

**CITY OF TERRACE**

**BYLAW NO. 2102 – 2016**

**"A BYLAW FOR SIGN REGULATION WITHIN THE CITY OF TERRACE".**

**WHEREAS** pursuant to Sections 8(4) and 65 of the *Community Charter*, Council may by bylaw, regulate and impose requirements on matters related to the erection, placing, alteration, maintenance, demolition and removal of signs, sign boards, advertisements, advertising devices and structures;

**AND WHEREAS** pursuant to Sections 526(1) and 526(2) of the *Local Government Act*, Council may by bylaw, regulate the number, size, type, form, appearance, and location of any signs, and the bylaw may contain different provisions for different zones, for different uses within a zone, and for different classes of highways;

**AND WHEREAS** pursuant to Section 526(3) of the *Local Government Act*, the power to regulate includes the power to prohibit, except that a sign that is located on a parcel and relates to or identifies a use on that parcel.

**NOW THEREFORE**, the Council of the City of Terrace, in open meeting assembled, hereby enacts a Sign Bylaw as follows:

**TABLE OF CONTENTS**

**SECTION ONE – DEFINITIONS ..... 1**

**SECTION TWO – ADMINISTRATION AND ENFORCEMENT..... 7**

2.1 Application ..... 7

2.2 Metric Units ..... 7

2.3 Inspection..... 7

2.4 Site Specific Permitted Signs ..... 7

2.5 Violations ..... 7

2.6 Enforcement ..... 8

2.7 Penalty ..... 8

**SECTION THREE – GENERAL SIGN REGULATIONS ..... 9**

3.1 Signs Allowed in all Zones without a Sign Permit ..... 9

3.2 Signs Exempt from Regulation under this Bylaw ..... 9

3.3 Signs Prohibited in all Zones ..... 10

3.4 Signs in the Public Right-of-Way ..... 10

3.5 Residential Use..... 11

3.6 Calculations ..... 11

3.7 Visual Clearance and Setback at a Highway Intersection or Vehicle Entrance..... 14

3.8 Minimum Vertical Clearance ..... 14

3.9 Sign Projection ..... 15

3.10 Design, Construction, Maintenance, and Insurance ..... 15

**SECTION FOUR – SPECIFIC SIGN REGULATIONS ..... 16**

4.1 Banner Sign ..... 16

4.2 Bench Sign..... 16

4.3 Building Identification Sign (civic address) ..... 16

4.4 Building Marker..... 16

4.5 Community Event Sign ..... 17

4.6 Construction Sign ..... 17

4.7 Election Sign ..... 17

4.8 Electronic Message Centre (EMC) Sign ..... 18

4.9 Ground Sign..... 19

4.10 Home Occupation Sign..... 19

4.11 Illuminated Sign and Electronic Message Centre (EMC) Sign ..... 19

4.12 Incidental Sign ..... 20

4.13 On-Site Promotional Marketing Sign ..... 20

4.14 Portable Sign ..... 20

4.15 Projecting Sign ..... 21

4.16 Real Estate Sign ..... 21

4.17 Real Estate Sign, Open House ..... 21

4.18 Window Sign ..... 21

**SECTION FIVE – PERMIT REGULATIONS ..... 22**

5.1 Permits Required ..... 22

5.2 General Permit Procedures..... 22

5.3 Sign Permits to Construct or Modify Signs ..... 24

5.4 Maintenance, Lapse, and Transfer of Sign Permits ..... 24

5.5 Permits for Temporary Signs in the Public Right-of-Way ..... 25

5.6 Nonconforming Signs, Existing Signs, and Removal of Abandoned Signs ..... 26

**SECTION SIX – PERMITTED SIGNS PER ZONE..... 27**

6.1 Agricultural Zone (AR1, AR2)..... 27

6.2 Residential Zone (R1, R1-A, R2, RS1)..... 28

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6.3	Multi-Family Residential Zone (R3, R4, R5, R6, R7) .....	29
6.4	Urban Commercial / Central Business / Downtown Cultural Commercial Zones (C1-A, C1, C7) .....	30
6.5	Shopping Centre Commercial Zone (C2) .....	32
6.6	Service Commercial Zone (C3) .....	34
6.7	Neighbourhood / Recreation Commercial Zones (C4, C6) .....	36
6.8	Local Commercial Zone (C5) .....	38
6.9	Groundside Commercial Zone (GSC) .....	40
6.10	Airside Commercial Zone (ASC) .....	42
6.11	Light Industrial (M1) .....	44
6.12	Heavy Industrial / Resource Extraction (M2, M3) .....	46
6.13	Public Institutional / Park and Recreation Zones (P1, P2) .....	48
6.14	Airport Operations Zone (AO) .....	50
6.15	Open Space / Natural Zone (P3) .....	50
<b>SECTION SEVEN – CITATION .....</b>		<b>51</b>
<b>SECTION EIGHT – SEVERABILITY .....</b>		<b>51</b>
<b>SECTION NINE – REPEAL .....</b>		<b>51</b>

## SECTION ONE – DEFINITIONS

**1.1** Words and phrases that are not defined in this section will have the definition assigned to them if defined in the Zoning Bylaw. All other words and phrases in this Bylaw will have their normal and ordinary meaning.

In this Bylaw:

**ABANDONED SIGN** means an unused sign face or a sign structure that directs attention to an activity, business, product, or service no longer conducted or available on the Lot on which the sign is located or at the location stated on the sign.

**AMBIENT LIGHT** means the surrounding light level in a given area measured in Lux (lx); it is the light given off by the sun, moon, and other light fixtures nearby or even within the same space.

**BANNER SIGN** means any sign of lightweight fabric or similar material that is securely mounted to a pole or a building by a frame at one or more edges and displays a commercial message. A Flag is not considered a Banner Sign.

**BEACON** means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same Lot as the light source; also, any light with one or more beams that rotates or moves.

**BENCH SIGN** means a sign forming part of a bench located on public property.

**BUILDING IDENTIFICATION SIGN (civic address)** means any sign for Lot identification purposes and displays only the name and civic address of occupant.

**BUILDING MARKER** means any sign attached to a building indicating the name of a building and date and incidental information about its construction, which is cut or etched into a masonry surface or made of bronze or other permanent material.

**CANOPY SIGN** means any sign that is a part of or attached to the vertical surface of an awning, canopy, Marquee, or other fabric or plastic structure.

**CHANGEABLE COPY SIGN** means a sign or portion of a sign with characters, letters, or illustrations that can be manually changed or rearranged without altering the face or the surface of the sign.

**CITY** means the City of Terrace.

**COMMERCIAL MESSAGE** means any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.

**COMMUNITY EVENT SIGN** means a Temporary Sign not erected on behalf of a governmental body, that advertises or promotes a community service, activity, or event organized within the City of Terrace or region.

**CONSTRUCTION SIGN** means a Temporary Sign placed on private property in advance of occupancy of a building or structure provided it is located on a Lot where a valid building permit has been issued, indicating only details regarding the name of contractor and construction details.

**DIRECTOR** means the Director of Development Services of the City or designee.

**DWELLING UNIT** means a self-contained residence exclusively occupied by no more than one household and containing only one set of cooking facilities.

**ELECTION SIGN** means a Temporary Sign that advertises a political candidate, political group or an issue that is to be voted on in a Municipal, Provincial or Federal election process that only includes names and messages relating to an election or referendum, and communicates no commercial message.

**ELECTRONIC MESSAGE CENTRE (EMC) SIGN** means any sign that uses lighting to depict action or create a special effect or scene that provides an instantaneous change in the display of graphic images or message content and excludes digital time and temperature display.

**EMERGENCY SIGN** means a Temporary Sign that displays emergency warning message placed by a governmental agency, a public utility company, or a contractor doing authorized work, within the public right-of-way.

**EXISTING SIGN** means a sign that was legally erected with a valid sign permit under the provisions of a previous bylaw, prior to the City of Terrace's most current Sign Bylaw.

**FLAG** means any sign of lightweight fabric or similar material that is permanently mounted to a pole or a building, containing distinctive colours, patterns, or symbols but no commercial message, such as the Canadian flag, provincial flag, City flag, or foreign national flag. A flag not meeting these conditions is considered a Banner Sign.

**FREESTANDING SIGN** means a type of sign that is entirely self-supported by structures or supports that are permanently anchored in the ground and are independent from any building or other structure.

**FRONTAGE** means the length of a Lot boundary immediately adjoining a highway.

**GARAGE SALE SIGN** means a sign that temporarily advertises the sale of used items and goods in a private sale held on a Lot zoned residential.

**GROUND SIGN** means a sign supported by a continuous structure that is placed on or anchored in the ground within a landscaped area.

**HIGHWAY** means a street, road, lane, pathway, walkway, bridge, viaduct and any other way open to public use, other than a private right-of-way on privately owned parcels.

**HIGHWAY NAME AND BLOCK NUMBERING BYLAW** means the City of Terrace's most current Highway Name and Block Numbering Bylaw.

**HOME OCCUPATION SIGN** means any sign located in a district zoned for residential uses that contains a commercial message that advertises goods or services legally offered on the premises where the sign is located and only if the home occupation conforms to all requirements of the Zoning Bylaw.

**ILLUMINANCE** means the amount of light coming from a lit object and striking an unlit object at a given distance measured in Lux (lx).

**ILLUMINATED SIGN** means a sign that uses a light-source in order to make the message or illustration readable and is either internally lighted, externally lighted, or an exposed bulb or neon lighted sign.

