

Policy Manual for Supplemental Signs



BRITISH
COLUMBIA

Ministry of Transportation
Engineering Branch

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Introduction to the Manual of Supplemental Signs

DEFINITION

Supplemental Signs are signs that typically are not considered standard traffic signs and include:

- Ministry signs, generally with special directional or informational messages, and
- Signs provided, permitted or otherwise sanctioned by policy for the purposes of other ministries, agencies, groups, facilities or businesses.

PURPOSE OF MANUAL

The purpose of this manual is to encourage the uniform application of supplemental sign policy by consolidating all such policies into one comprehensive source book for use by Ministry personnel.

Some of these policies existed previously only as randomly filed memos, policy statements and circular letters, or the defunct “Policy & Procedures Manual”.

FACILITIES INELIGIBLE FOR SIGNS

Typical ineligible facility types are summarized in Appendix I.

SIGNS ON FREEWAYS

Some policies specifically exclude the sign from use on freeway level facilities. Freeways generally carry large volumes of traffic at high speeds so it is desirable to keep signs to the minimum required for motorist navigation and direction finding. Excessive use of signs not relevant to the driving task, at high speeds, tend to overload the driver’s sensory function and can compromise safety and driving comfort.

SIGN STANDARDS

Some supplemental sign formats are shown in Appendix 2, and in other categories the actual design is not defined. In these cases the sign may be any reasonable design providing it does not replicate a standard traffic sign in colour, shape or size.

Sign sheeting used on supplemental signs must not be a higher grade than enclosed lens sheeting (commonly referred to as “Engineering Grade”)

Agricultural Quarantine Area Signs

POLICY

The Ministry will permit the placement of informational signs on highway rights-of-way, except freeways, to mark the boundaries of agricultural quarantine areas that are established by Federal and/or Provincial authorities.

BACKGROUND

In 1965, Agriculture Canada issued an Order under the *Destructive Insect and Pest Act* prohibiting the removal of soil, sand, plants and containers and machinery/equipment containing soil or sand from various areas of Vancouver Island. Agriculture Canada arranged with the Ministry for the erection of signs at the boundaries of the quarantine areas. The signs, facing traffic both entering and leaving quarantine areas, tend to have long messages that cannot be read at highway speeds. They are considered to be informational and only secondary in purpose to the wording of the Order(s).

The policy covers signing for this specific Federal situation above and all other similar quarantine situations that may occur.

PROCEDURES

Applications for permits to erect signs should be made to the District Highways Manager.

Aquatic Plant Management Program

POLICY

The Ministry of Environment, Lands and Parks is permitted to erect signs on Ministry rights-of-way, in the vicinity of boat ramps on undeveloped roads, to assist in the Aquatic Plant Management Program.

BACKGROUND

The signs originally informed boaters of Eurasian Milfoil quarantine areas and guided them to roadside inspection stations.

The official inspection program has terminated but the signs still remind boaters to check their boats and boat trailers for milfoil after bringing them out of the water. The program is intended to control and stop the spread of Eurasian Milfoil into uninfected water systems.

PROCEDURES

The signs are allowed under permit. Applications for signs should be made to the District Highways Manager.

Area Promotional Signs

POLICY The Ministry will allow signs, under permit, in pullout locations and possibly as a segment of Community Entrance Signing Programs, to promote the facilities, attractions and points of interest available in particular geographical areas. The Ministry does not supply and install support systems for Area Promotional signs.

BACKGROUND These signs are intended for areas that may be missed by tourists because the areas are on side roads, dead-end roads, or where communities are widely dispersed within rural municipalities.

PROCEDURES For the purposes of this policy, Tourism British Columbia defines “area” as a geographical area that is acceptable to that ministry. The onus is on the group applying for the sign to make a case for this acceptance.

Organized Area Only one group representing the majority of the tourist-oriented businesses of an organized area can apply to erect an area promotional sign. A group applying for a sign must represent the whole of an area.

Unorganized Area In unorganized areas, the Ministry will acknowledge an application from one group that represents the majority of the tourist-oriented businesses within an area.

These signs may be generally worded signs extolling the attractions of communities or recreational areas or they may be map type signs indicating the names and positions of tourism businesses.

SIGN TYPE / VARIATIONS See policy of Tourism British Columbia for sign design and specifications.

