



**DISTRICT OF 100 MILE HOUSE**  
**COMMITTEE OF THE WHOLE**  
**TO BE HELD IN DISTRICT COUNCIL CHAMBERS**  
**Tuesday October 14<sup>th</sup>, 2025, AT 4:00 PM**

	<b><u>CALL TO ORDER</u></b>  Mayor to call the Committee of the Whole meeting to order at 4:00 PM.  Mayor acknowledges that this meeting is being held on Tsqescencúlecw.
<b>A.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<b>A1</b>  <b>BE IT RESOLVED THAT</b> the October 14 <sup>th</sup> , Committee of the Whole agenda <u>be approved</u> .
<b>B.</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C.</b>	<b><u>DELEGATIONS:</u></b>
<b>Draft Sign Bylaw</b>	<b>C1</b>  Lisa Schumacher from McElhanney will provide Council with an overview of the draft sign bylaw for councils consideration.
<b>D.</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>E.</b>	<b><u>CORRESPONDENCE:</u></b>

F.	<b><u>STAFF REPORTS:</u></b>
G.	<b><u>BYLAWS:</u></b>
H.	<b><u>OTHER BUSINESS:</u></b>
I.	<b><u>QUESTION PERIOD:</u></b>
J.	<b><u>ADJOURNMENT:</u></b>
	<b>J1</b>  <b>BE IT RESOLVED THAT</b> the Committee of the Whole meeting of October 14 <sup>th</sup> , 2025 adjourn:      PM:



DISTRICT OF

**100 Mile House**

**SIGN BYLAW  
NO.**

# DISTRICT OF 100 MILE HOUSE SIGN BYLAW NO.

A bylaw to regulate number, size, type, form, appearance and location of signs in the District of 100 Mile House.

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## Section 1: Interpretation

### 1.1. Title

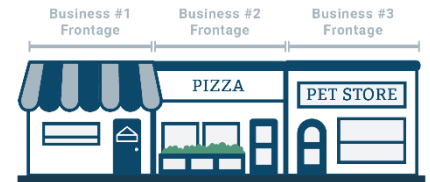
- a. This Bylaw may be cited as the “Sign Bylaw No. XXXX”

### 1.2. General Definitions related to this Bylaw

“**Building**” means any structure used or intended for supporting or sheltering any use or occupancy;

“**Business Frontage**” means the length of the building parallel to the property line, limited to the suite which is leased or owned by the business.

“**Building Inspector**” means the municipal official duly appointed by Council from time to time to administer the building regulation bylaw of the District;



“**Business**” means carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;

“**Canopy**” means a permanent hood, cover or shelter, other than a projecting roof, which projects from the wall of a building;

“**Copy**” means the text, illustrations and symbols on a sign;

“**Copy Area**” means the area within the shortest line surrounding the copy;

“**Digital Copy**” means **copy** displayed electronically that can be changed or updated.

“**District**” means the District of 100 Mile House;

“**District Engineer**” means the municipal official duly appointed by Council from time to time to administer the public works of the District;

“**Frontage**” means the length of each property boundary adjoining a street;

“**Grade**” means the average ground surface elevation within 3 meters (10 feet) around the base of a sign;

“**Height**” means the vertical distance as measured from the base of the sign or structure directly under the sign, to the highest point of the sign, excluding any accessory power equipment.



“**Highway**” includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property;

“**Hoarding**” means a temporary wall or structure that encloses a site for protection or safety purposes, including structures required by law to cover sidewalks, scaffolding, or fencing;

**“Illumination”** or **“illuminated”** means a sign that is artificially illuminated by an internal or external source;



**“Roof Line”** means the line formed by the intersection of the exterior walls of a building with the roof of the building, including a false roof;

**“Setback”** means the minimum permitted distance required under this bylaw between a sign and a parcel boundary;

**“Sign”** means any structure, device or visual display which communicates information or attracts the attention of persons for any purpose;

**“Sign Area”** means the total area within the outer edge of the frame or border of a sign, except that where a sign has no frame or border, the **sign area** is determined by the total area of the rectangle that encloses the **copy area**;

**“Vertical Clearance”** means unobstructed space between the lowest point of the sign and the ground surface beneath the sign;



**“Zone”** means a zone established pursuant to the provisions of the District's Zoning Bylaw;

**“Zoning Bylaw”** means the District of 100 Mile House Zoning Bylaw No. 1290, 2016, as it may be amended or replaced from time to time.

### **1.3. Severability**

If any portion of this bylaw is held to be invalid by a Court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder.

#### **1.4. Zoning Bylaw**

In the event of any conflict between the provisions of this bylaw and the provisions of the Zoning Bylaw, the provisions of the Zoning Bylaw shall prevail.

#### **1.5. Special District Areas**

##### **1. Downtown District - Birch Ave ("Downtown")**

**Objective:** To support the pedestrian-oriented character of the Downtown District by encouraging signage located at or near pedestrian level within the areas identified on the accompanying map in pink.

