

**SUMMER VILLAGE OF CRYSTAL SPRINGS**  
**POLICY #29-2019**

**SUBJECT: Control of Advertising Signs**

**DEPARTMENT:** Administration

**ADOPTED AND APPROVED BY COUNCIL: March 12, 2020**

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**PURPOSE OF THIS POLICY**

This policy sets out the Administrative processes to be followed for the placement of advertising signs within the Summer Village.

**DEFINITIONS**

1. **Administration:** The Chief Administrative Officer (CAO) and/or staff.
2. **Council:** the elected Council of the Summer Village of Crystal Springs.
3. **Advertising Sign:** any device or medium including its supporting structure visible from any lot other than the one on which it is located or from a highway, road or the lake and used to attract attention for advertising, information or identification purposes. For the purposes of this Policy, this definition excludes signs posted by the Summer Village Office.
4. **The Village:** the entity of The Summer Village of Crystal Springs.

**BACKGROUND**

The Summer Village of Crystal Springs allows the posting of advertising signs with a Development Permit under section 8.2.2 of the Land Use Bylaw.

This Bylaw also identifies four types of signs that do not require a development permit. These include election campaign signs, temporary signs directly related to building construction for which a Development Permit has been issued, advertising signs regarding property for sale or rent, and address signs.

There are numerous signs posted in the Summer Village for which a Development Permit is required, for which no Development Permit has been applied for or issued.

There are also numerous signs in the Summer Village that are posted in a manner that detracts from the ambiance of the area.

This policy sets out guidelines for the installation of advertising signs and a process for follow up in the Summer Village for signs posted without a permit.

The Development Permit Bylaw sets out a fee of \$75 for a permanent sign. There is no fee for a temporary sign.

**PROCESS**

Advertising Signs are to be classified into two categories. The categories are as follows:

- Temporary Signs – no Development Permit required –e.g. elections signs, construction related signs, Summer Village administrative signs, real estate signs, or garage sale signs.
- Enduring Signs – Development Permit Required – e.g. home business, local contractor owning property in the Summer Village.

When applying for a development permit, the application shall include a mock-up of the proposed sign.

## **CONTROLS APPLICABLE TO ALL SIGNS**

Maximum Size	1 meter x 1 meter
Type of Sign	One Sided stand alone sign, i.e. not to be mounted on telephone poles, fences etc.
Appearance	must be conservative in colour and design Must be aesthetically pleasing
Location	Must not obstruct traffic or driveways Must not interfere with or negatively impact property owners

## **CONTROLS APPLICABLE BY CLASSIFICATION**

### **Temporary Signs**

Duration	one to six months – must be removed immediately following the event or completion of the work
Number	maximum of three (3) signs
Election Signs	maximum of one (1) per lot
Real Estate Sign	maximum of one (1) per lot on an internal lot and two (2) per lot for a corner lot

### **Enduring Signs**

Fee	as per Development Permit Bylaw – currently \$75
Duration	1 year, extending automatically as long as sign is in good condition and there are no complaints.
Number	one (1)
Location	on private property only, at least one meter back from the property line.

## **PROCEDURE**

The Development Officer will work with the Bylaw Enforcement Officer to ensure that advertising signs currently posted in the Summer Village that do not meet this policy are removed.

A sign will be posted at each end of Crystal Springs Drive advising advertisers that signs require a development permit.

On a non-going basis, based on complaints received, action will be taken to remove signs that do not meet the requirements.



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**Ian Rawlinson, Mayor**  
Summer Village of Crystal Springs



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**Sylvia Roy, CAO**  
Summer Village of Crystal Springs