LOCATION & INSTALLATION An area promotional sign may be permitted at the last main junction where a visitor must decide to leave his original route, or at the boundary of an organized area. Advance signs will be installed by the Ministry.

Area Promotional Signs (continued)

***Off Right-of-way:
Organized area***

When the signs are to be erected off right-of-way within organized areas, the signs must comply with the bylaws of the areas.

***Off Right-of-way:
Unorganized area***

Where signs are erected off right-of-way in unorganized areas, the size depends on the following:

- If the area is under the control of a regional district that has bylaws concerning the erection of signs, the regional district's approval must be obtained.
- In unorganized areas where there are no regional district bylaws concerning the erection of signs, the applicant may erect up to 23.3 square metre signs.
- The group applying for the signs must arrange any easement on private property.

***Organized Area where
highway passes
through***

Signs promoting organized areas through which a highway passes must be located at, or as close to, the boundary as practical. Signs must not overlap other communities or areas.

Inappropriate Locations

Area promotional signs are not allowed on freeways and are generally not considered appropriate on limited access highways.

In situations where the signs are requested for location on limited access highways, or where the signs are to be erected at locations remote from the area being promoted, the applications should be referred to the Regional Traffic Engineer.

Area Promotional Signs (continued)

INSTALLATION & MAINTENANCE

Groups granted permits for area promotional signs are responsible for providing, erecting and maintaining the entire structures and for replacing any components that may become damaged or deteriorated. Sign faces must be maintained in good condition at all times.

Sign Faces & Supports

The designs of area promotional signs and their support systems, that are to be placed on Ministry rights-of-way, must first be certified by a professional engineer, to ensure they are structurally sound.

Pull-outs

Generally, area promotional signs will be located in pullouts, so that visitors can stop off the traveled roadway and shoulders to read the signs. Subject to the availability of funds, the Ministry may construct or improve (and maintain) pullouts on highway rights-of-way to accommodate these signs.

APPROVALS & APPLICATIONS

A Group may apply for an area promotional sign on its own or as part of a Community Entrance signing project, by contacting Tourism British Columbia. Permits or signs will not be issued by the Ministry without verification of Tourism British Columbia's approval of the sign design.

In all cases, all necessary permits, easements and consents must be obtained by the applicants, prior to commencement of construction of pullouts or erection of signs.

Advance Signs

The Ministry will provide advance signs for roadside pullouts that contain Area Promotional signs. See *Manual of Standard Traffic Signs, Sign #s I-137 A, C, R and I-137 TA, TC, TR*.

Banners – Overhead (Rev. 12/01)

POLICY

A fabric banner, advertising a community event, may be suspended across a highway, under permit.

BACKGROUND

The policy allows communities to erect overhead banners in circumstances that ensure traffic safety and convenience are not hampered or jeopardized.

PROCEDURES

1. The location must be approved by the District Highways Manager, and the banner must not obstruct or distract from traffic control devices.
2. Banners must not be attached to Ministry structures or to Ministry hardware, such as traffic signal or luminaire poles.
3. A permit to construct works within Crown Lands will be required for either a temporary or permanent banner support system.
4. The applicant must agree in writing to accept full responsibility for any claim, which may arise as a result of the banner and/or support system. With the exception of municipalities and regional districts, an applicant must show proof of liability insurance for at least one million dollars (\$1,000,000) and the coverage must be valid at all times that the support system is in place.
5. The support system design must be checked by a professional engineer for stability, dead-weight loading and 160 km/h wind gust loading.

Temporary Support Systems

6. For one-time, short-duration banner support systems, the permit should specify the date of removal. A banner for a short duration event may be displayed for approximately one week in advance, and throughout the event.

Permanent Support Systems

7. For permanent installations, support poles, guy wires and all hardware must be of galvanized steel. Pole and span wires may remain in between banner displays. A short-term banner, or series of banners, may be displayed as in (6) above. A longer term banner (e.g., advertising a summer-long celebration of a municipal anniversary) may be displayed approximately one week prior to and throughout the event, provided the banner remains in good condition.
8. A separate permit is not required each time a different banner is displayed on a permanent support system erected under permit. However, the owner of the support system must inform the District Highways Manager when a banner is about to be displayed and the duration of display.