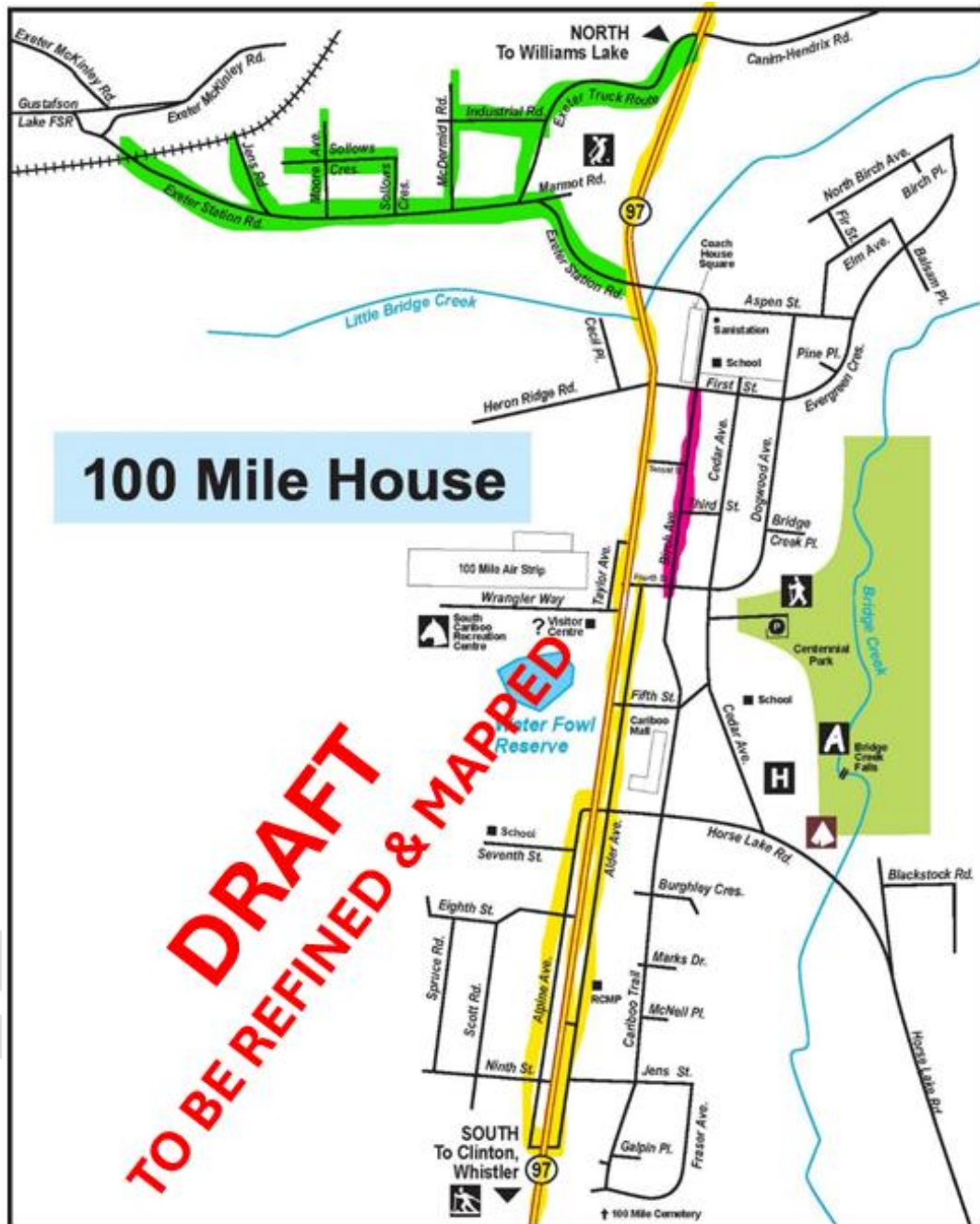
##### **2. Highway 97 Commercial Corridor ("Highway 97")**

**Objective:** To reflect the vehicle-oriented character of the Highway Commercial District by permitting signage that is easily legible to passing traffic, while supporting a cohesive corridor appearance, reducing sign clutter, and protecting views along Highway 97 within the areas identified on the accompanying map in yellow.

##### **3. Exeter Station Industrial District ("Exeter")**

**Objective:** To support the functional and employment-focused character of the Industrial District by permitting signage that is visible to vehicles and suitable for larger parcels and buildings, while maintaining a simple, orderly appearance and minimizing visual conflicts within the areas identified on the accompanying map in green.





## Section 2: Administration

### 2.1 Application of Bylaw

1. This Bylaw is applicable to the erection, placement, display, alteration, or movement of **Signs** on all private property and on public rights-of-ways within the boundaries of the District of 100 Mile House.
2. This Bylaw does not apply to:
  - a. **Signs** inside a building not classified as window **Signs** and not intended to be visible from a Public Right-of-Way.
  - b. Street decorations and banners authorized by the **District**
  - c. temporary seasonal decorations provided that they are erected no longer than 45 consecutive days in one (1) calendar year;
  - d. Building address numbers showing only the street number and name.
  - e. **Signs** required to be maintained or posted by law or governmental order, rule or regulation, and traffic control signs pursuant to the Motor Vehicle Act or other Provincial legislation;
  - f. On-site **signs**, with a sign area not exceeding 1.0 m<sup>2</sup>, and with a vertical dimension of the **sign**, exclusive of any supporting structure, of less than 1.0 m, for the direction of control of traffic, pedestrians or parking;
  - g. District signs relating to parks, public facilities, or community information.
  - h. Murals and flags that contain no advertising or offensive content.
  - i. **Signs** indicating **business** hours, open and closed only.

