

TEMPORARY SIGNAGE IN ROAD RIGHT-OF-WAY

Date Issued: November 13, 2018, R319-18

Mandated by: City Council

Current Revision: November 13, 2018

Cross Reference:

- Temporary Signage in Road Right-of-Way Guidelines

Next Review: January 1, 2021

Responsibility: Director, Public Works

PURPOSE

To provide a process to enable promotional signage for Community Organizations on designated areas of road right-of-way and to ensure public safety.

POLICY

The City provides the service of authorizing Temporary Signage for promotional purposes by Community Organizations on public road right-of-way. This Policy does not refer to Traffic Signage.

DEFINITIONS

The terms used in this Policy have the meaning as defined by the MGA except for:

City – means City of Fort Saskatchewan.

Community Organization – means non-profit minor sports, culture and community user groups, non-profit groups or additional groups as approved by the City's Temporary Signs Committee.

MGA – means *Municipal Government Act* for Alberta.

Temporary Signs Committee – A committee established by the City comprised of representatives from affected City departments.

Temporary Signage – means a temporary sign advertising an upcoming event and/or initiative held by a Community Organization.

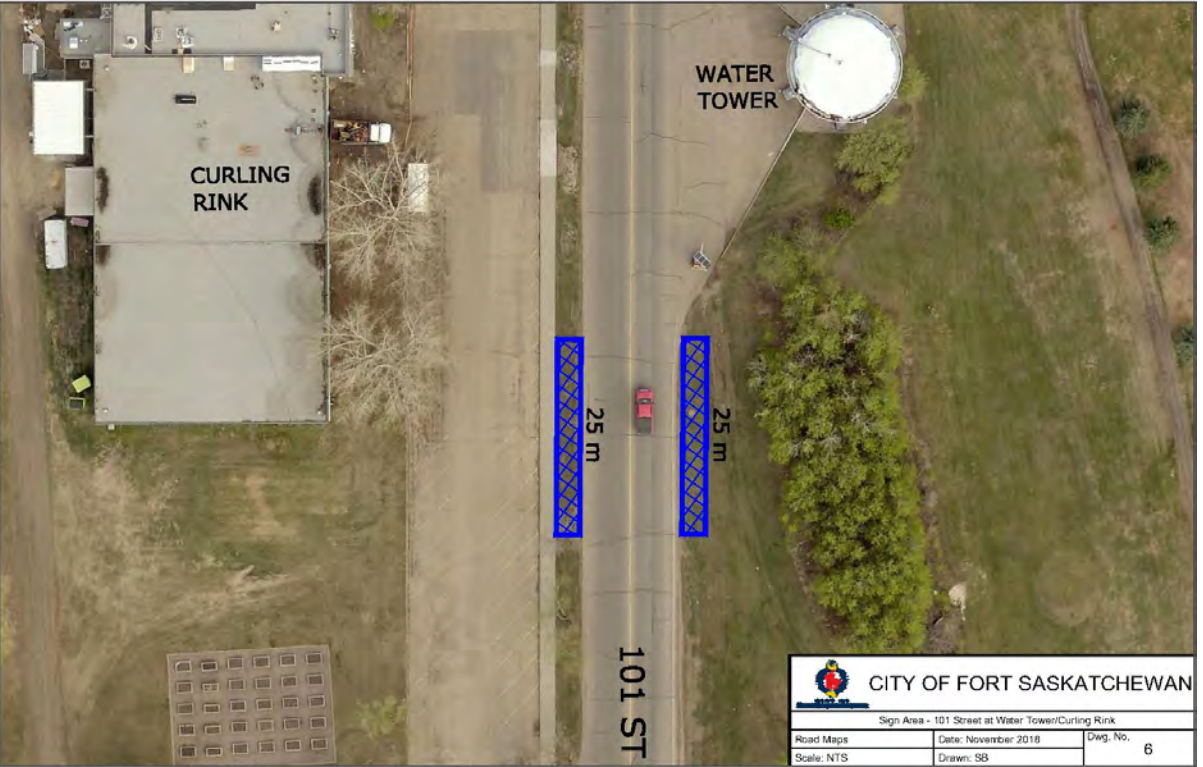
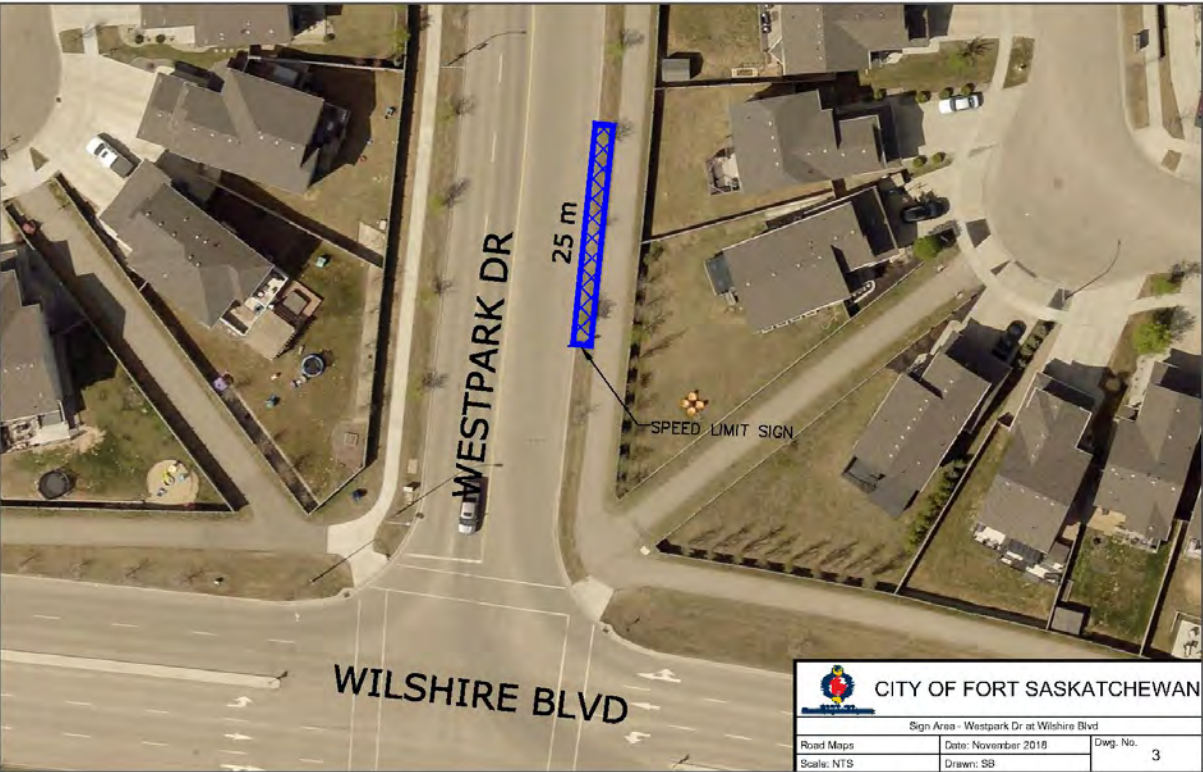
Traffic Signage – means signs erected at the side or above roads to give instructions or provide information to road users.