Heights and Clearances

9. A minimum clearance of 6.0 m must be maintained between the traveled roadway surface and the lower edge of the banner or span wire.
10. In curb or gutter sections, support poles must be at least 1.0 m behind the curb face.
11. In open shoulder (paved or gravel), support poles must meet minimum clear zone requirements for the classification of highway, or be shielded by a guardrail or roadside barrier.

Span Wires

12. For both temporary and permanent support systems, horizontal span wires between support poles, to which a banner will be attached, must be galvanized, stranded steel cable. Natural or synthetic fibre rope is not acceptable.
13. Banner must be essentially non-commercial however a corporate sponsor's name or logo may form part of the message, but should not exceed approximately 10% of the banner area.
14. Banner are not permitted on freeways.

Banners – Vertical (Rev. 12/01)

POLICY Fabric vertical banners may be installed by communities on semi-permanent supports and Ministry luminaire poles, under permit.

BACKGROUND The policy allows communities to install vertical banners on some Ministry luminaire poles.

PROCEDURES
Assurances & Responsibilities 1. The applicant must undertake in writing to accept all liability for damage incurred as a result of the banners or supports.

Supports & Attachments 2. Installation specifications are outlined in Traffic & Electrical Bulletin # HE94003

Banner Messages 3. Banner messages must be essentially non-commercial. However, a corporate sponsor's name or logo may form part of the message but should be limited to 10% of the banner area.

Removal of Banners 4. The Ministry may insist on the removal of banners improperly placed or in poor condition and may disallow messages considered inappropriate.

5. Banners should be removed as soon as practicable after the completion of an event, but supports may remain if intended for future use.

Speed Limit Restriction Banners will only be approved on highways when the speed limit is 60 km/h or lower.

Cross Reference See separate policy on *Banners, Overhead*

Boating Restriction Signs

POLICY

Signs indicating boating restrictions on navigable tidal and non-tidal waters are allowed under permit at the end of developed or undeveloped road rights-of-way; generally in the vicinity of boat ramps.

BACKGROUND

Boating restriction regulations are made under the Canada Shipping Act. By agreement with the Federal Government, the Ministry of Environment, Lands, and Parks is responsible for the administration of this federal statute in British Columbia.

PROCEDURES

Individuals or groups desiring boating restrictions should contact the local district office of the Ministry of Environment, Lands, and Parks.

Signs are supplied, installed and maintained by the Ministry of Environment, Land and Parks, under permits issued by the District Highways Manager.

Sign specifications are set out in *Boating Restriction Regulations*, available from the Ministry of Environment, Land and Parks.

Business Identification and Point-of-sale Signs

POLICY

Business Identification and Point-of-sale signs may be erected, without permit, on the business properties, adjacent to highways in unorganized areas.

BACKGROUND

The policy is intended to control these types of signs, while still allowing businesses to identify/advertise themselves and/or the produce, goods and services available. This policy allows exemption to Sec. 214 of the MVA for business operators.

PROCEDURES

For the purposes of this policy, a *business property* includes only the lot, or lots, generally with building improvements on them, necessary to satisfactorily conduct the business.

Where the maximum sizes of signs are specified, these are intended to include the dimensions of any frames or borders.

If a business closes, whether temporarily or permanently, all Business Identification and Point-of-sale signs should be covered or removed.

Business Identification Signs

Any number of single or double-sided signs are allowed, provided they are painted on, or otherwise supported by, a business building.

In addition, up to two single or double-sided freestanding signs are allowed, provided they are situated on the business property to which they apply.

All Business Identification signs are to advertise only the business name, occupation or intent of the property on which they are situated.

Business Identification & Point-of-sale Signs (continued.)

Point-of sale Signs

Any number of signs are allowed, single or double-sided, as above, provided they are on business buildings.

Also, up to two additional freestanding single or double-sided signs are allowed on the property and within 90 metres of the business buildings. These signs are limited in size to six square metres for any one face.

Exceptions

The 90 metre distance limitation does not apply to **orchards, with fruit or produce stands**, where freestanding Point-of-sale signs, referring to the availability of fruit or other produce, may be placed anywhere on the business property.