### 2.2 Non-Conforming Signs

1. Any **sign** lawfully in existence at the time of adoption of this bylaw, although such **sign** does not conform with the provisions of this bylaw, may continue to be used provided it is maintained in a clean and safe condition.
2. Any **sign** lawfully in existence at the time of adoption of this bylaw shall not be reconstructed, altered or moved except in full compliance with the provisions of this bylaw.

### 2.3 Sign Maintenance and Construction

1. **Signs** must be kept structurally sound, safe, clean, and legible, with surrounding areas free of weeds and debris.
2. Routine work such as **copy** changes, lighting replacement, or refurbishing does not require a **sign permit** but must comply with this bylaw.
3. The **Building Inspector** may order the repair or removal of any **sign** that is unsafe, unsightly, or in disrepair. Damaged or defaced **signs** must be repaired, replaced, or removed within 7 days.
4. Vegetation shall not be removed or damaged to improve **sign** visibility, unless approved through a **Development Permit**.

5. For **entrance feature signs** and signs on strata properties or mobile home parks, ownership and maintenance responsibilities must be identified.

#### **2.4 Sign Location & Public Property**

1. No **sign** may be installed in a way that interferes with traffic or pedestrian movement or interfere or be confused with the use or visibility of any traffic control device.
2. No **sign** may be placed so as to obstruct windows, doors, walkways, fire escapes, roadways, sidewalk or any similar feature for vehicular or pedestrian circulation.
3. No **sign**, other than **signs** placed by the **District** or agencies of government with appropriate jurisdiction, or a **sign** whose placement is authorized by such agencies, may be erected or placed on public property, unless otherwise permitted by this Bylaw.
4. Unless otherwise permitted by this bylaw, **signs** are not permitted on fences, privacy screens, parked vehicles or trailers.

#### **2.5 Variances to Sign Regulations**

1. Variances may be granted to the **sign** dimensions, area, location and number of **signs** if, in the opinion of the **Development Authority**:
  - a. The **sign** is in accordance with the signage objectives; and
  - b. The **sign** is in accordance with the general signage regulations; and
  - c. The **sign** incorporates quality material; and
  - d. The **sign** scale and design integrates with the architectural elements and the scale of the building; and,
  - e. The site has multiple business frontages; or
  - f. The site has poor visibility to the pedestrian environment.
2. Variances should not be granted for the following reasons:
  - g. Providing visibility from the highway for businesses not along the Highway 97 Corridor

### **Section 3: General Signage Regulations**

#### **3.1 Sign Lighting**

1. A **business frontage** shall have a maximum of 2 externally **illuminated signs**, or a maximum of 1 internally (back-lit) **illuminated signs**, except for **home-based business signs**.
2. All **sign** lighting shall be designed to illuminate the **sign face** area only.
3. The design and installation of the lighting shall ensure no element of the light connection is visible to a pedestrian.
4. An **illuminated sign** must not cause glare that creates a nuisance for surrounding properties or roadways, or shine/reflect light onto nearby residential lots.

#### **3.2 Digital Copy**

1. **Digital copy** is only permitted on **freestanding signs** for community and institutional uses (worship, schools, parks, libraries, community centres etc.).

2. The maximum **sign area** is 3.0 m<sup>2</sup>
3. The maximum **sign height** is 1.8 m
4. **Digital copy** shall remain in place for a minimum of 6.0 seconds before switching to the next **digital copy**.
5. The maximum transition time between each **digital copy** is 0.25 seconds
6. No **digital copy** shall support or encourage personalized or interactive communications with drivers in real time.
7. No **digital copy** shall flash, strobe or stream video.
8. Any **digital copy** that is malfunctioning must be programmed to automatically turn off.

### 3.3 **Comprehensive Sign Plan**

1. A **Comprehensive Sign Plan** is required as part of a **development permit** or **sign permit** for development along for any of the following types of development:
  - a. Construction of 1 or more new principal **buildings**;
  - b. Redevelopment of a **building** that involves 50% or more upgrade to the value of the improvement;
  - c. Exterior alteration of 1 or more **building facades**.
2. A **Comprehensive Sign Plan** must include coloured plans that identify:
  - a. The Site context, including existing **signs**;
  - b. The maximum number of **signs**;
  - c. The type of Illumination;
  - d. The proposed **sign area**;
  - e. The location of each individual **sign** use proposed as part of the development;

### 3.4 **Number of Signs**

3. Each **business** is permitted a maximum number of **signs** as noted in **Table 3.4.2**, subject to the following conditions:
  - a. **Exempt signs** and **drive-thru menu board signs** do not count toward the maximum allowable signs;
  - b. If a **sign** advertises multiple tenants, each advertised tenant is counted as one (1) **sign** toward the total number allowed for the property.
  - c. A **Comprehensive Sign Plan** may vary the number of **signs** permitted on a property, provided that such limits do not conflict with the provisions of this Bylaw and do not authorize more **signs** than would otherwise be permitted under the applicable regulations.
  - d. Where more than one **sign** is permitted, each must be of a different **sign** type, and multiple **signs** of the same type are not allowed, unless specifically permitted by this Bylaw.