GUIDING PRINCIPLES

- 1. In accordance with the MGA, the City has the authority to control and manage all roads within the municipality.
- 2. No refund of service fees will occur.
- 3. Temporary Signs can be placed within the following specified areas as identified.









AUTHORITY/RESPONSIBILITY TO IMPLEMENT

1. The Director, Public Works is responsible for administrative compliance and monitoring of this Policy.
2. The Director, Public Works may delegate responsibility to the Manager of Roads and Utilities to establish and administer compliance with this Policy, and for compliance with City Bylaws, the MGA, and other applicable legislation.

TEMPORARY SIGNS ON ROAD RIGHT-OF-WAY LANDS

Date Issued: March 25, 2019

Responsibility: Director, Public Works

Current Revision: February 22, 2019

Cross Reference:

- Temporary Signage in Road Right-of-Way Policy GOV-015-C
 - Temporary Signage in Road Right-of-Way Guidelines
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1. PURPOSE

To provide a framework that will allow for the effective promotion of community organizations, while also guaranteeing the fulfillment of City operational requirements and a minimal impact on pedestrian and driver safety.

2. DEFINITIONS

- 2.1) *City* – The City of Fort Saskatchewan.
- 2.2) *Community Organization* – Non-profit, minor sports, culture and community user groups, non-profit groups or additional groups as approved by the City's Temporary Sign Committee.
- 2.3) *MGA* – Alberta's Municipal Government Act.
- 2.4) *Promotion* – Any form of marketing communication used to inform, increase awareness, create interest, encourage participation or create brand loyalty.
- 2.5) *Temporary Signs Committee* – A committee established by the City, comprised of representatives from affected City departments.
- 2.6) *Specified Area* – Those areas identified in part 3.4.b.xvii.
- 2.7) *Temporary Signs* – A temporary sign advertising an upcoming event or initiative held by a Community Organization.

