

Town of Portugal Cove-St. Philip's

Town Sign Policies (for Community Signs)

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's the Town Council has adopted this policy on the 11th of May, 2010.

1.0 TITLE

- 1.1 This document shall be known and cited as the **Town Sign Policies (for Community Signs)**.

2.0 DEFINITIONS

- 2.1 "**Council**" shall mean the Town Council of Portugal Cove – St. Philip's.
- 2.2 "**Town**" shall mean the Town of Portugal Cove – St. Philip's.

3.0 POLICY STATEMENT:

- 3.1 The purpose of this policy is to establish guidelines for the use of the Town's Community signs.

4.0 APPLICATION:

- 4.1 This policy shall apply to any and all requests for the placement of advertising on the Town's Community sign which are located at both entranceways to the community (St. Philip's side and Portugal Cove side):

5.0 POLICY PROCEDURE:

- 5.1 Request for usage of the Town sign will be facilitated by the Department of Parks, Recreation, and Community Services
- 5.2 Request for the usage of the Town sign must be submitted in writing, by fax, or via email. Request will not be taken over the phone. This will ensure that all requests are accurate.
- 5.3 Town sign can ONLY be utilized by non-profit organizations and service groups. Businesses are not permitted to use the sign.

- 5.4 The Town sign can be utilized by a group for a minimum of one week and a maximum of 2 weeks; unless time or weather does not permit changes.
- 5.5 Town events or notices get priority over all other groups for usage of the sign.
- 5.6 Birthdays, anniversaries, or other private events/functions will not be permitted on the sign.
- 5.7 Sign users must be in or have affiliation with the Town of Portugal Cove – St. Philip’s.
- 5.8 The notice will have a maximum of 5 lines with the maximum of 15 characters.
- 5.9 Any further decisions regarding the sign will be directed by the Director of Recreation and Community Services Committee.

6.0 REPEALS

- 6.1 This policy rescinds all previous policies on this subject matter.

7.0 AMENDMENTS

- 7.1 None.

8.0 DATE EFFECTIVE/RESOLUTION

- 8.1 Date effective: May 11, 2010 Motion #: 2010-136