**Table 1.6.2 – Maximum Number of Signs per business frontage**

General	Downtown District Birch Ave
<p><b>Maximum of 3 of the following:</b></p> <ul style="list-style-type: none"> <li>i. Awning/Canopy Sign <u>or</u> Fascia (Wall) Sign</li> <li>ii. Window Sign</li> <li>iii. Hanging <u>or</u> Projecting Sign</li> <li>iv. Directory Sign</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p><b>Maximum of 1 of the following:</b></p> <ul style="list-style-type: none"> <li>i. Freestanding Sign OR Entrance Feature Sign</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p><b>Maximum of 2 Sign Types from Section 7</b></p>	<p><b>Maximum of 3 of the following:</b></p> <ul style="list-style-type: none"> <li>i. Awning/Canopy Sign <u>or</u> Fascia (Wall) Sign</li> <li>ii. Window Sign</li> <li>iii. Hanging or Projecting Sign</li> <li>iv. Directory Sign</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p><b>Maximum of 2 Sign Types from Section 7</b></p>
Highway 97 Commercial Corridor	Exeter Industrial Area
<p><b>Maximum of 3 of the following:</b></p> <ul style="list-style-type: none"> <li>i. Awning/Canopy Sign <u>or</u> Fascia (Wall) Sign</li> <li>ii. Window Sign</li> <li>iii. Hanging <u>or</u> Projecting Sign</li> <li>iv. Directory Sign</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p><b>Maximum of 1 of the following:</b></p> <p>Freestanding Sign OR Entrance Feature Sign</p> <p style="text-align: center;"><b>AND</b></p> <p><b>Maximum of 3 Sign Type from Section 7</b></p>	<p><b>Maximum of 3 of the following:</b></p> <ul style="list-style-type: none"> <li>v. Awning/Canopy Sign <u>or</u> Fascia (Wall) Sign</li> <li>vi. Window Sign</li> <li>vii. Hanging <u>or</u> Projecting Sign</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p><b>Maximum of 1 of the following:</b></p> <p>Freestanding Sign</p> <p style="text-align: center;"><b>AND</b></p> <p><b>Maximum of 3 Sign Type from Section 7</b></p>

## Section 6: Sign Types

The following sign types are categorized below:

### Signs Requiring a Permit

- Awning or Canopy Sign
- Entrance Feature Sign
- Fascia (Wall) Sign
- Freestanding Sign
- Hanging or Projecting Sign
- Home-Based Business Sign
- Window Sign

## Signs not Requiring a Permit

- Banner or Flag Sign
- Building Directory Sign
- Building Identification Sign
- Community Service Sign
- Marketing Sign
- Government Sign
- Political Campaign Sign
- Sandwich Board Sign
- Special Event Sign
- Wayfinding Sign
- Contractor Sign
- Real Estate Sign

6.0 In the event of a conflict between **sign** regulations, the provisions most specific to the **sign** type shall apply.

## 6.1 Awning Sign or Canopy Sign



### 1. Description

'**Awning Sign**' means a **sign** painted or affixed flat to the surface of an awning. '**Canopy Sign**' means a sign attached to a canopy or located on the face of a canopy.

### 2. Regulations

a	Maximum Sign Area	0.5 x Awning/Canopy Length (m); cannot exceed 50% of the awning/canopy face.
b	Vertical Clearance	2.5 m
d	Number of Signs	See Table 1.6.2

### 3. Design Standards

- Signs** shall not extend vertically or horizontally beyond the limits of the **awning** or **canopy**.
- Shall be limited to a logo, name or principal product line of the business occupying the building to which it is attached.
- If more than one **canopy sign** is attached to one **canopy**, each **canopy sign** shall be of uniform **height** and clearance, and the same as any

previously installed on an **adjacent** building.

### 4. Compliance Requirements

- A **Sign Permit** is required for all awning and canopy signs.
- Where an **awning** or **canopy** projects over public property, a valid **Building Permit** must be obtained before a **Sign Permit** is issued.
- Structural design must be prepared and sealed by a professional engineer registered in British Columbia.
- All work shall conform to the District Building Bylaw.

## 6.2 Entrance Feature Sign



### 1. Description

'Entrance Feature' **Sign** means a **sign** constructed of brick, masonry, or stone, permanently anchored to the ground and physically independent of any other structure.

### 2. Regulations

a	Minimum Setback from Lot Line	1.5 m
b	Maximum Sign Area	3.0 m <sup>2</sup>
c	Maximum Height	2.0 m
d	Max No. of Signs	1 per entrance

### 3. Design Standards

- Copy** shall be limited to the name of the residential neighbourhood, manufactured home park, commercial or industrial subdivision and address number.
- Must be located at the primary entrance to the subdivision.
- No **digital copy**.
- Applicant must identify proposed ownership of each **sign** and provide determined arrangements for future maintenance and upkeep.

