



Policy Title: Entrance Sign Policy Policy No.: 115

Date Approved: 2003-05-05 Policy Type: Administration

1. Policy Statement

The purpose of this policy is to establish guidelines around the use of the Event section of the City of Chestermere entrance signs.

2. Policy

- (a) The City of Chestermere has three (3) entrance signs which have a section to advertise any upcoming community events/activities within the City.
- (b) Community organizations may apply to advertise upcoming events/activities subject to the following:
 - (i) Advertisement is strictly for community events/activities;
 - (ii) Events/activities shall be advertised for a maximum period of two (2) weeks;
 - (iii) Advertisement of any commercial, retail, or home occupation/businesses is prohibited;
 - (iv) Advertisement shall be free of charge;
 - (v) Advertisement shall be on a first come, first served basis;
 - (vi) The City of Chestermere has first priority to advertise upcoming events/activities and shall not be subject to a time limit;
 - (vii) The City of Chestermere holds the right to limit the maximum time of advertising from two (2) weeks to one (1) week in the case of conflict or any matter;
 - (viii) The City of Chestermere reserves the right to refuse an application.

3. Attachments

- (a) Entrance Sign Application Form

Approved by:

Mayor

CAO

Revision History *(completed by Legislative Services)*

Policy Title	Date Approved	Resolution No.
	Click or tap to enter a date.	
	Click or tap to enter a date.	





CHESTERMERE

ENTRANCE SIGN APPLICATION FORM

Name: _____ Phone No.: _____

Address: _____ E-mail: _____

Start Date: _____ End Date: _____

Text on Sign: _____

End Date is no later than two weeks from requested Start Date

Top line has a maximum limit of 13 characters including spaces

Bottom line has a maximum limit of 9 characters including spaces

Signature: _____ Date: _____

This personal information is being collected for activities related to City services, and as such is deemed to be an activity of the City of Chestermere. The personal information is collected under the authority of Section 33(1)c of the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose identified. If you have any questions or concerns about the collection or use of information you may contact the FOIP Coordinator at (403) 207-7050, City Hall, 105 Marina Road, Chestermere, AB T1X 1V7.

Complete, sign, and submit this form via:

- **E-mail:** yfox@chestermere.ca
- **Fax:** 204-7681
- **In person:** Monday-Friday, 8:30 a.m.-4:30 p.m. Community Operations Building, 1km southeast of the Trans-Canada overpass