

707926

SIGNAGE POLICY

In order to ensure that any requests for signage on school division property complies with the City of Winnipeg bylaws in addition to meeting a minimum St. James-Assiniboia standard, all proposed signs must be approved by the school division.

Some general rules related to proposed signage:

1. Signage of a commercial nature is not permitted.
2. Signage must be made of materials that are approved by the Division maintenance department.
3. The Division maintenance department must approve the location, size and quantity of any proposed signage on Division property. Signage will be required to be physically situated on or adjacent to the school as dictated by the Division.
4. Information on any proposed signage may include the following:
 - a) Name of organization/individuals involved
 - b) Clearly stated message that aligns with or does not contradict the Division's mission, vision and values
 - c) In the case of the school proposed sign, the Division logo and website must be included. The Division will also be required to approve any information on the proposed signage.
 - d) The Division must approve of any information on any affiliated outside organization's proposed signage.
5. Organizations/individuals are responsible for the cost of installation and removal of the signage (if temporary) and any damage caused to School Division property or building in this installation or removal.
6. The Division reserves the right to remove any signs that no longer meet the Division standard or the information contained on the signage is considered obsolete.

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The following process must be followed for approval:

- a) The Principal will share any proposed signage with the maintenance department to ensure that the signage meets the policy requirements.
- b) Once approved, in principle, by the maintenance department, the proposed signage must be sent to the Assistant Superintendent in order for senior administration to review the proposal.
- c) Once approved, the school or organization would then be able to proceed with the purchase and installation, with appropriate maintenance department oversight.
- d) In some cases, the Board may need to approve some requests. In such cases, once the Board has approved of the signage, the school or organization would be able to proceed.
- e) Due to the nature of these proposals, the approval process may take an extended period of time and therefore it is important that the Principal convey this message to any groups interested in having any proposed signage approved.

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