- May** be illuminated with a ground mounted lighting fixture or with light attached to the rear of each individual letter directed towards the **sign face** area
- The structure shall have a minimum of 2.0 m wide landscaped area around all sides of the sign base, except for when the structure **height** is less than 1.0 m from grade.
- The landscaping shall integrate with the design and landscaping of the site, and shall include one or more of the following: rocks, mulch, or non-wildlife attractant plants.
- The quality, area and plants used in the landscaping shall be to the satisfaction of the **Development Authority**.
- Entrance Feature **sign** shall only be installed on a site when the building is a minimum of 5.0 m from the property line.

### 4. Compliance Requirements

- A **Sign Permit** is required for all entrance feature **signs**.



### 6.3 Fascia (Wall) Sign



#### 1. Description

'Fascia (Wall) Sign' means a flat **sign**, that runs parallel to the façade or wall of a building to which it is attached.

#### 2. Regulations

a	Maximum Sign Area	<b>General:</b> 0.5 m x business frontage (m), max 4.0 m <sup>2</sup> <b>Downtown:</b> 0.3 m x business frontage (m), max of 4.0 m <sup>2</sup> <b>Highway:</b> 1 x business frontage (m); max of 20% of the area of the wall it is attached to <b>Exeter:</b> 1 x business frontage (m); max of 20% of the area of the wall it is attached to
b	Projection from wall (Max)	0.4 m
c	Minimum Vertical Clearance	2.5 m
d	Max number of signs	See Table 1.6.2

#### 3. Design Standards

- No part of a fascia (wall) **sign** shall extend above the sill of any window or above any guardrail or railing immediately above such **sign**.
- May be **illuminated** in accordance with Section 3.1 Sign Lighting.
- May be located above the second storey provided that the sign consists of only a logo, the name of a building, street address, or particular tenant.

#### 4. Compliance Requirements

- A **Sign Permit** is required for all fascia (wall) **signs**.

## 6.4 Freestanding Sign



### 1. Description

A **Sign** that is supported by columns, structures or supports that are placed or anchored in the ground, and that does not require the support of a building or other structure.

### 2. Regulations

a	Max Sign Area	<b>General:</b> 3.0 m <sup>2</sup> <b>Downtown:</b> 3.0 m <sup>2</sup> <b>Highway:</b> 14 m <sup>2</sup> <b>Exeter:</b> 10 m <sup>2</sup>
b	Max Sign Height	<b>General:</b> 3.0 m <b>Downtown:</b> 1.8 m <b>Highway:</b> 5 m <b>Exeter:</b> 5 m
c	Minimum setback from lot line	2.0 m (see 3a)
d	Separation Distance from other Freestanding Signs	30.0 m
e	Max Number of Signs	1 per lot. See Table 1.6.2

### 3. Design Standards

- Copy** is permitted on both sides of freestanding **signs** and must be the same on both sides.

- Digital copy** is only permitted for specific uses and must comply with Section 3.2 Digital Copy.
- Shall not obscure a pedestrian's or driver's line of vision from a street, access road or sidewalk to oncoming traffic.
- A freestanding **sign** shall only be installed on a site when the building is a minimum of 5.0 m from the property line.

### 4. Compliance Requirements and Exemptions

- A **Sign Permit** is required for all freestanding **signs**
- Freestanding **signs** along Highway 97 shall meet setback requirements as determined by the Ministry of Transportation and Transit (MoTT), and may require MoTT approval.
- Freestanding **signs** that are 2.0 m or more in **height**, must obtain a Building Permit prior to installation.
- A professional engineer registered in British Columbia shall prepare and seal the structural design of the **sign's** foundation, column or frame.
- Drive-Through Menu Board **signs** are exempt from any **separation distance** restrictions from other **signs**.

## 6.5 Hanging or Projecting Sign



### 1. Description

'Hanging or Projecting' **Sign** means any self-supporting sign that is attached to or projects more than 0.4 m from the face of a structure or building wall, or a **sign** attached to the underside of a **canopy** or **awning**.

### 2. Regulations

a	Maximum Sign Area (per side)	0.5 m <sup>2</sup>
b	Maximum Projection from wall, including supports	1.5 m
c	Vertical Clearance	2.5 m
d	Minimum setback from curb line	0.6 m
e	Min. distance between other Projecting/Hanging Signs	4.5 m
f	Number of Signs (per business frontage)	See table 1.6.2

### 3. Design Standards

- Hanging or projecting **signs** must have two faces.
- The **sign** shall be for a business that is located on the main or second floor of the building
- Signs** must be installed below the eaves or **parapet** of the building.
- Signs** under an **awning** or **canopy** must not extend beyond the edge of the **awning** or **canopy**.

### 4. Compliance Requirements

- All hanging or projecting **signs** require a **Sign Permit**

## 6.6 Home-Based Business Sign



### 1. Description

'Home-Based Business' **Sign** means a **sign** located on a residential property that advertises or identifies a lawful Home-Based Business operating from that property.

### 2. Regulations

a	Max Number of Signs	1 Fascia (Wall) Sign <u>or</u> 1 Freestanding Sign
c	Maximum Sign Area	0.5 m <sup>2</sup>
d	Maximum Height for Freestanding Sign	1.0 m
e	Minimum Setback from Lot Line	2.0 m

### 3. Design Standards

- Illumination** is permitted only by a single, non-fluorescent, stationary light source (such as a gooseneck fixture) in white or soft yellow.
- Internally **illuminated** or **digital copy signs** are not permitted.

