

# ELECTION SIGN GUIDELINES

## Introduction

An election sign is a temporary sign announcing or supporting political candidates or issues in connection with any vote or referendum pursuant to municipal, provincial or federal legislation.

Given the City's ever-changing physical and social environment, it is expected that these guidelines will evolve over time. It is the responsibility of those employing the use of this document, to ensure they have the most current and up-to-date version.

## Purpose

These guidelines will outline the requirements for the installation of election signs within the road Right-of-Way (ROW) and has been prepared with public traffic safety concerns in mind.

The information in these guidelines provide the City with a means to monitor activities within the ROW in order to:

- Maintaining safety for citizens (ie. motorists/pedestrians) using the ROW
- Protecting and maintaining the life of public infrastructure within the ROW
- Ensuring the ROW remains neat and orderly in appearance

## Sign Installation and Removal

- **For Federal and Provincial** - On Municipal and Provincial ROW and Public Property – allowed starting **Day of the Writ**. To be removed three days after the Election
- **For Municipal** - On Municipal and Provincial ROW and Public Property – allowed starting **Nomination Day**. To be removed three days after the Election
- On Private Property – allowed **now**. To be removed three days after the Election

**DISCLAIMER: ANY PERSON(S) PLACING A SIGN UNDER THESE GUIDELINES, ACCEPTS LIABILITY AND INDEMNIFIES THE CITY AS A RESULT OF THE SIGN PLACEMENT.**

## Fees

There are no ROW user fees associated with the placement of any election sign provided all requirements outlined in these guidelines are adhered to.

## General Requirements for Signs for Right of Ways and Public Property

- All signs must be securely erected and free standing;
- A sign cannot be greater than 0.6 meters (2 feet) by 1.0 meters (3 feet) and can only have two sign faces;
- The top of the sign cannot be greater than 1.0 meter (3 feet) above the ground;
- All signs must include the candidate's name, telephone number or email address, and if appropriate, their political affiliation;
- Candidates must keep signs in a neat and clean appearance;
- Signs shall not display an intermittent flashing, rotating or moving light or have moving parts;
- Signs shall not be illuminated;
- Signs shall not have balloons, kites or inflatable devices attached to or near them;
- Signs shall not imitate or resemble the appearance of a traffic control device (ie. STOP or YIELD sign).

## General Requirements for Signs on Private Property

- All signs must have the permission of the property owner if placed on private property;
- Sign on private property cannot be animated or equipped with flashing lights;
- Permits are required for a "**portable sign**" (which means any sign or advertising device that can be transported from one site to another and includes licensed vehicles placed in a location for advertising purposes). Signage permanently attached to or forming part of a licensed vehicle used in the day-to-day conduct of a business where the signage advertises only that business does not constitute a portable sign.
- Portable signs are not allowed on residential property.
- With the exception of portable signs, there are no size limitations

## Operational Requirements

- All election signs **MUST** be removed three days after Election Day;
- If a sign is in contravention of these guidelines, a Bylaw officer or a person authorized by the City of Lethbridge Traffic Operations may, without notice or compensation, remove the sign;
  - Confiscated signs will be held at Public Operations (Sign Shop);
  - Contact 311 (403.320.3111) to retrieve confiscated signage
    - Any sign impounded for a period of 14 days which has not been claimed by the Owner will be destroyed without compensation by the City to the Owner.

## Safety Requirements

- Any type of sign that gets installed into the ground requires utility locates to be completed prior to sign installation. Many signs are forced into the ground with tools, and have sharp pointed

ends that may damage infrastructure. Under the Occupational Health and Safety Code, Alberta Electrical Utility Code and Alberta Pipeline Regulation, field location of all existing utilities is mandatory prior to any ground disturbance. Existing utilities are to be located through the services of:

- Alberta One-Call, by calling 1.800.242.3447;
  - Shaw Locates, by calling 1.866.DIG.SHAW;
  - City Irrigation: 311 (403.320.3111) if City owned irrigation lines are present or suspected
- Signs shall **not** be placed:
    - on roadways (including paved shoulders), center medians, traffic islands or roundabouts;
    - within 30 meters (100 feet) of a signalized intersection or 15 meters (50 feet) of an un-signalized intersection;
    - on interchange ramps, e.g. Whoop Up Drive at University Drive or Whoop Up Drive/6 Ave S at Scenic Drive;
      - for specific roadway restrictions, see the attached map.
    - on any traffic control device or where it obstructs, detracts from or could be confused with a traffic control device;
    - on any physical roadway structure including bridges, guardrails, retaining walls, fences, concrete barriers, fire hydrants, sidewalks, pathways, crosswalks or street light poles, on any street or highway sign or sign post;
    - within 500 meters (1640 feet) of a construction zone;
    - within a school zone/area or playground zone/area;
    - within 2.0 meters (6 feet 6 inches) from the edge of pavement;
    - within a minimum spacing of 20 meters (65 feet) between the same candidate's signs;
    - within a road right of way adjacent to a park.

