

Department:	BYLAW	Reference #	3.17
Policy title:	Sign Bylaw: Portable Sign Enforcement Policy (Portable, Changeable Copy and Sandwich Board Signs)		
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	May 11, 1999
	Administrative <input type="checkbox"/>	Date for review:	May 11, 2002
Issued by:	G. Beaumont	Issue date:	May 11, 1999

Policy Statement: **Portable Signs Placed on Private and Public Property**

The Bylaw Services Division will enforce, proactively and upon complaint, the *Sign Bylaw* with respect to portable signs placed on private and public property .

Policy Procedure:

The Bylaw Enforcement Officer will inspect premises in order to determine whether a portable sign has been approved and a permit has been obtained in accordance with the bylaw noted above, and whether its location places it in contravention of the bylaw noted above. Sandwich board signs do not require a permit.

If no violation has occurred, the Bylaw Enforcement Officer will terminate the file and, if applicable, notify the complainant.

If a portable sign has been placed upon private property without the prerequisite permit approval, the Bylaw Enforcement Officer will attempt to contact the owner/occupant of the premises, verbally or by written notice hand delivered to the premises, direct the owner/occupant to remove the sign within forty eight (48) hours, and refrain from further display of the sign until permit approval has been obtained.

If the owner/occupant has not applied for a permit, and the sign has not been removed as directed above, the Bylaw Enforcement Officer shall hand deliver written notification to remove the sign from the premises within fourteen (14) days from the date of hand delivery. If the sign continues to be displayed on the premises following the expiration of fourteen (14) days, the Bylaw Enforcement Officer shall direct City crews to enter the premises, and remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

If a portable sign (including sandwich board signs) has been placed upon public property, such as a highway or boulevard, the Bylaw Enforcement Officer will attempt to contact the owner/occupant of the premises, verbally or by written notice hand delivered to the premises, and direct the owner/occupant to remove the sign within forty-eight (48) hours. If the sign has not been removed from public property after forty-eight (48) hours, the Bylaw Enforcement Officer shall direct City crews to remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

Portable signs (including sandwich board signs) placed on public property that, in the judgement of the Bylaw Enforcement Officer, create an immediate hazard to pedestrian or vehicular traffic, may direct City crews to remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

In addition to removal of the sign, the Bylaw Enforcement Officer may issue a fine to the owner/occupant of the premises by *Municipal Ticket Information* upon further violations..

If enforcement by *Municipal Ticket Information* is not successful in achieving compliance, the City may initiate injunctive proceedings against the owner/occupant of the property.