### 4. Compliance Requirements

- A **Sign Permit** is required.
- A home-based business **sign** shall only be permitted where the home-based business holds a valid and current **Business Licence** issued by the District of 100 Mile House.

## 6.7 Window Sign



### 1. Description

'Window **Sign**' means any **sign** or graphic placed on or near a window and visible from the exterior, intended to identify a **business** or advertise goods or services. It does not include merchandise displays, temporary **signs**, or seasonal/decorative artwork that meets coverage limits.

### 2. Regulations

a	Maximum Sign Area	0.3 m <sup>2</sup> per m of business frontage, to a maximum of 50% of the total window area
b	Number of Signs	1 window sign per window area

### 3. Design Standards

- Window area includes all contiguous panes of glass, including panes of glass that would be contiguous if not separated by mullions, but does not include contiguous panes of glass on a

doorway;

- Signs** must be legible, professionally presented, and maintained in good condition.
- Signs** shall not obstruct safety or visibility requirements for entrances, exits, or pedestrian sightlines
- "Closing out" **signs** are not limited in **sign area** and shall not be displayed longer than 60 consecutive days;

### 4. Compliance Requirement

- A **Sign Permit** is required for all permanent Window **Signs** or window **signs** intended to advertise products, services, or the business.
- Seasonal or decorative window displays that meet the coverage limit are exempt from requiring a permit.
- Window **Signs** must comply with all applicable provisions of this Bylaw, including **illumination**, materials, and safety standards.

## Section 7: Signs not requiring a Permit

The following **signs** are exempt from requiring a **Sign Permit**, provided they comply with the regulations of this Section and the business holds a valid **Sign Permit** for its permanent signage.

### 7.1 Banner or Flag Sign

1. 'Banner or Flag **sign**' is a **temporary sign** of non-rigid material, such as cloth, canvas, or vinyl mounted to a pole:
  - a. Maximum **sign area** is 2.0 m<sup>2</sup>;
  - b. Maximum **height** is 3.0 m;
  - c. Maximum of 1 Banner **sign** per individual business frontage;
  - d. Maximum 2 Flag **signs** per **site**;
  - e. Must not be placed on public roadways, sidewalks or public property.
  - f. Banner **signs** for special events may only be displayed immediately prior to and during the special event, provided the **sign area** does not exceed 2.0 m<sup>2</sup> and the **sign** is displayed for no more than 14 consecutive days and for no more than 90 days in one (1) calendar year



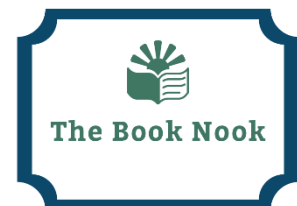
### 7.2 Building Directory Sign

1. 'Building Directory **Sign**' lists the names and locations of persons or businesses on the premises and has no other advertising matter.
  - a. Shall be a **wall sign**;
  - b. Maximum **sign area** is 2.0 m<sup>2</sup>;
  - c. Maximum of one building directory **sign** is permitted per building right-of-way frontage.



### 7.3 Building Identification Sign

1. 'Building Identification **Sign**' is limited to the name, address or number of a building, institution, or person, or a description of an activity in the building or institution or the occupation of the person.
  - a. Shall not be a freestanding **sign**; and shall not be located above the second floor of the building;
  - b. **Copy** shall be limited to the name, address, owner or number of a building, institution, or person, or a description of an activity in the building or institution or the occupation of the person containing numbers and letters only;
  - c. Maximum **sign area** is 0.50 m<sup>2</sup>
  - d. The **sign** may have **illumination** in accordance with Section 3.1 of this Bylaw.



#### 7.4 **Community Service Signs**

1. 'Community Service **Signs**' means a **temporary sign** advertising a community service. Community Service **Signs** must comply with the District's **Community Services Signs Policy**.

#### 7.5 **Marketing Sign**

1. 'Marketing **sign**' is a temporary **sign** that promotes the future tenant of the existing building on which the **sign** is erected.
  - a. Shall be a fascia **sign** or window **sign**;
  - b. **Copy** shall be limited to the future tenant's name and logo, and a description of the future activity in the building;
  - c. The display of **signs** shall be limited to 90 days;
  - d. The maximum **sign area** is 4.0 m<sup>2</sup>.



#### 7.6 **Government Sign**

1. 'Government **sign**' is a **sign** placed or authorized by a government agency with jurisdiction to place such signage. Examples of government **signs** include traffic **signs** and signals, legal notices, railroad crossing **signs**, or **signs** regulating the traffic of, or giving information to, motorists, transit riders, cyclists, or pedestrians. Government **signs** are permitted in any number, configuration, or size.