## Safety Precautions

- When installing/removing election signs, taking proper safety precautions to ensure your safety and safety of the public, including reducing driver distraction, are of utmost importance;
- All persons working near roadways shall wear reflective vests and bright clothing;
- Election signs should be installed/removed during daylight hours only; signs shall not be installed/removed during peak traffic volume times (7 a.m. to 9 a.m. and from 3 p.m. to 6 p.m. Monday to Friday);
- Vehicles used for transporting election signs must be parked in such a way that to minimize the impact to the traveling public;
- Park vehicles as far as possible from the travel lanes with four-way hazard warning signals operating at all times

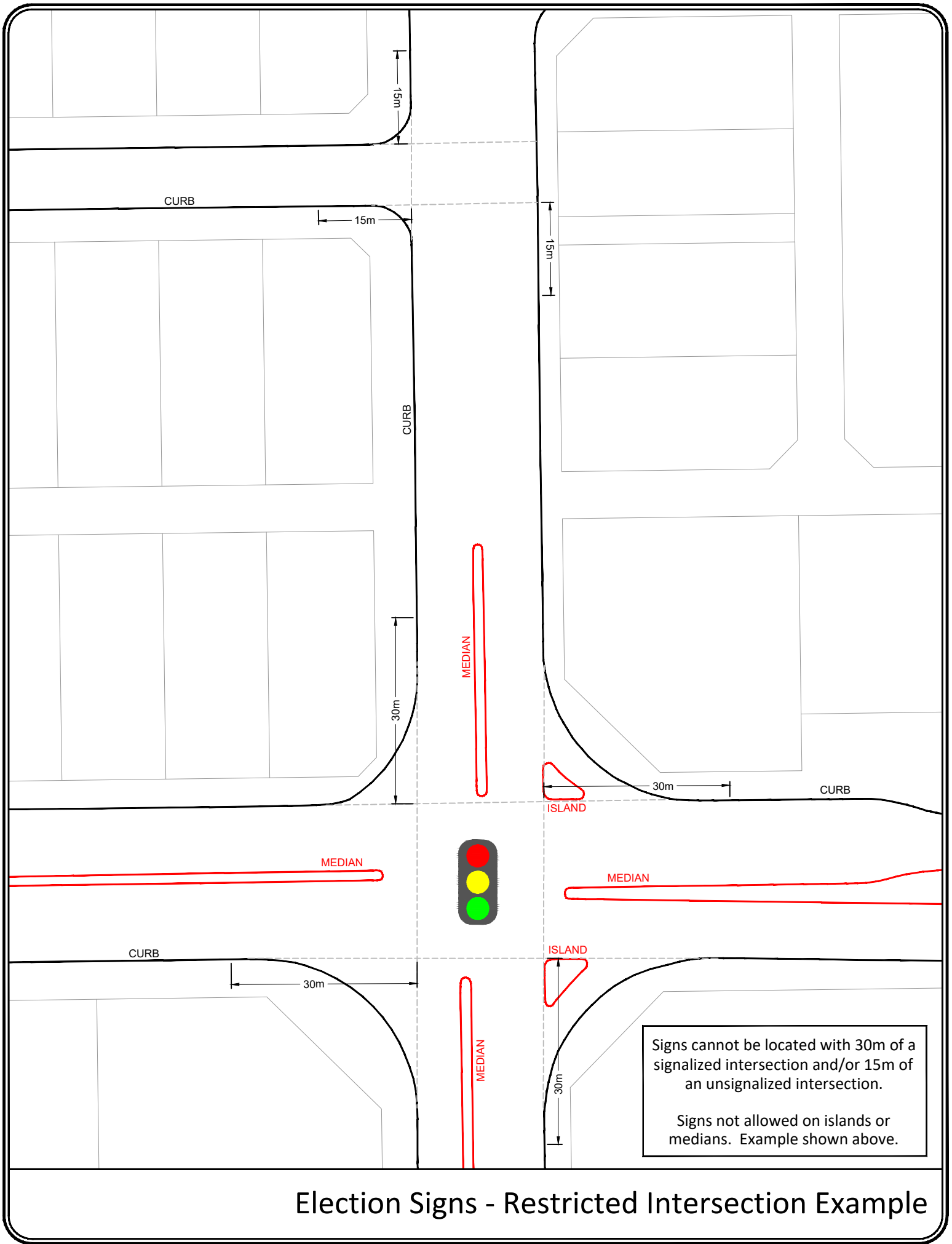
**For safety tips or advice, do not hesitate to contact 311 (403.320.3111)**

