

TOWN OF CHESTERMERE
POLICY HANDBOOK

EFFECTIVE DATE: MAY 5 TH , 2003	SECTION: 100 POLICY: 115
APPROVED BY: COUNCIL	SUBJECT: Town Entrance Sign Policy
REVISED DATE: Revised October 16, 2006	PAGE NO.: 1 of 3 REVIEW DATE: November 1, 2016

PURPOSE AND INTENT

To establish a policy regarding the use of the “Event” section of the Town of Chestermere entrance signs.

POLICY

There are three entrance signs to the Town of Chestermere which have one section for advertising “events” for upcoming community activities in the Town. The sign display boards are available to community organizations subject to the following:

1. The Town of Chestermere has first priority for announcing upcoming events and will not be subject to a time limit.
2. Non-profit local organizations will be allowed to advertise upcoming events for a maximum period of two weeks. Advertising of an event is free of charge and is based on availability. An application requesting an event to be posted is required.
3. The signs are not to be used for advertising of any commercial, retail or home occupation businesses etc. The signs are strictly to be used for the advertising of community events and activities.
4. Sign usage is on a first come, first served basis.
5. The Town of Chestermere is responsible for installation and removal of the all lettering for the signs.
6. The Town of Chestermere has the right to limit the maximum time of advertising from two weeks to one week in the case of conflict.
7. The Town of Chestermere has the right to refuse an application.

Adopted by Council: October 16, 2006
Resolution No. 362-06

MAYOR

CAO

Town Entrance Feature Sign Application Form

Name: _____
Phone: _____
Number: _____
Email: _____

Start Date: _____
Finish Date: _____

Text on Sign:

Notes:

- (1) 13 characters on the top line (including spaces)
- (2) 9 characters on the 2nd line (including spaces)
- (3) Contact Public Works at 207-2807 for further information
- (4) The completed form may be faxed to 204-7681
- (5) The completed form may be emailed to vfox@chestermere.ca