#### 7.8 **Political Campaign Sign**

1. Political Campaign **Signs** means a **sign** that promotes a candidate or political party for an upcoming federal, provincial, or municipal election.
  - a. May have up to four (4) faces. The **sign** area of any one face shall not exceed 3 m<sup>2</sup>. The **sign** shall not exceed 2 m **height**; this includes the post holding the **sign**.
  - b. The **sign** shall not be erected prior to the close of the nomination period and shall be removed not later than 72 hours following the date of the election.
  - c. **Signs** may be placed on private property with the permission of the property owner.
  - d. **Signs** are not permitted on or over a street, including any boulevards or public ways.
  - e. **Signs** are not permitted on public property.
  - f. Each candidate may locate one **sign** per location only.
  - g. **Signs** that are deemed to be a significant hazard or obstruction will be removed immediately by **District** staff. A sightline hazard or obstruction is when a sign impedes the ability of emergency services, pedestrians or motorists to safely and adequately view oncoming traffic or pedestrians.
  - h. Candidates are responsible for their campaign sign. If a sign is damaged or blown over, the candidate is responsible to remove, or maintain the **sign** to ensure they do not create an untidy appearance.

- i. Political Campaign **Signs** are not permitted on the Highway 97 boulevard.

## 7.9 **Sandwich Board Sign**

1. A 'Sandwich Board **Sign**' means a framed **sign** consisting of two (2) faces, hinged together at one end that is self-supported, easily moved, and not affixed to a building, base structure, or the ground.
  - a. Maximum **Sign** Area: 0.7 m<sup>2</sup> per side
  - b. Pedestrian clearance: 1.5 m
  - c. Minimum distance between signs: 4.5 m
  - d. Maximum distance from main entrance: 4.5m
  - e. Maximum number of sandwich board **sign**: 1 per business frontage.
  - f. Shall only be displayed during posted business hours for the associated business.
  - g. Must be vertically oriented, with a height greater than its width.
  - h. Shall only be placed on the private property of the business or organization advertised.
  - i. Sandwich board **signs** are not permitted on public property, except within the 'Downtown' District as shown on Map 1.5 of this Bylaw
    - i. **Businesses** in the 'Downtown' **District** as shown on Map 1.5 of this Bylaw that have private frontage, are not permitted to put sandwich board **signs** on public property.



## 7.10 **Special Event Sign**

1. 'Special Event **sign**' is a **sign** that promotes, identifies or directs to a community service or event, which is endorsed by the District or which is organized by a service club, religious organization, school, or health and welfare organization. For signs put up by non-profits, see 7.5 Community Service Signs.
  - a. Shall advertise sporting events, community causes, charitable fund-raising campaigns, and arts and cultural events;
  - b. A maximum of four (4) **signs** shall be permitted per event or campaign;
  - c. May be placed on private property, **District** property, or on a right of way only with the permission of the property **owner** or the **District**;
  - d. Shall not be erected more than 30 days per calendar year;
  - e. Shall not be displayed longer than 14 consecutive days;
  - f. Shall be removed within four (4) days of the end of the event or campaign;
  - g. The maximum **sign area** is 1.0 m<sup>2</sup>.



### 7.11 **Contractor Sign**

1. A contractor **sign** is a **sign** erected for the duration of construction by the contractor listing the project name and firms involved in the construction:
  - a. Shall be a freestanding **sign**, wall **sign** or **hoarding sign**;
  - b. Shall not be erected more than five (5) days prior to the start of construction for which a valid **building permit** has been issued;
  - c. Maximum **sign area** in a residential **zone** is 2.0 m<sup>2</sup> per screening panel, and maximum **height** is 2.5 m;
  - d. Maximum **sign area** in a non-residential **zone** is 3.5 m<sup>2</sup> per screening panel, and maximum **height** is 3.3 m.



### 7.12 **Real Estate Sign**

1. A Real Estate **Sign** is a temporary **sign** for the purpose of advertising that the residential property on which it is located is for sale, lease or rent and may include the name of the agent, contact, or owner offering the property.
  - a. Shall only be displayed during the required advertising period and shall be removed within 30 days of contract completion;
  - b. Where a residential property is being advertised for sale, lease or rent for more than six (6) months, all Real Estate **Signs** – Residential on the property must be replaced semi-annually;
  - c. The maximum **Sign Area** is 1.5 m<sup>2</sup>;
  - d. Maximum of 1 real estate **Sign** per right-of-way **Frontage**, per **Site**.
2. Despite 7.14.c. the maximum **Sign Area** for a commercial property that is 0.25 ha or greater is 3 m<sup>2</sup>.



## Section 8: Prohibited Signs

8.1 Except as otherwise specifically permitted by this bylaw, the following signs shall not be located or displayed within the **District**.

- a. **Animated signs**
- b. **Billboard signs**
- c. Abandoned or illegally erected **signs**.
- d. Flashing **signs**.
- e. **Off-premises signs**
- f. **Signs** displayed on roofs, dormers, and balconies.
- g. **Portable signs**
- h. Temporary **off-premises signs** except for **special event signs** and directional **signs** as regulated by this bylaw.
- i. Rotating **signs**.
- j. Balloon **signs**, air-inflated **signs**, spinners, pinwheels, gas-filled figures, and similar devices that move due to wind or other environmental factors are not permitted as **signs** or advertising displays. However, this does not prohibit the general **use** of balloons for decorative or non-sign purposes. Flags are also excluded from this restriction.
- k. **Signs** that mimic the color, size, or design of any traffic control **sign** or signal, or **use** words, symbols, or characters in a way that could obstruct, mislead, or confuse pedestrians, cyclists, or vehicle traffic.
- l. **Signs** within the public right-of-way, other than those approved through a valid **Sign Permit** and meeting requirement of this Bylaw.
- m. Any **Sign** on a vehicle or trailer that is used primarily as a stationary advertising display, but not if said vehicle is insured to drive and used in the normal day to day operations of the business.
- n. Signs which contain indecent or obscene pictures, drawings, or words, as determined by the **Bylaw Enforcement Officer**.
- o. No **signs** of any type, including exempt or temporary **signs**, are allowed on the public boulevard along the Highway 97 corridor, or any other public property, unless specifically exempt by this Bylaw.

