

PURPOSE

This Policy establishes clear guidelines for the administration, placement, approval, regulation, and ongoing governance of signs and billboards in the Town of Delisle. It ensures:

- Consistency with the Town of Delisle Zoning Bylaw
- Compliance with the Planning and Development Act, 2007, including public notice requirements for discretionary uses
- Safe, orderly, and visually appropriate sign placement within the municipality

SCOPE

This policy applies to all clients wishing to place a sign or billboard within the jurisdictional boundaries of Delisle.

DEFINITIONS

Sign: Any device, structure, surface, display, light, image, illustration, symbol, logo, letter, word, or combination thereof that advertises, identifies, or directs attention to a business, service, activity, or event located on the same site as the sign.

Billboard: A private free-standing sign, including supporting structure, which advertises goods, products, services, organizations, or facilities that are available from, located on, or refer to, a site other than the site on which the sign is located.

POLICY STATEMENT

1. All signs and billboards must:
 - a. Comply with the Town of Delisle Zoning Bylaw
 - b. Maintain public safety and not obstruct driver or pedestrian sightlines
 - c. Be constructed and maintained in good repair and be kept structurally sound free of deterioration, peeling, rust, or instability while also being aesthetically appealing
 - d. Be immediately repaired or removed if hazardous
 - e. Comply with the Town's aesthetic, safety, and land use expectations
 - f. Follow all provincial legislation regarding discretionary use process, including public notices and public hearing requirements

SIGN POLICY

2. APPLICATION

- a. All signs require a development permit except the following:
 - i. Official signs erected by a public agency for a public purpose
 - ii. Real Estate signs advertising the sale, lease, or rental of property
 - iii. Temporary signs less than 1 m² in surface area placed for a maximum of 2 months
 - iv. Directional or safety signs bearing no advertising information
 - v. Address signs, name of building signs, and name of residential occupant signs, all containing no advertising information
 - vi. Election signs during the period of an election campaign and 7 days thereafter

- vii. Temporary signs located inside a building window, exclusive of any electrified sign greater than .5m²
- viii. Signs visible only from the interior of a building
- ix. Construction signs located on the site of the construction to which they refer
- b. The above exemptions are provided for convenience only. Where discrepancies exist, Section 6.1 of the Zoning Bylaw shall govern
- c. All signs, whether requiring a permit or not are subject to the sign regulations and size limits on the District in which they are located.

3. GENERAL

- a. For R1, R2 and CS Districts
 - i. One wall sign is permitted for a dwelling
 - 1. With a maximum surface area of:
 - a. 1 m² for multiple unit dwellings
 - b. .5 m² for all other dwellings
 - c. 2 m² for institutional uses (schools, churches, private clubs)
 - 2. An additional sign may be permitted where it faces another street (corner lots)
 - 3. Home based businesses may be permitted one additional wall sign of 1 m²
 - ii. One additional free-standing sign is permitted for multiple unit dwellings
 - 1. With a maximum surface area of:
 - a. 2.5 m²
- b. For Commercial and Industrial District:
 - i. Signs must comply with sign policy for R1, R2 and CS Districts
 - ii. Illuminated signs may be permitted provided the sign has an internal light source or an external light source which is shielded so that the light is directed at the face of the sign
- c. For C1 District:
 - i. One sign per property may project over the abutting sidewalk not closer than .3m from the edge of the curb
 - 1. These signs must have a clearance of not less than 2.5m above the sidewalk
 - ii. One permanent free-standing sign is permitted per 30m of property frontage
 - iii. Two temporary signs may be located on site for the period of the temporary condition.
- d. Where numerical or dimensional standards in this Policy conflict with the Zoning Bylaw, the Zoning Bylaw shall apply

BILLBOARD POLICY

4. APPLICATION

- a. All billboards fall under “Discretionary Use” and must begin with the submission of a discretionary use application

5. PUBLIC NOTICE

- a. Once the development permit has been submitted, public notice is required:
 - i. The notice must describe:
 - 1. The discretionary use applied for
 - 2. The location of the use
 - 3. The date, time, and location that Council will be considering the application
 - ii. All properties affected within 75 meters of the location of the discretionary use application must be provided notice in writing

iii. Public notice must be advertised in a notice in a newspaper circulated in Town

6. PUBLIC MEETING

- a. Once the public notice period has passed (7 days minimum), the Council will hear all representations before making a decision on the discretionary use application.

7. LEASE

- a. If the billboard will be installed on Town property:
 - i. A Billboard Lease Agreement will be required
 - ii. The Lease is annual and separate from the development permit

8. GENERAL

- a. Billboards may be up to a maximum size of 10x20 feet and may have 2 faces
 - i. Double faced signs shall be constructed so one face is completely behind and parallel to the other face and facing the opposite direction
- b. Billboards may have a maximum height of 6m above grade and must also conform in height and appearance to other billboards in the area
- c. Billboards must not obscure local business signs
- d. Billboards should be at least 200 meters from a residential district, unless separated by a buffer zone
- e. Billboards must be separated by at least 100m from other billboards
- f. Billboards must follow setback requirements of the District they are located
- g. Billboards must not block sightlines or interfere with parking and loading

FEE SCHEDULE

Initial Application:	Signs	Billboards
Development Permit	\$50	\$200

Billboard Lease Fees:	
Billboards up to or less than 4x8 feet	\$500 p/year (temporary shall be pro-rated, minimum \$100)
Billboards larger than 4x8 feet	\$1000 p/year (temporary shall be pro-rated, minimum \$200)
Digital Billboards (any size)	\$2000 p/year (temporary shall be pro-rated, minimum \$400)

ROLES AND RESPONSIBILITIES

Chief Administrative Officer

Review and update this policy annually

CERTIFICATION

I, Damon Werrell, Chief Administrative Officer for the Town of Delisle, hereby certify that this policy was duly approved by Council. Resolution # 57-26




 Damon Werrell
 Chief Administrative Officer