



## TOWN OF OKOTOKS ADMINISTRATIVE GUIDELINE

**Title:** Election Signage

**Number:** 13-02

**CAO Approval Date:** August 19, 2013

**Review Date:** As required

**Revised Date(s):** April 20, 2017  
February 4, 2019  
April 14, 2023

**Responsible/Lead Business Centre:** Parks & Recreation

**Reference(s):** n/a

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### Purpose

The purpose of this Guideline is to establish and outline consistent procedures, protocols, and responsibilities to permit the placement of election signage on public lands in the Town of Okotoks (Town), and to regulate signage placement on private lands that ensures safety and aesthetics for the effective use of election signs that will be equitably applied and enforced.

### Scope

This Guideline applies to all government election signage placed on public lands within Town boundaries, for the allowable sign placement period.

### Authority

The Parks & Recreation Business Centre is the principal contact regarding election signage and will monitor and manage election sign placement as well as periodic review and update of this Guideline to ensure the needs of the local community are met.

### Standard Operating Guidelines

#### 1. Election Signage Standards

##### 1.1 Election signage must:

- a) Indicate the nominated candidate or registered third party;
- b) Be installed by manual means only;
- c) Not be permanent in nature;
- d) Not be illuminated by any means;
- e) Not have any moving or rotating parts;
- f) Not use the Town's logo or brand in whole or in part;
- g) Not bear a legend that in any way imitates a standard or commonly used highway traffic signs; and
- h) Not be inappropriate or offensive as deemed by the Chief Administrative Officer (CAO).

## 2. Size and Quantity of Signage

- 2.1 The maximum size of the sign face is 1.2m<sup>2</sup> and the entire sign, including supports, must be less than 2.5m in height when measured from grade.
- 2.2 Each candidate may have one (1) sign that is the maximum size (1.2m<sup>2</sup>) and no more than three (3) signs of any other size not exceeding the maximum size, for a maximum total of four (4) signs per designated sign corral.
- 2.3 When an election sign is located inside the property lines of private property in any district within the Land Use Bylaw, excepting commercial or industrial properties, the maximum election sign size is 0.6m<sup>2</sup> and the entire election sign size including supports must be less than 2.0m in height when measured from grade.
- 2.4 Despite subsection 2.3 of this Guideline, when an election sign is located on private property entirely inside the property lines of a commercial or industrial property, the maximum election sign size is 1.2m<sup>2</sup> and the entire election sign size including supports must be less than 2.5m in height when measured from grade.
- 2.5 Election signs may be double sided.

## 3. Sign Placement

### 3.1 Designated Sign Corrals

- a) On public lands, election signs may only be located in designated sign corrals.
- b) Designated sign corrals are located on Northridge Drive, Southridge Drive, and 32<sup>nd</sup> Street, as indicated in Appendix 'A'.
- c) The CAO will have the underground utilities marked by Alberta One Call prior to the erection of the designated sign corrals. To avoid damage to underground utilities, the location of buried utilities must be strictly observed when securing signage and no ground penetration shall occur within one (1) metre of all flag/painted markings. Damage to underground utilities by sign installation will be the responsibility of the sign owner/installer.
- d) Any sign placed outside the designated sign corral boundaries will be removed as directed by the CAO.

### 3.2 Private Lands

- a) Permission from a property owner, including commercial or industrial property owners, must be obtained prior to sign installation.
- b) Property owners are often unaware of where their property lines end, where utility lines are located, and how deep or shallow lines are installed. Therefore, it is strongly encouraged to have underground utilities marked by Alberta One Call prior to the erection of signage on private lands. Town Administration can assist candidates with regard to determining approximate locations of property lines, but not utility lines. Determination of exact location of property lines is the responsibility of the candidate.

### 3.3 General

- a) Any person(s) working near a highway should wear reflective vests.
- b) Election signs should be installed during daylight hours.
- c) Vehicles used for transporting signage must be legally parked.
- d) Unauthorized vehicles are not permitted on public lands without a permit.

#### 4. Duration of Placement

##### 4.1 In Designated Sign Corrals

- a) For federal, provincial, municipal, school board elections, by-elections, or referendums, election signs may be displayed in the designated sign corrals four (4) weeks prior to election day, and must be removed within three (3) days following the election.

##### 4.2 On Private Property

- a) For federal, provincial, municipal, school board elections, by-elections, or referendums, election signs may be displayed on private property four (4) weeks prior to election day, and must be removed within seven (7) days following the election.
- b) Election signs on private property that are not removed within seven (7) days following the election will no longer be deemed an election sign and may be subject to enforcement provisions under the Land Use Bylaw.

#### 5. Maintenance and Damage to Public Lands

- 5.1 During the allowable sign placement period, the designated sign corrals are to be monitored by the candidates.

- 5.2 The Town will not perform standard maintenance of the designated sign corrals during the permitted sign placement period.

- 5.3 Candidates are responsible to monitor and perform standard maintenance within the designated sign corrals including, but not limited to:

- a) Litter collection;
- b) Maintenance of election signs;
- c) Repair and removal of vandalism;
- d) Repair of wind damage;
- e) Repair of damage resulting from vehicle collision; and
- f) Any other repair or maintenance as directed by the CAO.