**INCIDENTAL SIGN** means an informational sign that has a purpose secondary to the use of the Lot on which it is located, such as "no parking", "entrance", or "loading only", and does not contain a commercial message.

**LOT** means any parcel of land with a legal boundary registered at the Land Title Office, but does not include a highway.

**MARQUEE** means any permanent roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

**MECHANICAL SIGN** means a sign that has mechanical or electrical moving parts.

**MODIFICATION** means any sign that is structurally changed in any way. Modification does not include the changing of a sign face provided it meets the Development Permit Area Guidelines contained in the Official Community Plan which guide form and character of development.

**NONCONFORMING SIGN** means any sign that does not conform to the requirements of this Bylaw or the Development Permit Guidelines contained in the Official Community Plan.

**OFFICIAL COMMUNITY PLAN** means the City of Terrace's most current Official Community Plan Bylaw.

**ON-SITE PROMOTIONAL MARKETING SIGN** means poster or sign of non-permanent material that displays a seasonal or temporary promotion or commercial message drawing attention to an activity legally offered on the premises, that is securely, but not permanently, mounted to a pole or building by a frame at one or more edges.

**PENNANT** means any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

**PERMANENT SIGN** means a type of sign, including but not limited to, a Freestanding Sign, Building Sign, Window Sign, and Ground Sign, entirely constructed out of durable materials and is intended to exist for the duration of time of a use or occupancy of a Lot is located in the premises.

**PERSON** means any individual, association, company, corporation, firm, organization, or partnership, singular or plural, of any kind.

**PORTABLE SIGN** means a movable sign that is self-supporting, designed to be transported, easily and frequently moved, displays a commercial message, and is not permanently attached to the ground or other permanent structure, including, but not limited to:

- a. signs designed to be transported by means of wheels;
- b. A or T frame signs such as menu and sandwich board signs; and
- c. signs attached to or painted on vehicles parked and visible from the public right-of-way, unless the vehicle is used in the normal day-to-day operation of the business.

**PRIMARY FRONTAGE** means the length of a Lot boundary immediately adjoining a highway in which the front of the principle building is oriented towards.

**PRINCIPAL USE, BUILDING, OR STRUCTURE** means a use, building or structure which:

- a. occupies the major or central portion of a Lot;
- b. is the main use, building or structure on the Lot; or
- c. constitutes, by reason of its use, the primary purpose for which the Lot is used; and

includes attached garages and carports but does not include an accessory building.

**PROJECTING SIGN** means any sign, excluding a Wall Sign and Canopy Sign, affixed to a building and which projects more than 0.3 metres perpendicularly beyond the surface of the structure it is attached to and displays 2 sign faces.

**PUBLIC INFORMATION SIGN** means a sign erected by or on behalf of a governmental body to post legal notices, identify public property, convey public information, direct or regulate pedestrian traffic, including but not limited to bus stop signs erected by a public transit company, and informational signs of a public utility.

**REAL ESTATE SIGN** means a Temporary Sign advertising the sale of real property located on the Lot being sold.

**REAL ESTATE SIGN, OPEN HOUSE** means a sign located in a right-of-way, not permanently attached to the ground or other permanent structure, utilized for the sole purpose of directing traffic to the sale of real property.

**ROOF SIGN** means any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

**ROOF SIGN, INTEGRAL** means any Roof Sign that is integrated as part of the normal roof structure of any design, and that no part of the sign extends vertically above the highest point of the roof and that no part of the sign is separated from the rest of the roof by a space of more than 0.15 metres.

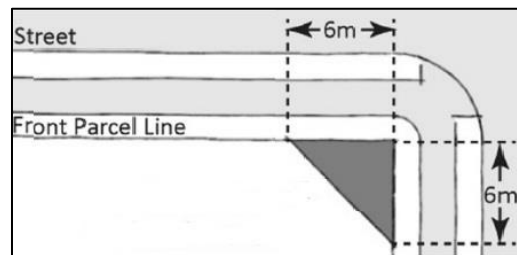
**SETBACK** means the required minimum distance between a building, structure, or sign, and the prospective Lot lines.

**SIGN** means any device, fixture, placard, or structure that uses any colour, form, graphic, animation, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

**SIGN HEIGHT** means the maximum vertical distance measured from the base of the sign at normal grade (excluding any berm or mound) to the top of the highest attached component of the sign structure or design.

**SIGHTLINE AREA (sight triangle)** means the triangle area formed at any highway corner Lot, measuring from the point of the intersection of the front and exterior side Lot lines and connecting the points to form a sight triangle on the area of the Lot, as shown in Figure 1.

**Figure 1: Sightline Area**



**SUSPENDED SIGN** means a sign that is suspended from and supported by the underside of a horizontal plane surface.

**TEMPORARY SIGN** means a sign that is displayed only for a limited period of time but is not a Portable Sign, and includes an Election Sign, Emergency Sign, Community Event Sign, Construction Sign, and Real Estate Sign, designated to communicate information to the public.

**TENANT UNIT** means a unit within a commercial building, rented, leased or owned, in which an independent business operates, and may include strata title lots.

**THIRD PARTY SIGNAGE** means any sign that uses any colour, form, graphic, animation, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public, located on a Lot other than for which the sign activity takes place.

**TRAFFIC CONTROL SIGN** means a sign, such as Stop or Yield, defined in and subject to the provisions of the Ministry of Transportation and Infrastructure and Transportation Association of Canada and contains no commercial message.



**WALL SIGN** means any sign that is either painted on the wall surface, attached parallel to a wall, or erected and confined within the limits of the outside wall of any building or structure, is supported by the wall or building, does not project outwards more than 0.3 metres, and displays only one sign face.

**WINDOW SIGN** means any sign, picture, symbol or combination, designed to communicate information about an activity, business, commodity, or service that is placed inside or upon a window or windowpanes and is visible from the outside of the window.

**ZONING BYLAW** means the City of Terrace's most current Zoning Bylaw.

## **SECTION TWO – ADMINISTRATION AND ENFORCEMENT**

### **2.1 Application**

All signs erected, placed, altered, maintained, demolished, or removed within the City of Terrace must be in conformance with this Bylaw.

### **2.2 Metric Units**

Metric units are used for all measurements in this Bylaw.

### **2.3 Inspection**

Subject to the provisions of the *Community Charter*, any official of the City duly appointed by City Council are authorized to enter, at all reasonable times, any day of the week, on any Lot that is subject to regulation under this Bylaw to ascertain whether the requirements of this Bylaw are being adhered to.

### **2.4 Site Specific Permitted Signs**

A type of a sign listed under “Site Specific Permitted Signs” is only permitted on the specific Lot(s) identified.

### **2.5 Violations**

Any person who undertakes any of the following are deemed guilty, upon summary conviction, of a violation under this Bylaw, and are subject to the enforcement and penalties provided by this Bylaw, by the Zoning Bylaw, and by all applicable Provincial law or regulation:

- .1 To erect, place, or alter any sign that is inconsistent with any plan or permit governing the sign or the Lot on which the sign is located;
- .2 To erect, place, or alter any sign that requires a permit without a valid permit;
- .3 To fail to remove any sign that is erected, placed, altered, or maintained in violation of this Bylaw, or for which a sign permit has lapsed; or
- .4 To continue any violation. Each day’s continuance of a violation constitutes a new and distinct offence and will be considered a separate violation when applying the penalty portions of this Bylaw.

## **2.6 Enforcement**

- .1 Any violation, attempted violation, or violation of any condition or requirement adopted may be restrained, corrected, abated, or fined, as the case may be, by injunction or other appropriate proceedings under Provincial law. Penalties of the City include:
  - a. Issuing a stop-work order for any and all work on any signs on the same Lot;
  - b. Imposing any fines or penalties, which may be enforced by means of a municipal ticketing information system; and
  - c. If a sign poses immediate danger to public health or safety, taking measures that are available to the City.
- .2 The City shall apply other penalties as they become available and from time to time, be provided for or allowed by all applicable Provincial law or regulation.
- .3 All penalties provided in this Bylaw are cumulative. If Provincial law limits a particular penalty described in this Bylaw, the penalty will remain available for other violations or other parts of the same violation.

## **2.7 Penalty**

Every person who commits an offence under this Bylaw is liable on summary conviction to a fine no less than \$100 and no more than \$2,000 and the costs of prosecution, as provided for in the *Community Charter*.

## **SECTION THREE – GENERAL SIGN REGULATIONS**

### **3.1 Signs Allowed in all Zones without a Sign Permit**

The following signs are allowed in all zones and are exempt from the requirement to obtain a sign permit, provided that all other provisions of this Bylaw are met and in accordance with the appropriate zone:

- .1 Building Identification Sign (civic address);
- .2 Building Marker;
- .3 Construction Sign;
- .4 Emergency Sign;
- .5 Flag;
- .6 Garage Sale Sign;
- .7 Incidental Sign;
- .8 Public Information Sign; and
- .9 Real Estate Sign.

### **3.2 Signs Exempt from Regulation under this Bylaw**

The following signs are exempt from regulation under this Bylaw, provided that all other provisions of this Bylaw are met and in accordance with the appropriate zone:

- .1 Emergency Sign;
- .2 Garage Sale Sign, provided it is not placed on City owned Lots and Public zones (AO, P1, P2, P3);
- .3 Public Information Sign;
- .4 Traffic Control Sign;
- .5 Works of art, such as murals, that do not include a commercial message;
- .6 Inflatable signs and tethered balloons for no greater than a combined period of more than two weeks per calendar year;

- .7 Any sign inside a building (not attached to a window or door), that is not legible from a distance from any location off the Lot on which the sign is located; and
- .8 Any window or door sign inside a building, which incorporates less than five percent (5%) of the door or window area up to a maximum of 0.25 square metres, and is not legible from any location off the Lot on which the sign is located.