## **Provincial Right of Ways**

For regulations on Provincial roadways, refer to Alberta Transportation <https://www.alberta.ca/election-signs.aspx> Roads within City limits governed by these regulations include:

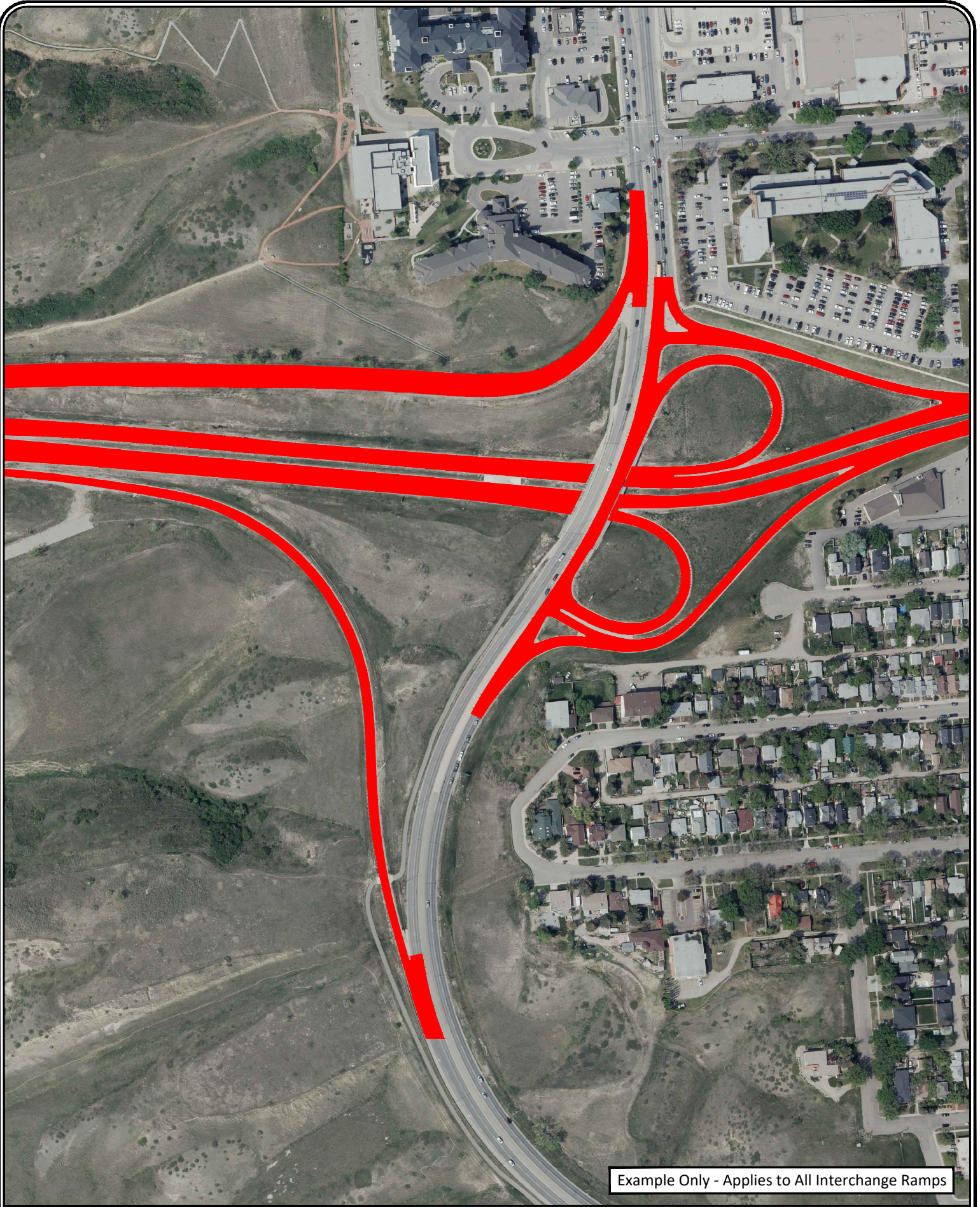
- Highway 4;
- Crowsnest Trail (Highway 3);
- 43 St S between Highway 4 and Crowsnest Trail (Highway 3);
- Highway 5