***SPECIAL CASES
FOR SIGNS ON
RIGHTS-OF-WAY***

In unorganized areas, where a business property fronts a conventional highway at a point where the right-of way is wider than normal for that highway, the Ministry may permit Business Identification signs on the right-of-way, at a point just outside an assumed line equaling the normal right-of-way width. This situation can occur where a business is located on the outside of a curve and where subsequent re-alignment has moved the traveled roadway a greater distance from the business property and rendered signs less visible to motorists.

Greater Offset

Service & Attraction

For details pertaining to signs erected under this program, please refer to Section 7, *Directional Signing Program for Tourist Services, Facilities and Attractions*.

CB and/or Amateur (Ham) Radio Signs

POLICY

The Ministry does not provide or permit highway signs for Amateur Radio Stations, or for CB stations, unless CB Channel 9 is monitored continuously by a responsible organization.

BACKGROUND

Signs for amateur radio stations or repeaters would be of no use to the majority of road users and, therefore, are not justified. The Ministry does not provide or permit signs to indicate which call channels are used locally. If a responsible group such as a police detachment, a “React” group or other CB radio club can provide assurance that Emergency Channel 9 is monitored continuously, the Ministry may opt to provide signs at the accepted boundaries of the coverage area.

PROCEDURES

Any responsible group can apply to the District Highways Manager in writing and provide:

- Assurance of full time monitoring;
- Boundaries of the monitored area;
- Assurance that the Ministry will be advised if/when full time monitoring is discontinued.

The Senior Traffic Engineer can authorize use of a special 90 x 45 cm, black on reflectorized white informational sign reading CB CHANNEL 9/MONITORED in two lines. The Ministry will provide signs on all its main highways where the boundary of the coverage area crosses.

Church Signs

POLICY

The Ministry may allow, under permit, signs for churches located away from the main highway.

BACKGROUND

Churches located away from main highways may apply for permits to erect specified directional signs on Ministry non-freeway rights-of-way, or groups representing all interested churches in their communities may apply for permits to erect joint signs in highway pullouts on the approaches to those communities.

PROCEDURES

Applications

Applications for both directional and group church signs should be submitted to the District Highways Manager. Applications should include sketches showing proposed sign locations.

Applications for group signs must be made by one church on behalf of all the interested churches in the community. If approved, permits will be issued in the name of the applicant church.

Where Community Entrance Signing Programs are in place, group church signs must form a part of those programs and separate permits will not be required.

Erection & Maintenance

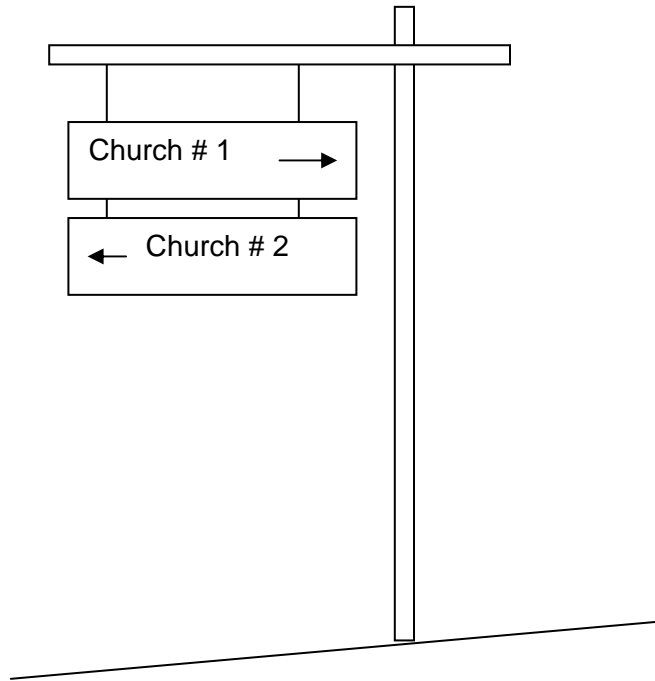
Signs of both types must be supplied, erected and maintained by the applicants.

Specifications

Directional signs must not exceed 60 cm x 75 cm in size. They should be placed at suitable distances in advance of turnoffs leading to the churches involved. Sign messages should simply show church names and provide directional indications.

Group signs in pullouts are generally of the gallows type, with panels for individual churches suspended one below the other. Messages on the individual boards can provide church names, locations and dates and times of services.

Gallows Style Sign:



Community Entrance Signing

POLICY Eligible communities may apply for permission to install signs in pullouts, generally on highway rights-of-way, at the community or municipal boundaries.