### **3.3 Signs Prohibited in all Zones**

- .1 A type and use of a sign not specifically permitted in a zone is prohibited from that zone.
- .2 All signs not expressly permitted under this Bylaw or exempt from regulation are prohibited in the City. Prohibited signs include, but are not limited to:
  - a. Beacons;
  - b. Integral Roof Signs;
  - c. Mechanical Signs;
  - d. Pennants;
  - e. Roof Signs; and
  - f. Third Party Signs, excluding Bench Signs (subject to Section 4.2) and Open House Real Estate Signs (subject to Section 4.17).

### **3.4 Signs in the Public Right-of-Way**

- .1 Any sign installed or placed in the public right-of-way, except in conformance with this section, shall be forfeited to the public and subject to confiscation.
- .2 In addition to other penalties, the City has the right to recover the full costs of removal and disposal of a sign from the owner or person unlawfully placing a sign in the public right-of-way.
- .3 Signs are not allowed in the public right-of-way, except for the following:
  - a. Banner Signs (subject to Section 4.1);
  - b. Bench Signs (subject to Section 4.2);
  - c. Election Signs (subject to Sections 4.7 and 5.5);
  - d. Emergency Signs, Public Information Signs, Traffic Control Signs;

- e. Canopy Signs, Projecting Signs, and Suspended Signs (subject to Sections 3.8, 3.9, and 3.10);
- f. Community Event Signs (subject to Sections 4.5 and 5.5);
- g. Garage Sale Signs;
- h. Open House Real Estate Signs (subject to Section 4.17); and
- i. Portable Signs (subject to Section 4.14).

### 3.5 Residential Use

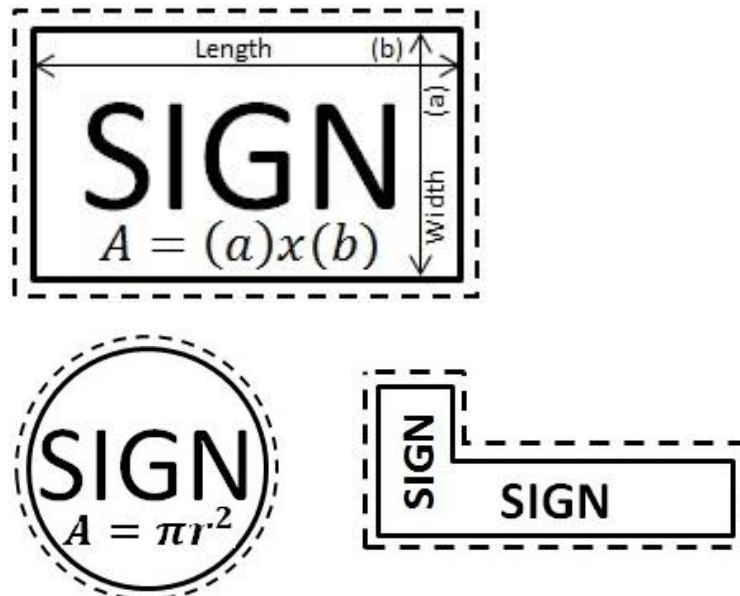
If only residential use is located on a Lot, then signage must be governed by the Residential zone regulations in Section 6.2 of this Bylaw.

### 3.6 Calculations

#### .1 Calculating Area of Individual Signs

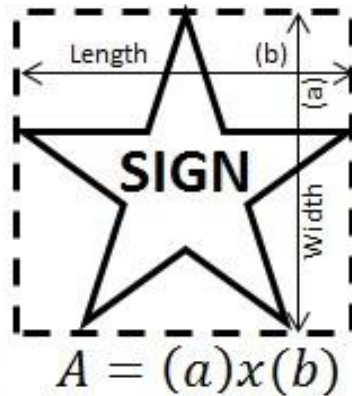
- a. The area of a sign face shall be calculated by the area of the smallest geometric figure that encompasses the extreme limits of the writing, representation, emblem, or other display. Sign area includes any material or colour forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, as shown in Figure 2.
- b. Sign area does not include any supporting structures, framework, bracing, decorative fence or wall (when the fence or wall meets Zoning Bylaw regulations) which is clearly incidental to the display.

Figure 2: Calculating Area of Individual Signs



- c. When sign area cannot reasonably be determined due to an irregular shape and a unique design, sign area may be calculated by measuring the perimeter of the outside shape of the sign face measured by horizontal and vertical lines at the furthest extent of the sign, as shown in Figure 3.

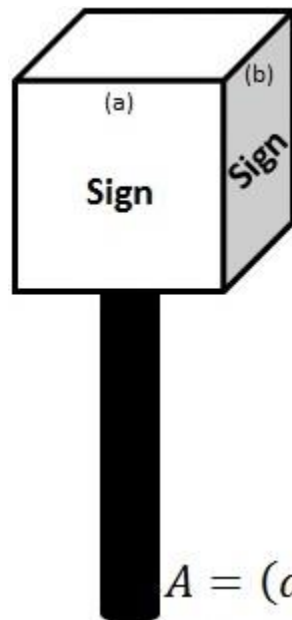
**Figure 3: Calculating Area of Irregularly-Shaped Sign**



.2 Calculating Area of Multifaced Signs

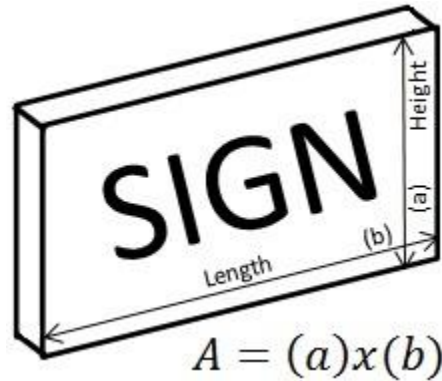
- a. The sign area for a sign with more than one face is calculated by adding together the area of all sign faces visible from any one point, as shown in Figure 4.

**Figure 4: Calculating Area of Multifaced Signs**



- b. When two identical sign faces are placed back to back so that both faces cannot be viewed from any point at the same time, and when the sign faces are part of the same sign structure and are not more than 1 metre apart, the sign area is calculated by measuring 1 of the faces, as shown in Figure 5.

**Figure 5: Calculating Area of Two-Sided Flat Signs**



.3 Maximum Total Permitted Sign Area

The Maximum Total Permitted Sign Area for a Lot is determined by the applicable zone in Section 6.0.

Banner Signs, Bench Signs, Building Markers, Building Identification Signs, Flags, Incidental Signs, On-Site Promotional Marketing Signs, Open House Real Estate Signs, Portable Signs, Real Estate Signs, and Temporary Signs are not included in the calculation of Maximum Total Permitted Sign Area.

a. A Building on Two or More Lots

If a building is situated on more than one Lot of the same zoning and the building is used for a single purpose, the Lots on which the building is located will be considered a single Lot for the purposes of determining applicable sign regulations in this Bylaw.

b. Lot Fronting on Two or More Highways

For lots zoned C1-A, C1, C7, C2, C3, and M2/M3, if a Lot has 2 or more highway frontages, the Primary Frontage determines the calculation of the Maximum Total Permitted Sign Area. If a Lot has more than one Primary Frontage, the higher highway classification described in the Official Community Plan will determine the Primary Frontage.



c. Multiple Tenant Units Within a Single Building or Lot

- i. If a Principal Building or Lot has more than one Tenant Unit, all signage for each Tenant Unit will count towards the Maximum Total Permitted Sign Area for the entire Lot or Principle Building.
- ii. For Lots zoned C1-A, C1,C7, C2, and C3, each Tenant Unit is allowed (with a permit) 1 Wall Sign and 1 Window Sign that does not exceed the limit specified for the applicable zone in Section 6.0, based on the area of the front part of the building that the Tenant Unit occupies. This additional signage for each Tenant Unit is included when calculating the Maximum Total Permitted Sign Area for the entire Principle Building or Lot.

**3.7 Visual Clearance and Setback at a Highway Intersection or Vehicle Entrance**

- .1 Unless otherwise specified in this Bylaw, all signs must be setback at a minimum of 1.2 metres from a curb of a driveway or vehicle entrance to a Lot.
- .2 In addition to the setback requirements, signs placed at a highway intersection or vehicle entrance, must maintain a clear view between heights of 1.2 metres and 3.0 metres in a triangle formed by measuring 6.0 metres from the Lot corner at the intersection, as shown in Figure 1.

**3.8 Minimum Vertical Clearance**

The following signs must have a minimum vertical clearance of 2.75 metres from a private sidewalk, private drive, private parking, public sidewalk, public parking, and public street:

- .1 Banner Sign;
- .2 Canopy Sign;
- .3 Flag;
- .4 Projecting Sign; and
- .5 Suspended Sign.

### **3.9 Sign Projection**

- .1 Unless otherwise permitted in this Bylaw, no part of a sign is allowed to project beyond any Lot line.
- .2 Signs that project outwards, including but not limited to, a Banner Sign, Canopy Sign, Flag, and Projecting Sign, must not extend more than 1.8 metres outwards and must maintain a minimum distance of 0.6 metres from a curb or highway.