**Questions? Please contact 311 (403.320.3111)**



Election Signs - Restricted Intersection Example

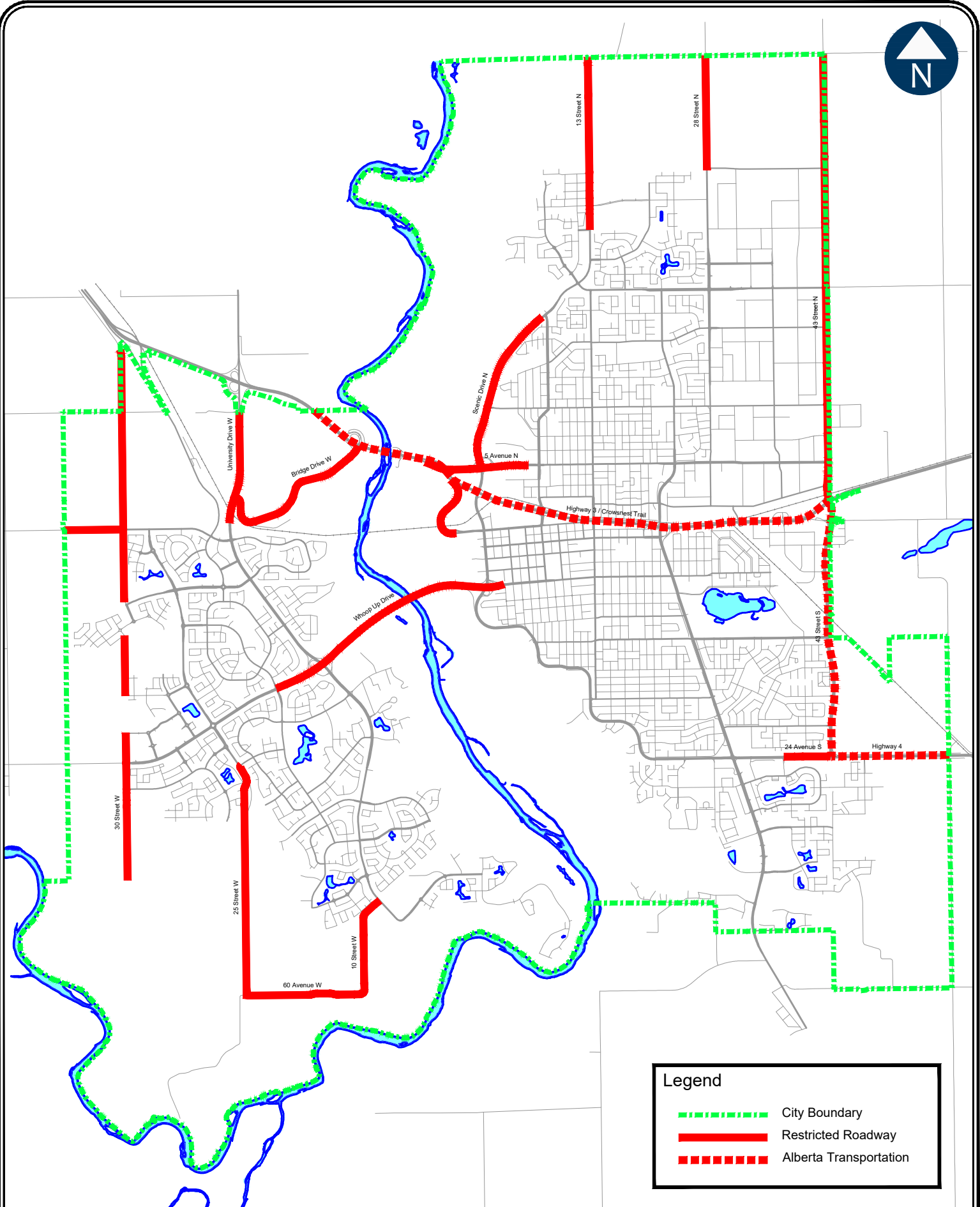







Example Only - Applies to All Interchange Ramps

# Election Signs - Restricted Ramp Example





**Legend**

-  City Boundary
-  Restricted Roadway
-  Alberta Transportation

# Election Signs - Restricted Roadways

<b>Government of Alberta</b> ■ Transportation	<b>ELECTION SIGNS</b>		<i>Issued: SEPT 2004</i>
			<i>Revised: DEC 2006 MAR 2012</i>
			<i>Page 1 of 3</i>
<b>RECOMMENDED PRACTICES</b>	PART	HIGHWAY SIGNS	
	SECTION	MISCELLANEOUS SIGNS	
	SUB-SECTION	TEMPORARY	

## General

Approximately every four years, a parliament/legislature/council is dissolved and an election is called to form a new government or council.