BACKGROUND The sign system replaces a number of information signs that communities may currently erect under permit, with approvals and agreement required from the Ministry and Tourism British Columbia

The program can incorporate the following signs currently available to communities under permit: Area Promotional signs, 'Welcome to...' signs, Service Club signs and Church Group signs.

PROCEDURES Both incorporated and unincorporated communities may participate in the Community Entrance Signing Programs. Regional districts may also make application on behalf of unincorporated communities.

- Application***
1. BEFORE applying, communities should have a general idea of the signs they plan to erect and the locations of the pullouts.
 2. Communities must discuss proposed sign and pullout locations with the District Highways Manager and negotiate with the Highways Manager regarding maintenance and surface cover (asphalt, etc.) of the pullouts.
 3. Communities require the proper authority to request entrance to the program.

Incorporated Communities If the community is incorporated, it must pass a resolution of council requesting access to the program.

Unincorporated Communities If the community is unincorporated, it must ask its regional district to approve a motion for the community to apply to the program.

4. A copy of the application must be forwarded to the District Highways Manager.

Community Entrance Signing(continued)

Responsibilities

The community is responsible for generating the information for signs, and having the signs and their frameworks designed, fabricated and installed.

All maintenance of the signs is the responsibility of the community. It is in the interest of the community to maintain a high standard of appearance, both of the signs and their setting.

Pullouts

The community must discuss the location and surface standard of the proposed pullout with the District Highways Manager. If a new pullout is required and funding is available, the Ministry will construct and maintain the pullout if traffic conditions, topography, right-of-way, ease of construction and other conditions permit construction at a reasonable cost. The Ministry will maintain the surface of the pullout, at the discretion of the District Highway Manager. General tidiness of the pullout area, including all plantings, garbage containers, structures and other furniture, is the responsibility of the community.

Advance Signs

The Ministry will provide advance signs for roadside pullouts, that contain Community Information signs (see *Manual of Standard Traffic Signs, Sign #-137 TC, I-13-7 TC*).

Refer to the program brochure in the Appendix.

Contractor Identification Signs

POLICY For the purpose of providing information to the public, the Ministry will allow the Prime Contractor to install “Contractor Information Signs” at or near the limits of construction, subject to the following conditions.

BACKGROUND N/A

PROCEDURES
Application Signs will only be allowed on projects that warrant and have Ministry owned C-35 “Project Identification Signs”. Only the Prime Contractor will be allowed to install “Contractor Information Signs”.

Specifications Signs shall be produced as detailed on Specification Drawing 3-SP194. Sign design shall be approved by the Ministry Representative, prior to installation. Signs shall only indicate the Contractor’s name/logo and a telephone number. The telephone number must be one that directs callers to the Contractor’s personnel, who are familiar with the project and able to provide information relative to the project.

Location A maximum of one sign may be erected, on each major approach to the project that warrants a C-35 sign. Signs must be located as near as practical to the “limits of construction”. Signs must not be installed in advance of or at the same locations as the Ministry’s C-35 signs. Signs must not conflict with other signs and shall not be distracting or confusing to drivers. Sign locations must be approved by the Ministry Representative prior to installation.

Installation The Contractor will be responsible for the installation and removal of these signs. Signs shall be installed in accordance with the “*Manual of Standard Traffic Signs*” and “*Standard Specifications for Highway Construction*”. Signs must be removed upon completion of works on project.

Contractor Identification Signs (continued)

Maintenance The Contractor shall be responsible for the maintenance of these signs. Signs shall be maintained in accordance with Standard Specification 194.19.

- Fabrication Information***
- Maximum Sign Size: 2400mm x 1200mm
 - Minimum Text Size: 150mm
 - Colour Restrictions: Background colour shall not be Red, yellow or orange.
 - Reflectorization: This sign shall be non-reflectorized.
 - Sign Message: Contractor's name/logo and information telephone number only.

(Please note that the telephone number must be one that directs callers to the Contractor's personnel, who are familiar with the project, and able to provide information relative to that project.)

Costs The Contractor shall be responsible for all costs to purchase, install, maintain and remove these signs.