### **3.10 Design, Construction, Maintenance, and Insurance**

All signs must be designed, constructed, and maintained in accordance with the following standards:

- .1 All signs must comply with applicable provisions of the B.C. Building Code and the B.C. Electrical Code.
- .2 Except for Banner Signs, Flags, Open House Real Estate Signs, On-Site Promotional Marketing Signs, Portable Signs, Temporary Signs, and Window Signs, conforming in all respects with the requirements of this Bylaw, all signs must be constructed of permanent materials and must be permanently attached to the ground, a building, or other structure by direct attachment to a wall, frame, or structure.
- .3 All signs must be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Bylaw.
- .4 The design, construction and maintenance of all signs must comply with the requirements of the Development Permit Area Guidelines contained in the Official Community Plan.
- .5 The owner of a sign within and projecting or suspended above a public right-of-way, including but not limited to a Banner Sign, Bench Sign, Canopy Sign, Freestanding Sign, Projecting Sign, Suspended Sign, and Wall Sign, must obtain a sign permit, conditional on the sign owner obtaining and maintaining in force liability insurance for the sign, in the form and amount as the Director may reasonably determine, provided that the amount of the liability insurance must be at least \$2,000,000 per sign. The City is not liable for damage or injury caused by signage within, projecting, extending, or suspending above a public right-of-way.

## **SECTION FOUR – SPECIFIC SIGN REGULATIONS**

### **4.1 Banner Sign**

- .1 Provided that all other provisions in this Bylaw are met, a Banner Sign is allowed without a sign permit in all Commercial and Light Industrial zones.
- .2 A building may have up to 1 Banner Sign per 10 linear metres of the Primary Frontage with a maximum of 10 Banner Signs per Lot, whichever is less.
- .3 Site Specific Permitted Signs

The following Banner Sign(s) are permitted only at the location(s) specified:

- a. Banner Signs attached to poles on the Grand Trunk Pathway and on the Dudley Little Bridges are allowed with a sign permit. Banner Signs on these sites are limited to only advertise not-for-profit community and public services, activities or events organized within the City of Terrace and region. Third Party Advertising is prohibited. There is no limit to the amount of Banner Signs on such sites provided that all other provisions in this Bylaw are met.

### **4.2 Bench Sign**

- .1 A Bench Sign is allowed to be placed only in the public right-of-way, provided that the applicant successfully applies for and obtains a licence issued by the City of Terrace and fulfills all requirements and conditions applicable to the licence and any applicable City policy.

### **4.3 Building Identification Sign (civic address)**

- .1 All buildings must have a Building Identification Sign (civic address) displayed, as specified in the Highway Name and Block Numbering Bylaw.
- .2 A Building Identification Sign is limited to 1 per building, Tenant Unit, and Dwelling Unit.

### **4.4 Building Marker**

- .1 A Building Marker is limited to 1 per building.
- .2 A Building Marker must not exceed 0.37 square metres.

#### **4.5 Community Event Sign**

A Community Event Sign placed on private property or in the public right-of-way is permitted on the same terms as a Temporary Sign in Sections 3.4 and 5.5, and subject to the following additional conditions:

- .1 A Community Event Sign must not exceed 3.0 square metres; and
- .2 Upon the issuance of a temporary sign permit, a Community Event Sign on private property is allowed in all C3 – Service Commercial zones that front on Highway 16 or Keith Avenue, and must be in accordance with the following conditions:
  - a. A temporary sign permit allows the use of a Community Event Sign on C3 – Service Commercial zones that front on Highway 16 or Keith Avenue for a maximum of 120 consecutive days; and
  - b. No more than one temporary sign permit may be issued to the same business licence holder on the same Lot in any calendar year.

#### **4.6 Construction Sign**

- .1 A Construction Sign must not exceed 3.0 square metres.
- .2 A Construction Sign must be removed no later than 2 months after the issuance of an occupancy permit.

#### **4.7 Election Sign**

An Election Sign placed on private property or in the public right-of-way is permitted on the same terms as a Temporary Sign in Sections 3.4 and 5.5, and subject to the following additional conditions:

- .1 In addition to this Bylaw, Municipal, Provincial, and Federal Election Signs are subject to all applicable Municipal, Provincial, and Federal government enforcement regulation.
- .2 Provincial and Federal Election Signs must only be installed following the date of the drop of an election writ. Municipal Election Signs must only be installed 36 days prior to a Municipal election. Municipal, Provincial, and Federal Election Signs must be removed on the day following general voting day.
- .3 Placement of Election Signs is not permitted on or within:
  - a. City owned Lots;
  - b. Public zones (AO, P1, P2, P3);

- c. sidewalks, bridges, viaducts, overpasses, and other highway structures; and
  - d. affixed or attached to public utility infrastructure, trees, street furniture, and in public squares.
- .4 Election Sign area must not exceed 1.5 square metres.
- .5 Subject to the above conditions and Sections 3.4 and 5.5, an Election Sign may be placed on private property only with authorization from the property owner.
- .6 Site Specific Permitted Signs

Placement of Election Signs is permitted in the P2 zone, only at the following locations specified, and subject to the following additional conditions:

- a. Grand Trunk Pathway extending from Frank Street to Emerson Street, on: Lot 1, District Lot 362, Range 5, Coast District, Plan PRP41889 [4815 Hwy 16 W]; Lot Park, District Lot 362, Range 5, Coast District, Plan BCB17919 [4805 Hwy 16 W]; Lot A, Range 5, Coast District, Plan PRP14657 [4801 Hwy 16 W]; and Lot Park, District Lot 361, Range 5, Coast District, Plan BCP37818 [4785 Grieg Avenue].
  - i. Election Sign area must not exceed 0.5 square metres.
  - ii. Digging or driving stakes into the ground is prohibited.
  - iii. No more than 10 Election Signs may be installed per temporary sign permit in this site specific location(s).
  - iv. Election Signs must be placed with a minimum spacing distance of 10 metres between the same political candidate's Election Signs.

#### **4.8 Electronic Message Centre (EMC) Sign**

An Electronic Message Centre (EMC) Sign is subject to Section 4.11 and the following conditions:

- .1 An Electronic Message Centre (EMC) Sign screen must not exceed a maximum screen area of 3.5 square metres.
- .2 An Electronic Message Centre (EMC) Sign is limited to only advertise the principle business or businesses located on the subject Lot and display not-for-profit community and public service messages. Third Party Advertising is prohibited.
- .3 With the exception of Section 6.13.7, if the Electronic Message Centre (EMC) Sign is within proximity to a Lot that is zoned residential, the Electronic Message Centre (EMC) Sign must be setback from the residential Lot a minimum of 100 metres. If the Electronic

Message Centre (EMC) Sign is placed in a way where the sign is not visible from the nearest residential Lot, the sign may be setback 75 metres from such Lot.

- .4 In addition to setback requirements, an Electronic Message Centre (EMC) Sign at a highway intersection must be placed outside the area defined by measuring 10 metres away formed at the corner Lot from the intersection or vehicle entrance.

#### **4.9 Ground Sign**

- .1 For zones that allow Freestanding Signs and Ground Signs, either a Freestanding Sign or a Ground Sign is permitted for the first 18.5 metres of Frontage for each Lot. If there is an additional 18.5 metres of Frontage, one additional Ground Sign is allowed.

#### **4.10 Home Occupation Sign**

- .1 In addition to this Bylaw, every person carrying on a business as a Home Occupation in the City of Terrace must conduct their business in accordance with the Home Occupation regulations in the Zoning Bylaw.
- .2 Level 1 Home Occupations are not permitted to have or place a Home Occupation Sign.
- .3 Level 2 Home Occupations are permitted 1 Home Occupation Sign with a maximum sign area of 0.4 square metres. Level 2 Home Occupation Signs must be in accordance with the appropriate zone in Section 6.0.
- .4 Level 3 Home Occupations are permitted 1 Home Occupation Sign with a maximum sign area of 1.2 square metres. Level 3 Home Occupation Signs must be in accordance with the appropriate zone in Section 6.0.

#### **4.11 Illuminated Sign and Electronic Message Centre (EMC) Sign**

- .1 At all times of the day and night, all Electronic Message Centre (EMC) Signs and Illuminated Signs must not exceed a maximum brightness level of 3.0 Lux above Ambient Light as measured using a Lux-metre at a distance depending on the sign area determined by using the following formula:

$$\text{Measurement Distance (metres)} = \sqrt{(\text{sign area in m}^2) \times 100}$$

- .2 All Electronic Message Centre (EMC) Sign and Illuminated Signs must be equipped with automatic dimming technology that manually or automatically adjusts the sign's brightness in direct correlation with Ambient Light conditions.

- .3 No direct light or significant glare from Electronic Message Centre (EMC) Signs or Illuminated Signs is permitted to be cast onto any adjacent Lot that is zoned residential. With the exception of Section 6.13.7, if the Electronic Message Centre (EMC) Sign or Illuminated Sign is adjacent to a Lot that is zoned residential, the sign must be setback from such Lot at a minimum of 100 metres. If the Electronic Message Centre (EMC) Sign or Illuminated Sign is placed in a way where the sign is not visible from the nearest residential Lot, the sign may be setback 75 metres from such Lot.

#### **4.12 Incidental Sign**

- .1 An Incidental Sign must not exceed 0.21 square metres in Agricultural and Residential zones and must not exceed 1.5 square metres in all other zones.

#### **4.13 On-Site Promotional Marketing Sign**

- .1 Provided that all other provisions in this Bylaw are met, each legal business operating in a Commercial or Industrial zone with a current and valid sign permit may have On-Site Promotional Marketing Signs without a permit.
- .2 An On-Site Promotional Marketing Sign must not be constructed of permanent material and must only be temporarily affixed to a wall, frame, pole, or other rigid structure.
  - a. A window decal displaying as an On-Site Promotional Marketing Sign is allowed without a permit in C3, M1, and GSC zones provided that the Lot has a current and valid sign permit and the following is adhered to:
    - i. The window decal may comprise of 100 percent of the window but must not display longer than 90 consecutive days, and no more than 180 days per calendar year.