- 5.4 Signage that is not maintained in a reasonable manner and poses a public safety risk will be removed as directed by the CAO.

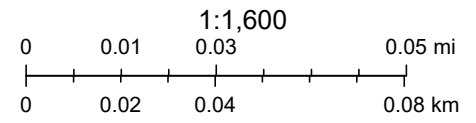
- 5.5 Sign owners will be required to remove and rehabilitate if necessary any sign components remaining after the permitted timeline (e.g. protruding stakes or rebar), or any damage occurring to public lands as a result of sign placement or access to the designated sign corrals, and may be responsible to pay repair costs as deemed appropriate by the CAO.

- 5.6 Ongoing, repeated damage to public lands as a result of election signage placement, or excessive signage, or signage in contravention to sizes outlined in this Guideline, may result in discontinuation of the candidate's use of designated sign corrals and possible fines to the offender.

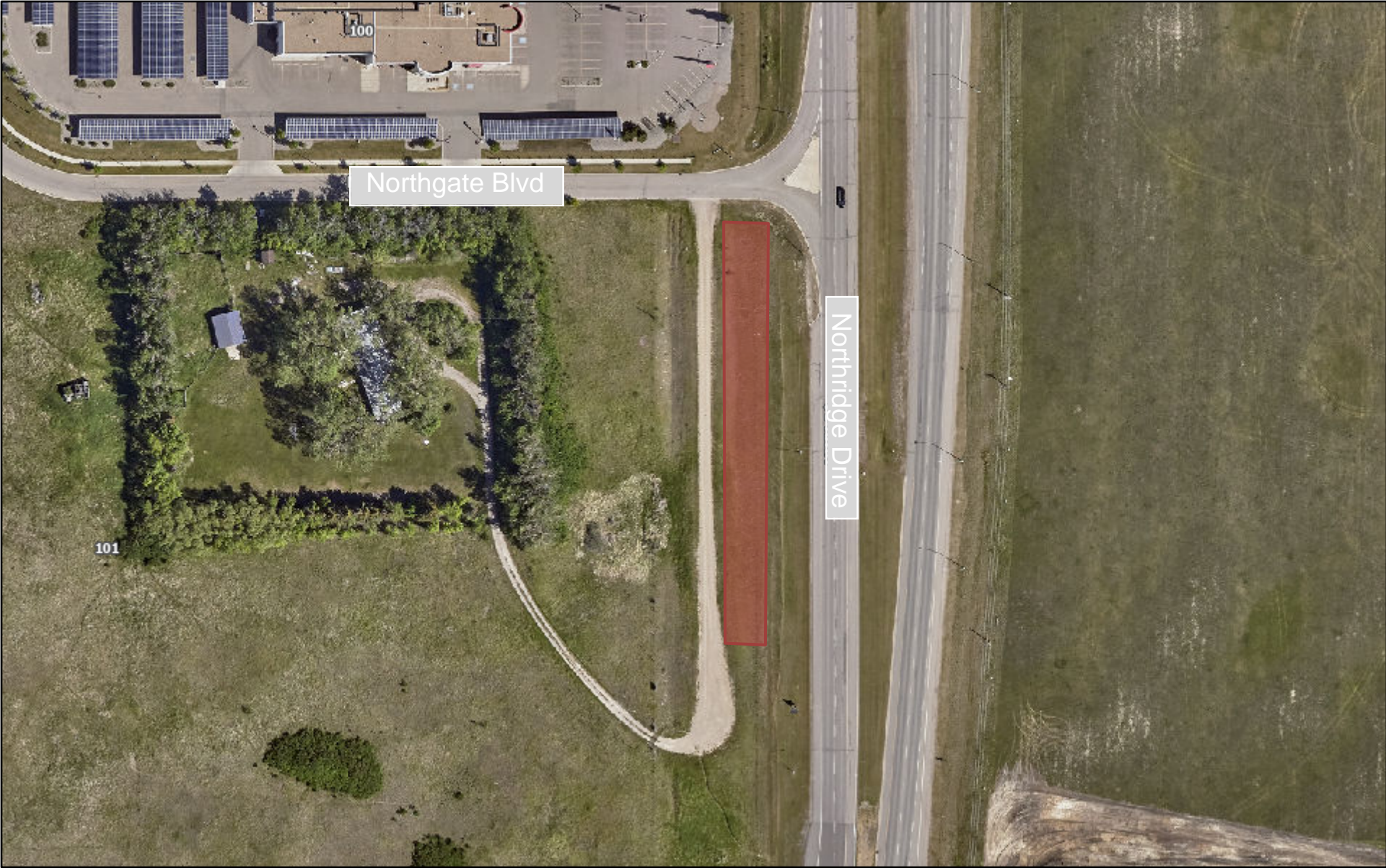
# Appendix A 32nd St and Don Seaman Way- Access from Nexen parking lot.



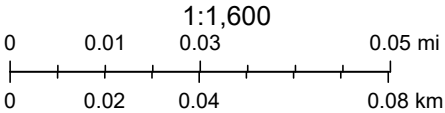
 Sign Corral Location



Appendix A Northgate Blvd and Northridge Drive



 Sign Corral Location



# Westland Street and Southridge Drive- Access from Westland booster parking



 Sign Corral Location