## Section 9: Sign Permit Requirements

### 9.1 General Requirement

1. Every **business** shall obtain and maintain a valid **Sign Permit** authorizing the installation and maintenance of all **permanent signs** located on the premises.
2. A **Sign Permit** shall cover the complete sign package for a business, including all permitted **sign** types, locations, number of signs and total **sign area** allowed under this Bylaw.

3. Where a **business** proposes to add, alter, or replace permanent signage, such **signs** may be authorized under the existing permit provided they conform to the requirements of this Bylaw and are approved by the **Development Authority**.

## 9.2 Scope of Sign Permit

1. A **Sign Permit** authorizes:
  - a. installation of the permitted permanent **signs** for the **business**;
  - b. replacement of **copy**, panels, or **sign** faces, provided such replacement does not alter the approved size, structure, or location of the **sign**; and
  - c. minor alterations to existing **signs** where, in the opinion of the **Development Authority**, the alteration does not materially change the form or character of the **sign**.
2. Structural modifications or installation of new **sign** types not previously authorized shall require amendment to the **Sign Permit**.

## 9.3 Exemptions

1. A **Sign Permit** is not required for the following, provided the **sign** complies with all applicable provisions of this Bylaw:
  - a. **Signs** that meet the regulations of Section 7;
  - b. **Signs** as described in Section 2.1.2

## 9.4 Validity and Renewal

1. A **Sign Permit** shall remain valid so long as the authorized **signs** remain in place and in compliance with this Bylaw
2. Replacement of tenant panels, **sign** faces, or **copy** that does not alter size, location, or structure shall not require renewal of the **Sign Permit**.
  - a. Notwithstanding subsection 9.4.2, when a new **business** occupies a premises, a new **Sign Permit** shall be required, regardless of whether the previous business held a permit for the same type of **signs**, and regardless if the changes adhere to 9.4.2.
3. Where a **business** ceases to operate, the **Sign Permit** shall be deemed expired, and all associated **signs** shall be removed in accordance with Section 10.3.

## 9.5 Permit Fees

1. A permit fee based on the estimated value of the sign and any supporting structure shall be paid prior to issuance of a sign permit with the amount of the fee as outlined in the Fees and Charges Bylaw.
2. No permit fee is payable under this bylaw when a building permit fee is paid for the sign or sign structure pursuant to the District's building regulation bylaw.

## Section 10: Enforcement and Offences

### 10.1 General Compliance

1. The Director of Planning, Building Inspectors, and Bylaw Enforcement Officers, or their delegates, are authorized to enforce and administer this Bylaw. Their powers include:
  - a) issuing and revoking **Sign Permits** where applicable;
  - b) keeping records of applications, permits, orders, and inspections;
  - c) ordering correction or cessation of work carried out contrary to this Bylaw or the terms of a permit;
  - d) ordering the removal, repair, alteration, or painting of any **Sign** that is abandoned, dilapidated, unsafe, or installed without a valid permit; and
  - e) removing and impounding any **Sign** placed on public property in contravention of this Bylaw.

### 10.2 Right of Entry

1. An authorized official may enter upon any land at reasonable times to ascertain compliance with this Bylaw.
2. No person shall obstruct or interfere with an authorized official carrying out duties under this Bylaw.

### 10.3 Sign Removal

1. Any **Sign** not in compliance with this Bylaw and not protected as a **Non-Conforming Sign** is deemed a nuisance and may be removed by the **District**.
2. Where a **Sign** poses an imminent safety hazard, the **District** may remove it immediately without prior notice, with notification to follow.
3. Any **Sign** removed by the **District** may be claimed by the owner within thirty (30) days upon payment of removal and storage costs. **Signs** not claimed within thirty (30) days may be disposed of by the **District**, with costs of disposal charged to the owner.
4. **Signs** no longer associated with an active **business**, product, service, or event must be removed within 30 days.

### 10.4 Offences

1. A person who:
  - a) contravenes, violates, or fails to comply with any provision of this Bylaw;
  - b) permits or allows an act or thing to be done in contravention of this Bylaw; or
  - c) neglects or refuses to do anything required by this Bylaw;commits an offence. Each day that an offence continues shall constitute a separate offence.

### 10.5 Penalties

1. Every person who commits an offence of this Bylaw is liable on summary conviction to a penalty not exceeding ten thousand dollars (\$10,000.00) and the costs of prosecution.

2. Penalties imposed under this Bylaw are in addition to and not in substitution for any other remedy or penalty imposed under any other enactment