#### **4.14 Portable Sign**

- .1 Provided that all other provisions in this Bylaw are met, a Portable Sign is allowed without a permit in all Commercial zones.
- .2 Each legal business in a Commercial zone with a current and valid sign permit may have 1 Portable Sign.
- .3 A Portable Sign must not exceed 1.5 square metres.
- .4 A Portable Sign must be placed in front of the business it relates to as close to the Lot line of the business or as close to the curb or boulevard as possible, in a manner that

does not obstruct views for vehicles and pedestrians and leaves a minimum of 1.5 metres of clear sidewalk space.

- .5 A Portable Sign must not be placed on a parking space unless the Portable Sign is attached to or painted on a vehicle.
- .6 A Portable Sign must only be displayed during the hours of operation of the business it relates to.

#### **4.15 Projecting Sign**

- .1 A building may have up to 1 Projecting Sign per 7.5 linear metres of wall frontage, with a maximum of 4 Projecting Signs per Lot, whichever is less.
- .2 A Projecting Sign must not exceed 1.5 square metres and must not exceed 4.0 square metres in total Projecting Sign area.

#### **4.16 Real Estate Sign**

- .1 No more than 2 Real Estate Signs per Lot are allowed.
- .2 A Real Estate Sign must not exceed 0.56 square metres per sign in Residential zones and must not exceed 7.4 square metres per sign in all other zones.
- .3 A Real Estate Sign promoting Lots for sale as part of a subdivision development or advertising a Lot for potential development is allowed provided that it does not exceed a maximum sign area of 3.0 square metres.

#### **4.17 Real Estate Sign, Open House**

- .1 A maximum of 2 Open House Real Estate Signs are allowed on the public right-of-way without a sign permit during the hours that the open house to which the signs relate to is open and operating, and must only advertise the time, date and location of the open house and not exceed 0.37 square metres per sign.

#### **4.18 Window Sign**

- .1 A Window Sign must not exceed 25 percent of the total window area.



## SECTION FIVE – PERMIT REGULATIONS

### 5.1 Permits Required

- .1 Except for Sections 3.1 and 3.2, prior to constructing, erecting, placement, alteration, or Modification of a sign, a permit must be applied for and obtained.
- .2 Permits must be obtained from the Development Services Department, and are not valid until they are approved and signed, and the fee paid.

### 5.2 General Permit Procedures

The following procedures govern the application for, and issuance of, all sign permits under this Bylaw.

#### .1 Permit Application

All applications for sign permits must be submitted to the Director on an application form in accordance with application specifications distributed by the Director as follows or as deemed necessary:

- a. The civic address or the legal description of the Lot.
- b. A site plan showing where the proposed sign is to be located.
- c. A site plan showing the buildings and any existing sign(s) located on the Lot. If there are existing sign(s) located on the Lot, provide the sign area.
- d. Distances related to the Lot and buildings, and the distances from the sign to any of these.
- e. A scale drawing of the proposed sign, giving the dimensions of the sign and any supporting structure.
- f. The maximum and minimum height of the proposed sign from the finished grade, including clearances from sidewalks or the public right-of-way.
- g. The dimension of the wall surface of the building to which the proposed sign may be attached.
- h. An illustration of the proposed content of the sign.
- i. The structural, footing, and material specification, and if necessary, the engineering documentation showing how the proposed sign will be erected.

- j. A copy of the colours to be used and the type of lighting. If the proposed sign is illuminated or an EMC sign, specify the type of illumination or display screen and description of proposed graphics or message content. Specify if the sign is equipped with programmable daylight sensor technology.
- k. If the proposed sign is electrified, a drawing showing where the connections will be made and where any underground cable or conduit is to be buried.
- l. Any other pertinent information as required by the Director.

.2 Fees

Each application for a sign permit may consist of more than one sign per permit and each permit must be accompanied by the applicable fee(s) as shown in Table 1:

**Table 1: Sign Permit Application Fees**

COLUMN I	COLUMN II
a. Sign permit for changing only the sign face without altering any other parts of the sign	\$50.00
b. Sign permit for Single-Family Residential and Multi-Family Residential zones	\$50.00
c. Sign permit for all other zones	\$100.00
d. Sign permit for freestanding signs for all zones	\$150.00
e. Re-inspection fee (after two inspections)	\$100.00
f. Additional fee for signs extending over public right-of-way, per sign	\$50.00
g. Temporary Sign Permit on private and public property	\$100.00

.3 Permit Expiry

All work, including any construction, erection, placement, alteration, or modification permitted by this Bylaw, must be completed within 180 days of permit issuance.

### **5.3 Sign Permits to Construct or Modify Signs**

The owner or agent of the Lot must obtain a sign permit prior to modifying an Existing Sign, constructing, erecting, placing, or altering, in accordance with the requirements of this section.

#### **.1 Sign Permit for New Sign, Sign Modification, and Changing the Sign Face**

- a. An application to construct, erect, or place a new sign or for structural Modification of an Existing Sign must be accompanied by detailed drawings of each particular sign as required in Section 5.2.
- b. Applicants only changing the sign face without altering any other parts of the sign are required to submit an application as required in Section 5.2 and must provide a scale drawing of the proposed sign face, giving the dimensions of the sign and supporting structure, obtain a sign permit, pay applicable fees, meet the requirements of this Bylaw, and provide any additional pertinent details as required by the Director.

### **5.4 Maintenance, Lapse, and Transfer of Sign Permits**

- .1 If a sign requires a sign permit, the owner of a Lot containing that sign must maintain in force, at all times, a sign permit for that sign.
- .2 Sign permits must be issued for each legal Lot or combination of Lots forming part of a common signage plan or common Development Permit.
- .3 A sign permit will lapse automatically if the business licence for the premises lapses, is revoked, or is not renewed. A sign permit will also lapse if the business activity on the premises is discontinued for a period of 30 days and subject to the conditions in Section 5.6.3.
- .4 A current and valid sign permit may be freely transferable to a successor as owner of the Lot or holder of a business licence for the same premises.

### 5.5 Permits for Temporary Signs in the Public Right-of-Way

Election Signs and Community Event Signs in the public right-of-way are allowed only upon the issuance of a temporary sign permit and must be in accordance with the following conditions:

- .1 The term of the sign permit for a Community Event Sign must not exceed 60 days.
- .2 The term of the sign permit for an Election Sign for a Provincial and Federal election must not exceed the drop of an election writ. The term of the sign permit for an Election Sign for a Municipal election must not exceed 36 days. All temporary sign permits for Election Signs lapse on the day following general voting day.
- .3 The applicant must not apply for more than one sign permit for Temporary Signs in the public right-of-way in any calendar year.
- .4 If the sign contains the name of a political candidate, the political candidate must be the applicant.
- .5 No more than 3 signs may be erected under one sign permit for Community Event Signs.
- .6 No more than 30 signs may be erected under one sign permit for Election Signs placed on either private property or in the public right-of-way.
- .7 In addition to the applicable fees in Table 1 the applicant for a Community Event Sign in the public right-of-way must pay a deposit of \$100.
- .8 In addition to applicable fees in Table 1 the applicant placing an Election Sign on private property or on the public right-of-way must pay a deposit as indicated in Table 2:

**Table 2: Deposit Fees for Election Signs**

	<b>COLUMN I</b>	<b>COLUMN II</b>
a.	Municipal Election	\$100.00
b.	Provincial Election or Federal Election	\$300.00

- .9 The deposit must be held to ensure the proper placement and removal of the signs. The deposit is refundable upon the complete and proper removal of the signs.
- .10 If the Community Event Sign(s) or Election Sign(s) are removed by the City because the sign(s) violates any terms and conditions of this Bylaw, the applicant must forfeit the deposit and is subject to the terms in Section 3.4.2. If the deposit is not retrieved within 75 days of the issuance of the permit, the applicant must forfeit the deposit.

## **5.6 Nonconforming Signs, Existing Signs, and Removal of Abandoned Signs**

### **.1 Nonconforming Sign**

- a. The owner of any Lot or other premises who places a sign that does not conform to this Bylaw must remove the sign.

### **.2 Existing Sign**

If applicable, an Existing Sign with a valid sign permit may remain after the adoption of this Bylaw as long as the sign is maintained in conformance with this Bylaw, and the following is adhered to:

- a. The Existing Sign legally conformed to the provisions of the previous bylaw (including all amendments);
- b. The Existing Sign has a valid sign permit that has not lapsed;
- c. The Existing Sign is not altered in any way. Modification is prohibited unless the sign is being brought into conformity of this Bylaw provided that a sign permit has been issued.
- d. The Existing Sign is maintained in a safe condition as described in Section 3.10.

### **.3 Removal of Abandoned Signs**

- a. When a sign remains in place after the activity, business, product or service the sign advertises is no longer conducted or available on the premises on which the sign is located, the sign is considered to have been abandoned and the owner of the premises must remove the sign face within 30 days from the date of written notice by the Development Services Department.
- b. In addition to other penalties, the City has the right to recover from the owner of the sign the full costs of removal and disposal of the sign.