Each party or candidate competing for an electoral riding then embarks on an election campaign.

During election campaigns, parties and municipal candidates place election signs along the highways to inform the voting public that they represent the constituency.



## Guidelines for Use

### *Policy/Eligibility*

All parties and candidates participating in the federal, provincial or municipal elections are eligible to place election signs within the provincial highway rights-of-way.

## *Sizes of Signs*

For signs located within highway rights-of-way, the maximum sign size will be one and a half square metres.

There is no size restriction for signs located on private property.

### *Provisions for Sign Use*

Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.

### *Provincial Legislation*

Alberta Transportation, through the Traffic Safety Act (TSA) and the Highways Development and Protection Act (HDDPA), has control over the use of traffic control devices along the provincial highways.

Based on the HDDPA, Highway Development and Protection Regulation (Alberta Regulation 326/2009), Section 15, the following types of signs will not be allowed:

- a) *any sign that displays an intermittent flashing, rotating or moving light;*
- b) *any sign that is flood-lighted in such a manner as to cause visual distraction to the motoring public;*
- c) *any sign that has any moving or rotating part;*



- d) *any sign that bears*
- (i) *a legend giving a command to stop, stop ahead, look, caution or similar command, or*
  - (ii) *a legend that in any way imitates a standard or commonly used highway traffic sign.*

Based on the TSA, Use of Highway and Rules of the Road Regulation (Alberta Regulation 304/2002), Section 110, the following regulation will apply:

*110(1) A person shall not place, maintain or display in view of persons using a highway any sign, marking or device that*

- (a) purports to be, is an imitation of or resembles a traffic control device,*
- (b) gives any warning or direction as to the use of the highway by any person.*

*110(3) If a sign, marking or device is placed, maintained or displayed in contravention of subsection (1),*

- (a) a peace officer, or*
  - (b) a person authorized by the road authority,*
- may, without notice or compensation, remove the sign, marking or device.*

*110(4) For the purposes of carrying out powers under subsection (3), the person exercising those powers may enter on privately owned land.*

### **Guidelines for Placement**

In general, election signs should be placed as far from the shoulder line as practical, always allowing the traveling public to have an unobstructed view of the roadway.

The following specific criteria should be applied when locating election signs along the highway:

- Signs must be placed no closer than two metres from the edge of pavement (or, in the case of gravel roads, no closer than two metres from the shoulder of the road).
- During winter conditions, there is a high probability that signs less than six metres from the road will be either covered with snow or damaged during snow removal and sanding operations.
- No election signs will be allowed within the median of a divided provincial highway.
- No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.
- No election signs shall be placed in or within 500 metres of construction zones.
- No election signs shall be placed within 50 metres of an intersection in an urban area and within 250 metres of an intersection in a rural area.

### *Safety Precautions*

Persons installing election signs must use safety precautions so as not to cause vehicle collisions.

All persons working near the highway should wear reflective vests and bright clothing.

Election signs should be installed during daylight hours only.

Vehicles used for transporting the signs must be parked so as to minimize the impact to the travelling public (preferably on an approach), as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.

### **Removal of Election Signs**

All election signs should be removed three days after the election has ended. The removal should include the sign panel, supporting structure and any wiring used to install and support the sign.

Sign fragments (i.e., tie wires, posts), when not removed properly, may cause damage to highway maintenance equipment.

When removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the campaign office to take the required action.

Usually campaign offices are given a day to respond to the notification. Failure to respond within the specified time will result in the sign being removed. Signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office. The campaign office will be notified to arrange to have the signs picked up.

Signs that pose immediate hazard to the public will be removed immediately by the department maintenance contractors without notification.

Alberta Transportation will not be responsible for any signs damaged during the removal process. The campaign office is responsible for installing and removing election signs.

For more information contact the nearest Alberta Transportation district office listed on the following web page:

<http://www.transportation.alberta.ca/613.htm>