3. PROCEDURE

3.1) Application Process:

- a) Community Organization must first complete an application for the use of Temporary Signs on City road right-of-way lands. This application form can be found online at <https://www.fortsask.ca/en/your-city-hall/resources/Documents/Road-Right-of-Way-Application.pdf> . The completed form must be submitted to the City, either in person or via email

In Person:
Public Works
11121 – 88 Avenue
Fort Saskatchewan

Email:
publicworks@fortsask.ca

- b) Once the applicant has successfully completed and submitted the application, the City will have 15 business days to review and process the application.
- c) The applicant is responsible for the cost of development and placement of the Temporary Signs.
- d) The Temporary Signs will be developed by the applicant in accordance with the requirements in 3.4.
- e) Once the application has been approved, the applicant may place the Temporary Signs in the approved locations.

3.2) Removal Process:

- a) The applicant is responsible for the removal of the Temporary Signs after the 14 day period.
- b) If Temporary Signs remain at the location after the 14 day period, the City will remove them. Temporary Signs, removed by the City, will be kept at the Public Works Yard, located at 11121 - 88 Avenue, for 7 days.
- c) An impound fee will be charged to the Community Organization when they pick up their Temporary Sign from the Public Works Yard.

3.3) Unauthorized Signs:

- a) Temporary Signs that are placed on a City road right-of-way without approval from the City will be removed and kept at the Public Works Yard, for 7 days.
- b) An impound fee will be charged to the owners of the unauthorized Temporary Signs when the signs are retrieved from the Public Works Building.

3.4) General Requirements:

- a) These requirements are for the use of Temporary Signs on City road right-of-ways lands. Several locations on road right-of-way lands have been deemed appropriate for the placement of Temporary Signs. Temporary Signs may only be approved for placement on road right-of-way lands for use by Community Organizations.
- b) Community Organizations may apply no more than 8 times per year, for durations not to exceed 14 days each, subject to the following requirements:
 - i) Temporary Signs may be placed on any roads right-of-way lands when written authorization has been provided by the City.
 - ii) Unauthorized Temporary Signs will be removed without notification.
 - iii) Temporary Signs may be a maximum of 0.91 meters (3 feet) in height and 0.61 meters (2 feet) in width.
 - iv) Temporary Signs on a road right-of-way must be portable and designed to be easily relocated. They shall not be affixed to street furniture or staked to the ground.
 - v) Temporary Signs are not permitted on roadways, paved shoulders, center medians, narrow medians between roads and service roads, “pork chop” islands or any other islands/medians separating traffic unless specifically authorized in this Procedure.
 - vi) Temporary Signs noted on Schedule “A” are permitted in the following locations:
 - 1. 95 Street and 96 Avenue (two sign areas);
 - 2. 95 A Avenue and Westpark Drive;
 - 3. Westpark Drive and Wilshire Boulevard;
 - 4. Southfort Drive and Southpointe Commercial;
 - 5. Southfort Drive and Greenfield Way; and
 - 6. 101 Street at the Water Tower (two sign areas).
 - vii) A maximum of 5 Signs are permitted at any one time on any of the specified areas, identified in Section 3.4.b.vi.
 - viii) An applicant shall not be permitted to place more than 1 sign in each location identified in Section 3.4.b.vi. (For example, the location for 3.4.b.vi. 1 delineates 2 specified areas. An applicant shall only place a Temporary sign in one of the two specified areas).
 - ix) Only completed applications, with necessary supporting documents will be reviewed.

- x) Applications for road right-of-way Temporary Sign authorization will not be accepted for any Community Organization that occupies and carries out their organizational activities in a building where on-site advertising is permitted. Exceptions will be at the sole discretion of the Temporary Signs Committee.
- xi) Temporary Sign applications may be submitted no more than three months in advance of sign placement.
- xii) A location may be used for the same Community Organization to a maximum of 14 consecutive days. Consecutive terms are not permitted.
- xiii) Temporary Signage shall not include advertisement of prices, products or a person's name.
- xiv) Commercial advertising is not permitted.
- xv) An application may not be approved or Temporary Signs may be removed due to City operational requirements. These activities may include but are not limited to: construction, repair, maintenance and roadway cleaning/clearing.
- xvi) The City shall give advance notice to Community Organizations to relocate or remove Temporary Signs, except when emergency work necessitates immediate relocation or removal. In the even to an emergency removal, the applicant will not be charge impound fees.
- xvii) The following images show the specified Temporary Sign locations and areas:

4. Appeals

- 4.1) Any Community Organization who submits an application for Temporary Signs but does not receive authorization by the City, according to the Policy and Procedures, may appeal that decision to the City Manager or the City Manager's delegate.

Schedule “A”