## SECTION SIX – PERMITTED SIGNS PER ZONE

### 6.1 Agricultural Zone (AR1, AR2)

- .1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**
  - a. Subject to Section 4.10, the following type of Home Occupation Signs are permitted:
    - i. Sign attached to a fence
    - ii. Sandwich Board, A or T Frame sign
    - iii. Wall Sign
    - iv. Window Sign
  
- .2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:
  - a. Home Occupation Sign                         2 per lot
  - b. Flag   1 per lot
  
- .3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 2.4 square metres.
  
- .4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:
  - a. Flag   3.7 square metres
  - b. Incidental Sign                                    0.21 square metres
  
- .5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:
  - a. No part of a sign attached to a fence must extend more than 0.3 metres above the height of the fence.
  - b. Flag poles must not exceed 9.0 metres
  
- .6 **Minimum Setback:** All signs are subject to Section 3.7.

## 6.2 Residential Zone (R1, R1-A, R2, RS1)

- .1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**
  - a. Subject to Section 4.10, the following type of Home Occupation Signs are permitted:
    - i. Sign attached to a fence
    - ii. Wall Sign
    - iii. Window Sign
- .2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

a.	Flag	1 per lot
b.	Home Occupation Sign	1 per lot
- .3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 0.75 square metres.
- .4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

a.	Flag	3.7 square metres
b.	Incidental Sign	0.21 square metres
- .5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:
  - a. No part of a sign attached to a fence must extend more than 0.3 metres above the height of the fence.
  - b. Flag poles must not exceed 9.0 metres.
- .6 **Minimum Setback:** All signs are subject to Section 3.7.

### 6.3 Multi-Family Residential Zone (R3, R4, R5, R6, R7)

- .1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**
- a. Ground Sign or Freestanding Sign only at the principal entrance to a multi-family development for the purpose of providing information about the development.
  - b. Subject to Section 4.10, the following type of Home Occupation Signs are permitted:
    - i. Wall Sign
    - ii. Window Sign
- .2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:
- a. Flag 1 per lot
  - b. Freestanding Sign or Ground Sign 1 per multi-family development except as per Section 4.9
  - c. Home Occupation Sign 1 per dwelling unit
- .3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 7.4 square metres.
- .4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:
- a. Flag 3.7 square metres
  - b. Freestanding Sign 3.0 square metres
  - c. Ground Sign 3.0 square metres
- .5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:
- a. Flag Flag poles must not exceed 9.0 metres.
  - b. Freestanding Sign 3.5 metres
  - c. Ground Sign 1.5 metres
- .6 **Minimum Setback:** All signs are subject to Section 3.7, except for the following:
- a. Freestanding Sign 0.6 metres from a Lot line
  - b. Ground Sign 0.6 metres from a Lot line
- .7 **Sign Characteristics:** The following sign characteristics are permitted **with a permit** subject to Section 4.11:
- a. Illumination, External, excluding Home Occupation Signs



**6.4 Urban Commercial / Central Business / Downtown Cultural Commercial Zones (C1-A, C1, C7)**

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                 |    |                |
|----|-----------------|----|----------------|
| a. | Canopy Sign     | d. | Suspended Sign |
| b. | Ground Sign     | e. | Wall Sign      |
| c. | Projecting Sign | f. | Window Sign    |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                 |  |
|----|-----------------|--|
| a. | Banner Sign     | as per Section 4.1                     |
| b. | Canopy Sign     | 1 per building                         |
| c. | Flag            | no limit                               |
| d. | Ground Sign     | 1 per lot except as per Section 4.9    |
| e. | Portable Sign   | 1 per business subject to Section 4.14 |
| f. | Projecting Sign | as per Section 4.15                    |
| g. | Suspended Sign  | 1 per entrance                         |
| h. | Wall Sign       | no limit                               |
| i. | Window Sign     | no limit                               |

.3 **Maximum Total Sign Area:** The maximum total sign area, must be as follows:

- |    |   |
|----|---|
| a. | Per lot, must be no greater than the following, except where Section 6.4.3.b applies:   |
| i. | 18.6 square metres  |
| b. | If a lot has more than 50 metres of Primary Frontage, for each additional 1 metre of Primary Frontage an additional 0.3 square metres of sign area shall be permitted in addition to the total maximum sign area permitted in Section 6.4.3.a.i, to a maximum of 20 square metres additional sign area. |

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |    |                 |   |
|----|-----------------|---|
| a. | Canopy Sign     | 25% of the vertical area of the canopy                    |
| b. | Flag            | 5.6 square metres   |
| c. | Ground Sign     | 4.0 square metres   |
| d. | Portable Sign   | 1.5 square metres   |
| e. | Projecting Sign | 1.5 square metres   |
| f. | Wall Sign       | 15% of the total wall area on which the sign is located   |
| g. | Window Sign     | 25% of the total window area on which the sign is located |

- .5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:
- a. Flag Flag poles must not exceed 12.0 metres
  - b. Ground Sign 3.0 metres
- .6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:
- a. Ground Sign 0.6 metres from a Lot line
  - b. Canopy Sign and Projecting Sign as per Section 3.9.2
  - c. Portable Sign as per Sections 4.14.4 and 4.14.5
- .7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:
- a. Changeable Copy
  - b. Illumination, Internal
  - c. Illumination, External
  - d. Illuminated, Neon or Exposed Bulb

## 6.5 Shopping Centre Commercial Zone (C2)

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                   |    |                |
|----|-------------------|----|----------------|
| a. | Canopy Sign       | e. | Suspended Sign |
| b. | Freestanding Sign | f. | Wall Sign      |
| c. | Ground Sign       | g. | Window Sign    |
| d. | Projecting Sign   |    |                |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                   |   |
|----|-------------------|---|
| a. | Banner Sign       | as per Section 4.1                        |
| b. | Canopy Sign       | 1 per building or tenant unit             |
| c. | Flag              | no limit                                  |
| d. | Freestanding Sign | 1 per lot except as per Section 6.5.4.c.i |
| e. | Ground Sign       | 1 per lot except as per Section 4.9       |
| f. | Portable Sign     | 1 per business subject to Section 4.14    |
| g. | Projecting Sign   | as per Section 4.15                       |
| h. | Suspended Sign    | 1 per entrance                            |
| i. | Wall Sign         | no limit                                  |
| j. | Window Sign       | no limit                                  |

.3 **Maximum Total Sign Area:** The maximum total sign area must be as follows:

- a. Per lot, must be no greater than the following, except when Section 6.5.3.b applies:
- i. 85 square metres
- b. If a lot has more than 50 metres of Primary Frontage; for each additional 1 metre of Primary Frontage an additional 0.3 square metres of sign area shall be permitted in addition to the total maximum sign area permitted in Section 6.5.3.a.i.

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |    |  |   |
|----|--|---|
| a. | Canopy Sign  | 25% of the vertical area of the canopy        |
| b. | Flag   | 5.6 square metres                             |
| c. | Freestanding Sign  | 25 square metres except as per the following: |
| i. | If a lot has more than 150 metres of Primary Frontage the following shall apply:                           |   |
| A. | One additional Freestanding Sign is permitted, to the maximum sign area permitted for a Freestanding Sign. |   |
| B. | Freestanding Signs must have a minimum separation distance of 50 metres.                                   |   |

- d. Ground Sign 7.4 square metres
- e. Portable Sign 1.5 square metres
- f. Projecting Sign 1.5 square metres
- g. Wall Sign 10% of the total wall area on which the sign is located
- h. Window Sign 25% of the total window area on which the sign is located

.5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:

- a. Freestanding Sign 9.8 metres
- b. Flag Flag poles must not exceed 12.0 metres
- c. Ground Sign 3.0 metres

.6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:

- a. Canopy Sign and Projecting Sign as per Section 3.9.2
- b. Freestanding Sign 1.5 metres from a Lot line, except where adjacent a Lot zoned for residential purposes the setback of the sign shall be no less than the height of the sign.
- c. Ground Sign 0.6 metres
- d. Portable Sign as per Sections 4.14.4 and 4.14.5

.7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:

- a. Electronic Message Centre (EMC) Sign
- b. Changeable Copy
- c. Illumination, Internal
- d. Illumination, External
- e. Illuminated, Neon or Exposed Bulb

## 6.6 Service Commercial Zone (C3)

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                   |    |                |
|----|-------------------|----|----------------|
| a. | Canopy Sign       | e. | Suspended Sign |
| b. | Freestanding Sign | f. | Temporary Sign |
| c. | Ground Sign       | g. | Wall Sign      |
| d. | Projecting Sign   | h. | Window Sign    |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                   |   |
|----|-------------------|---|
| a. | Banner Sign       | as per Section 4.1                        |
| b. | Canopy Sign       | 1 per building or tenant unit             |
| c. | Flag              | no limit                                  |
| d. | Freestanding Sign | 1 per lot except as per Section 6.6.4.c.i |
| e. | Ground Sign       | 1 per lot except as per Section 4.9       |
| f. | Portable Sign     | 1 per business subject to Section 4.14    |
| g. | Projecting Sign   | as per Section 4.15                       |
| h. | Suspended Sign    | 1 per entrance                            |
| i. | Temporary Sign    | 1 per lot                                 |
| j. | Wall Sign         | no limit                                  |
| k. | Window Sign       | no limit                                  |

.3 **Maximum Total Sign Area:** The maximum total sign area must be as follows:

- a. Per lot, must be no greater than the following, except where Section 6.6.3.b applies:
  - i. 25 square metres
- b. If a lot has more than 50 metres of Primary Frontage; for each additional 1 metre of Primary Frontage an additional 0.3 square metres of sign area shall be permitted in addition to the total maximum sign area permitted in Section 6.6.3.a.i.

