirty-five and three quarter (35 ¾) inches by eighty-nine and three quarter (89 ¾) inches or other such size as deemed appropriate by the Town.
 - 3.5 Subject to the provisions contained herein, the applicant will order and pay for the sign to be made. Applicants must not order any sign until final design approval is received from the Town.
 - 3.6 If the same sign is to be used in any subsequent year, future use will be subject to the condition of the sign, the ability to have the sign updated if necessary and all other provisions herein.
- 4. Advertising Display

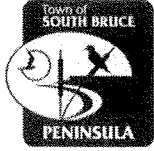
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- 4.1 The applicant will provide the sign to the Town for installation.
- 4.2 The Town will install or arrange for the installation of the sign on the community event board. The Town will use any method required to ensure that the sign is installed and secured to the community event board.
- 4.3 Signs will not be permitted to be displayed for a period of longer than three (3) weeks unless expressly permitted by Town staff, in their sole discretion.
- 4.4 Signs must be in good repair. The Town will take all reasonable precautions to ensure that the signs are not damaged however no guarantee will be given. Damaged signs will not be displayed or will be removed if they sustain damage. The Town will make no compensation for any damaged signs.
- 4.5 The Town will remove the sign from the community event board.
- 4.6 The Town will contact the applicant and notify the applicant to pick up their sign. The Town will not store any sign.
- 4.7 Signs not picked up by the applicant within seven (7) days of contact by the Town will be disposed of by the Town, in their sole discretion.
- 5. General Provisions
 - 5.1 There is no guarantee from year to year that any sign will be reinstalled. An application and Town approval is required each year.
 - 5.2 No sign will be installed or reinstalled without the submission of an application and approval as outlined herein.
 - 5.3 In the case of an emergency or scheduling difficulty, the Town does not make any guarantee that any sign will be installed on any particular date, despite any request or communication.
 - 5.4 Where the community event board base sign is damaged or unable to sustain the advertising signs, there is no guarantee that signs will be installed or that signs once installed will remain installed (ie. if the sign falls down due to an act of vandalism or an act of God).

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- 5.5 An application form will be available from the Town in the manner and in such format as is deemed appropriate by the appropriate Department Head.
- 5.6 The Town makes no representation with respect to the location of any community event board upon which signs are placed under this policy.



Town of South Bruce Peninsula

PO Box 310, 315 George Street
Warton ON N0H 2T0

519-534-1400 Toll Free 1-877-534-1400 Fax 519-534-4862

Email tsbprogrammer@bmts.com

Community Event Board Sign Application

Event Name: _____

Organization Name: _____

Organization Mailing Address: _____

Contact Name: _____

Contact Phone Number: _____ Email: _____

Event Start Date: _____ Event End Date: _____

Requested Advertising: Start Date: _____ End Date: _____

Proposed Sign Design Attached

I have received, read and understood Policy A.4.3 Community Event Board Signs:

Contact Signature: _____ Date: _____

Office Use:

Submission Approval Date: _____ Initials: _____

Installation Date: _____ Removal Date: _____

Sign Location: _____

Damage Noted: _____ Initials: _____

Date Organization Contacted to Pick Up Sign: _____ Initials: _____

Date of Sign Pick Up: _____ Initials: _____

Date of Disposal/Destruction (if required): _____ Initials: _____