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |   |                   |   |
|---|-------------------|---|
| a.  | Canopy Sign       | 25% of the vertical area of the canopy          |
| b.  | Flag              | 5.6 square metres                               |
| c.  | Freestanding Sign | 12.0 square metres except as per the following: |
| i. If a lot has more than 150 metres of Primary Frontage the following shall apply.                             |                   |   |
| A. One additional Freestanding Sign is permitted, to the maximum sign area permitted for a Freestanding Sign or |                   |   |

- B. An additional 25% of the maximum sign area is permitted for a single sign.
  - C. Freestanding Signs must have a minimum separation of 50 metres.
  - d. Ground Sign 5.5 square metres
  - e. Portable Sign 1.5 square metres
  - f. Projecting Sign 1.5 square metres
  - g. Temporary Sign 3.0 square metres
  - h. Wall Sign 15% of the total wall area on which the sign is located
  - i. Window Sign 25% of the total window area on which the sign is located
- .5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:
- a. Flag Flag poles must not exceed 12.0 metres
  - b. Freestanding Sign 9.8 metres
  - c. Ground Sign 3.0 metres
- .6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:
- a. Canopy Sign & Projecting Sign as per Section 3.9.2
  - b. Freestanding Sign 1.5 metres from a Lot line, except where adjacent a Lot zoned for residential purposes the setback of the sign shall be no less than the height of the sign.
  - c. Portable Sign as per Sections 4.14.4 and 4.14.5
- .7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:
- a. Electronic Message Centre (EMC) Sign
  - b. Changeable Copy
  - c. Illumination, Internal
  - d. Illumination, External
  - e. Illuminated, Neon or Exposed Bulb

## 6.7 Neighbourhood / Recreation Commercial Zones (C4, C6)

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                   |    |                 |
|----|-------------------|----|-----------------|
| a. | Canopy Sign       | d. | Projecting Sign |
| b. | Freestanding Sign | e. | Wall Sign       |
| c. | Ground Sign       | f. | Window Sign     |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                      |  |
|----|----------------------|--|
| a. | Banner Sign          | as per Section 4.1                     |
| b. | Canopy Sign          | 1 per building                         |
| c. | Flag                 | no limit                               |
| d. | Freestanding Sign    | 1 per lot                              |
| e. | Ground Sign          | 1 per lot except as per Section 4.9    |
| f. | Home Occupation Sign | 1 per dwelling unit                    |
| g. | Portable Sign        | 1 per business subject to Section 4.14 |
| h. | Projecting Sign      | 1 per building or as per Section 4.15  |
| i. | Wall Sign            | no limit                               |
| j. | Window Sign          | no limit                               |

.3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 18.6 square metres.

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |    |                   |   |
|----|-------------------|---|
| a. | Canopy Sign       | 25% of the vertical area of the canopy                    |
| b. | Flag              | 5.6 square metres   |
| c. | Freestanding Sign | 7.5 square metres   |
| d. | Ground Sign       | 2.5 square metres   |
| e. | Portable Sign     | 1.5 square metres   |
| f. | Projecting Sign   | 1.5 square metres   |
| g. | Wall Sign         | 15% of the total wall area on which the sign is located   |
| h. | Window Sign       | 25% of the total window area on which the sign is located |

.5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:

- |    |                   |                                       |
|----|-------------------|---------------------------------------|
| a. | Flag              | Flag poles must not exceed 9.0 metres |
| b. | Freestanding Sign | 7.3 metres                            |
| c. | Ground Sign       | 1.8 metres                            |

- .6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:
- a. Canopy Sign & Projecting Sign as per Section 3.9.2
  - b. Freestanding Sign 1.5 metres from a Lot line, except where adjacent a Lot zoned for residential purposes the setback of the sign shall be no less than the height of the sign.
  - c. Ground Sign 0.6 metres
  - d. Portable Sign as per Sections 4.14.4 and 4.14.5
- .7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:
- a. Changeable Copy
  - b. Illumination, Internal
  - c. Illumination, External
  - d. Illuminated, Neon or Exposed Bulb only in the C6 - Recreation Commercial zone



## 6.8 Local Commercial Zone (C5)

- .1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**
- |    |                 |    |             |
|----|-----------------|----|-------------|
| a. | Canopy Sign     | d. | Wall Sign   |
| b. | Ground Sign     | e. | Window Sign |
| c. | Projecting Sign |    |             |
- .2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:
- |    |                 |  |
|----|-----------------|--|
| a. | Banner Sign     | 1 per lot or as per Section 4.1        |
| b. | Canopy Sign     | 1 per building                         |
| c. | Flag            | no limit                               |
| d. | Ground Sign     | 1 per lot except as per Section 4.9    |
| e. | Portable Sign   | 1 per business subject to Section 4.14 |
| f. | Projecting Sign | 1 per building or as per Section 4.15  |
| g. | Wall Sign       | no limit                               |
| h. | Window Sign     | no limit                               |
- .3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 9.25 square metres.
- .4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:
- |    |                 |   |
|----|-----------------|---|
| a. | Canopy Sign     | 25% of the vertical area of the canopy                    |
| b. | Flag            | 5.6 square metres   |
| c. | Ground Sign     | 2.5 square metres   |
| d. | Projecting Sign | 1.5 square metres   |
| e. | Wall Sign       | 10% of the total wall area on which the sign is located   |
| f. | Window Sign     | 25% of the total window area on which the sign is located |
- .5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:
- |    |             |                                       |
|----|-------------|---------------------------------------|
| a. | Flag        | Flag poles must not exceed 9.0 metres |
| b. | Ground Sign | 1.8 metres                            |
- .6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:
- |    |                                 |                                   |
|----|---------------------------------|-----------------------------------|
| a. | Canopy Sign and Projecting Sign | as per Section 3.9.2              |
| b. | Ground Sign                     | 0.6 metres                        |
| c. | Portable Sign                   | as per Sections 4.14.4 and 4.14.5 |

- .7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:
- a. Illumination, Internal
  - b. Illumination, External

## 6.9 Groundside Commercial Zone (GSC)

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                   |    |                |
|----|-------------------|----|----------------|
| a. | Freestanding Sign | e. | Suspended Sign |
| b. | Ground Sign       | f. | Wall Sign      |
| c. | Canopy Sign       | g. | Window Sign    |
| d. | Projecting Sign   |    |                |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                   |  |
|----|-------------------|--|
| a. | Canopy Sign       | 1 per building                         |
| b. | Flag              | no limit                               |
| c. | Freestanding Sign | 1 per lot                              |
| d. | Ground Sign       | 1 per lot except as per Section 4.9    |
| e. | Portable Sign     | 1 per business subject to Section 4.14 |
| f. | Projecting Sign   | as per Section 4.15                    |
| g. | Suspended Sign    | 1 per entrance                         |
| h. | Temporary Sign    | 1 per lot                              |
| i. | Wall Sign         | no limit                               |
| j. | Window Sign       | no limit                               |

.3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 25.0 square metres.

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |    |                   |   |
|----|-------------------|---|
| a. | Canopy Sign       | 25% of the vertical area of the canopy                    |
| b. | Flag              | 5.6 square metres   |
| c. | Freestanding Sign | 7.5 square metres   |
| d. | Ground Sign       | 5.5 square metres   |
| e. | Portable Sign     | 1.5 square metres   |
| f. | Projecting Sign   | 1.5 square metres   |
| g. | Wall Sign         | 15% of the total wall area on which the sign is located   |
| h. | Window Sign       | 25% of the total window area on which the sign is located |

.5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:

- |    |                   |                                       |
|----|-------------------|---------------------------------------|
| a. | Flag              | Flag poles must not exceed 9.0 metres |
| b. | Freestanding Sign | 9.0 metres                            |
| c. | Ground Sign       | 3.0 metres                            |

- .6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:
- |    |                   |                      |
|----|-------------------|----------------------|
| a. | Projecting Sign   | as per Section 3.9.2 |
| b. | Freestanding Sign | 1.5 metres           |
| c. | Ground Sign       | 0.6 metres           |
- .7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:
- |    |                        |
|----|------------------------|
| a. | Illumination, Internal |
| b. | Illumination, External |
- .8 **Additional Requirements** for this zone.
- |    |  |
|----|--|
| a. | Notwithstanding any part of Section 6.9, no sign can be constructed, located or altered which contravenes the regulations set out in the Transport Canada Aviation, Air Navigation System Requirements Branch, Aerodrome Standards and recommended Practices, 4 <sup>th</sup> Edition, March 1993 (TP 312E). |
|----|--|

## 6.10 Airside Commercial Zone (ASC)

- .1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**
- |    |                 |    |             |
|----|-----------------|----|-------------|
| a. | Canopy Sign     | d. | Wall Sign   |
| b. | Ground Sign     | e. | Window Sign |
| c. | Projecting Sign |    |             |
- .2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:
- |    |                 |                |
|----|-----------------|----------------|
| a. | Canopy Sign     | 1 per building |
| b. | Flag            | no limit       |
| c. | Ground Sign     | 1 per lot      |
| d. | Projecting Sign | 1 per building |
| e. | Wall Sign       | no limit       |
| f. | Window Sign     | no limit       |
- .3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 25.0 square metres.
- .4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:
- |    |                 |   |
|----|-----------------|---|
| a. | Canopy Sign     | 25% of the vertical area of the canopy                    |
| b. | Flag            | 3.7 square metres   |
| c. | Ground Sign     | 7.5 square metres   |
| d. | Projecting Sign | 3.7 square metres   |
| e. | Wall Sign       | 15% of the total wall area on which the sign is located   |
| f. | Window Sign     | 25% of the total window area on which the sign is located |
- .5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:
- |    |             |                                       |
|----|-------------|---------------------------------------|
| a. | Flag        | Flag poles must not exceed 9.0 metres |
| b. | Ground Sign | 3.0 metres                            |
- .6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:
- |    |                 |                      |
|----|-----------------|----------------------|
| a. | Projecting Sign | as per Section 3.9.2 |
| b. | Ground Sign     | 0.6 metres           |
- .7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:
- |    |                        |
|----|------------------------|
| a. | Illumination, Internal |
|----|------------------------|

- .8 **Additional Requirements** for this zone.
- a. Notwithstanding any part of Section 6.10, no sign can be constructed, located or altered which contravenes the regulations set out in the Transport Canada Aviation, Air Navigation System Requirements Branch, Aerodrome Standards and recommended Practices, 4<sup>th</sup> Edition, March 1993 (TP 312E).

## 6.11 Light Industrial (M1)

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                   |    |                 |
|----|-------------------|----|-----------------|
| a. | Canopy Sign       | d. | Projecting Sign |
| b. | Freestanding Sign | e. | Wall Sign       |
| c. | Ground Sign       | f. | Window Sign     |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                   |                                     |
|----|-------------------|-------------------------------------|
| a. | Canopy Sign       | 1 per building                      |
| b. | Flag              | no limit                            |
| c. | Freestanding Sign | 1 per lot                           |
| d. | Ground Sign       | 1 per lot except as per Section 4.9 |
| e. | Incidental Sign   | no limit                            |
| f. | Projecting Sign   | as per Section 4.15                 |
| g. | Wall Sign         | no limit                            |
| h. | Window Sign       | no limit                            |

.3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 37 square metres.

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |    |                   |   |
|----|-------------------|---|
| a. | Canopy Sign       | 25% of the vertical area of the canopy                    |
| b. | Flag              | 5.6 square metres   |
| c. | Freestanding Sign | 12 square metres  |
| d. | Ground Sign       | 4.0 square metres   |
| e. | Projecting Sign   | 1.5 square metres   |
| f. | Wall Sign         | 10% of the total wall area on which the sign is located   |
| g. | Window Sign       | 25% of the total window area on which the sign is located |

.5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:

- |    |                   |  |
|----|-------------------|--|
| a. | Flag              | Flag poles must not exceed 12.0 metres |
| b. | Freestanding Sign | 9.8 metres                             |
| c. | Ground Sign       | 3.0 metres                             |

.6 **Minimum Setback** All signs are subject to Section 3.7, except for the following:

- |    |                                 |                      |
|----|---------------------------------|----------------------|
| a. | Canopy Sign and Projecting Sign | as per Section 3.9.2 |
|----|---------------------------------|----------------------|

- b. Freestanding Sign 1.5 metres from a Lot line, except where adjacent a Lot zoned for residential purposes the setback of the sign shall be no less than the height of the sign.
- c. Ground Sign 0.6 metres

.7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit**, subject to Section 4.11:

- a. Illumination, Internal
- b. Illumination, External



## 6.12 Heavy Industrial / Resource Extraction (M2, M3)

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                   |    |                 |
|----|-------------------|----|-----------------|
| a. | Canopy Sign       | d. | Projecting Sign |
| b. | Freestanding Sign | e. | Wall Sign       |
| c. | Ground Sign       | f. | Window Sign     |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                   |  |
|----|-------------------|--|
| a. | Canopy Sign       | 1 per building                             |
| b. | Flag              | no limit                                   |
| c. | Freestanding Sign | 1 per lot except as per Section 6.12.4.c.i |
| d. | Ground Sign       | 1 per lot subject to Section 4.9           |
| e. | Projecting Sign   | as per Section 4.15                        |
| f. | Wall Sign         | no limit                                   |
| g. | Window Sign       | no limit                                   |

.3 **Maximum Total Sign Area:** The maximum total sign area must be as follows:

- a. Per lot, must be no greater than the following, except where Section 6.12.3.b applies:
- i. 37.0 square metres
- b. Where a lot has more than 50 metres of Primary Frontage; for each additional 1 metre of Primary Frontage an additional 0.3 square metres of sign area shall be permitted in addition to the total maximum sign area permitted in Section 6.12.3.a.i, to a maximum of 50 square metres additional sign area.

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |    |  |  |
|----|--|--|
| a. | Canopy Sign  | 25% of the vertical area of the canopy                 |
| b. | Flag   | 5.6 square metres                                      |
| c. | Freestanding Sign  | 12.0 square metres except as per the following:        |
| i. | Where a lot has more than 150 metres of frontage the following shall apply.                                |  |
| A. | One additional Freestanding Sign is permitted, to the maximum sign area permitted for a Freestanding Sign, |  |
| B. | Freestanding Signs must have a minimum separation of 50 metres.  |  |
| d. | Ground Sign  | 7.5 square metres                                      |
| e. | Projecting Sign  | 1.5 square metres                                      |
| f. | Wall Sign  | 5% of the total wall area on which the sign is located |

- g. Window Sign 25% of the total window area on which the sign is located

.5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:

- a. Flag Flag poles must not exceed 12.0 metres
- b. Freestanding Sign 9.8 metres
- c. Ground Sign 3.0 metres

.6 **Minimum Setback:** All signs are subject to Section 3.7, except as per the following:

- a. Canopy Sign and Projecting Sign as per Section 3.9.2
- b. Freestanding Sign 3.0 metres from a Lot line, except where adjacent a Lot zoned for residential purposes the setback of the sign shall be no less than the height of the sign.
- c. Ground Sign 0.6 metres

.7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:

- a. Illumination, Internal
- b. Illumination, External

### 6.13 Public Institutional / Park and Recreation Zones (P1, P2)

.1 **Signs Permitted:** The following type of signs are permitted in this zone **with a permit:**

- |    |                   |    |                |
|----|-------------------|----|----------------|
| a. | Freestanding Sign | d. | Suspended Sign |
| b. | Ground Sign       | e. | Wall Sign      |
| c. | Projecting Sign   | f. | Window Sign    |

.2 **Number of Signs:** The total number of signs permitted by sign type must be as follows:

- |    |                   |                                       |
|----|-------------------|---------------------------------------|
| a. | Flag              | no limit                              |
| b. | Freestanding Sign | 1 per lot                             |
| c. | Ground Sign       | 1 per lot subject to Section 4.9      |
| d. | Projecting Sign   | 1 per building or as per Section 4.15 |
| e. | Suspended Sign    | 1 per entrance                        |
| f. | Wall Sign         | no limit                              |
| g. | Window Sign       | no limit                              |

.3 **Maximum Total Sign Area:** The maximum total sign area, per lot, must be no greater than 18.6 square metres.

.4 **Maximum Sign Area:** The signs listed below are limited to a maximum sign area as follows:

- |    |                   |  |
|----|-------------------|--|
| a. | Flag              | 5.6 square metres                                      |
| b. | Freestanding Sign | 4.0 square metres                                      |
| c. | Ground Sign       | 4.0 square metres                                      |
| d. | Projecting Sign   | 1.5 square metres                                      |
| e. | Wall Sign         | 5% of the total wall area on which the sign is located |

.5 **Maximum Sign Height:** The signs listed below are limited to a maximum sign height as follows:

- |    |                   |                                       |
|----|-------------------|---------------------------------------|
| a. | Flag              | Flag poles must not exceed 9.0 metres |
| b. | Freestanding Sign | 3.7 metres                            |
| c. | Ground Sign       | 3.0 metres                            |

.6 **Minimum Setback:** All signs are subject to Section 3.7, except for the following:

- |    |                   |  |
|----|-------------------|--|
| a. | Freestanding Sign | 1.5 metres from a Lot line, except where adjacent a Lot zoned for residential purposes the setback of the sign shall be no less than the height of the sign. |
| b. | Projecting Sign   | as per Section 3.9.2   |

- .7 **Sign Characteristics:** Only the following sign characteristics are permitted **with a permit** subject to Section 4.11:
- a. Changeable copy
  - b. Illumination, Internal
  - c. Illumination, External
  - d. Electronic Message Centre (EMC) Sign, only permitted subject to the following:
    - i. only as a scrolling marquee wall sign, and
    - ii. the maximum sign area must be not exceed:
      - A. 1.0 square metres where the sign is within 100 metres of a residential property or 2.8 square metres.

**6.14 Airport Operations Zone (AO)**

- .1 No signs are permitted except those required for airport operations and are permitted by Transport Canada Aviation, Air Navigation System Requirements Branch, Aerodrome Standards and recommended Practices, 4<sup>th</sup> Edition, March 1993 (TP 312E).

**6.15 Open Space / Natural Zone (P3)**

1. No signs are permitted in the P3 – Open Space/Natural zone.

## **SECTION SEVEN – CITATION**

7.1 This Bylaw will be cited as the "**City of Terrace Sign Bylaw No. 2102 – 2016**".

## **SECTION EIGHT – SEVERABILITY**

8.1 If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion will be omitted and the decision that it is invalid must not affect the validity of the remaining portion of this Bylaw.

## **SECTION NINE – REPEAL**

9.1 This Bylaw repeals the City of Terrace Signage Bylaw No. 1500–1996 and all its amendments thereto.

**READ a first time** this 30<sup>th</sup> day of November, 2015.

**READ a second time** this 25<sup>th</sup> day of January, 2016.

**READ a third time** this 25<sup>th</sup> day of January, 2016.

**ADOPTED** this 9<sup>th</sup> day of February, 2016.

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**Deputy Mayor**

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**Clerk**