Crime Prevention Program Signs

POLICY

Informational signs are allowed that identify any of the crime prevention programs sanctioned by the Police Authority. Approved programs include *Neighborhood Watch, Block Parents, Community Policing, Drinking/Driving Counter-attack, Range and Resource Patrol, etc.*

BACKGROUND

Control of signing for crime prevention programs in unorganized areas was delegated to the Police Authority (RCMP) in September, 1983.

For the purposes of this policy:-

Citizen Group means a group of people who assists the Police Authority in organizing and carrying out a program.

Police Authority means the Officer I/c Traffic, "E" Division Headquarters, RCMP, or his/her delegates.

Program means a crime prevention program that is sanctioned by the Community Policing Division, Police Service Branch, Ministry of Attorney General.

Sign means a sign, displaying a crime prevention message, to be erected with the prior approval of the Police Authority, at the boundary of an area covered by one or more programs.

PROCEDURES

All sign applications should originate with, or be referred to, the Police Authority.

Signs within Municipalities

Other than as specified below, signs will not generally be allowed on arterial highway rights-of-way, unless they are erected in pullouts as part of a Community Entrance Signing Program. Signs on municipal streets, or on private property within municipalities, must be sanctioned by municipal authorities.

Crime Prevention Program Signs (continued)

Signs in unorganized areas

As crime prevention program signs have no direct relation to the driving task, every effort should be made to have them located in pullouts or on private property, with the approval of the property owners/occupiers.

In very unusual circumstances, where suitable sites for signs cannot be located on private property, the District Highways Manager may issue permits, at the request of the Police Authority, for the placement of signs on non-arterial highway rights-of-way. This concession does not apply to freeway and expressway rights-of-way. These situations may occur at locations where highway rights-of-way are wider than normal for specific highways.

Specifications

The face area of any sign should exceed 2.97 square metres (32 square feet). Where two or more programs are in place for the same area, joint signs not exceeding 2.97 square metres should be used.

Sign Message

Sign messages may be symbolized or worded, or both. Preferably, messages should be brief and clear enough for motorists to read and understand them when driving by at posted speed limits. Lettering should generally be a minimum of 10 cm in height. Signs bearing complex messages, that cannot be simplified, must only be erected where motorists can stop off the traveled roadway to read them. Signs must have a professionally made appearance and must be maintained in good condition.

Installation & Maintenance

All signs are to be supplied, installed and maintained by the Police Authority or by sponsoring citizens' groups.

Sign Identification

All signs must be identified, by unique serial numbers or number/letter combinations, on the bottom right hand corners of sign faces. Characters should be a minimum of 2.0 cm in height.

Dangerous Goods Route Signs

POLICY

All Ministry roads are designated dangerous goods routes except for restrictions applying to specific structures identified in the *Highway Act Regulations*.

BACKGROUND

Some municipalities may wish to direct the passage of dangerous goods over specified municipal streets. In such cases, the Ministry, on request, will provide permissive or prohibitive signs on arterial highways in advance of turnoff points, as required.

PROCEDURES

The Ministry may erect signs on highways in advance of structures upon or within which the transportation of dangerous goods is prohibited or restricted.

On request from municipalities, the Ministry may erect permissive or prohibitive turnoff signs on arterial highways.

Distinct Communities in Unorganized Areas

POLICY

The Ministry will consider providing directional signs for *distinct communities*, in unorganized areas, that are recognized as such by their host regional districts.

BACKGROUND

Some large residential developments in rural areas are not adequately described by the term “subdivision”. These developments usually have distinctive names, tend to be located away from the main highways and function as individual, unorganized communities, often with their own recreational facilities and services, such as stores, gas, food, lodging, etc.

PROCEDURES

Applications for directional signs should be made to the District Highways Manager.

Before the Ministry will consider providing directional signs for distinct communities, applicants must provide copies of written agreements with host regional districts that:

- The communities are recognized as distinct communities by and within the host regional districts, and
- The proposed community names are approved.

Where distinct communities are located away from main highways, the Ministry will provide directional signs in advance of the closest main highway turnoffs and on side roads for confirmation, as required.

Election Signs and Posters Policy (rev Oct 2005)

POLICY

The Ministry conditionally allows election signs on highway rights-of-way, with the exception of any major highway structures and highways specified in the policy.

BACKGROUND

An election sign for Federal and Provincial elections is a sign, poster or other notice posted during the period between the drop of an election writ and election day, by a political candidate or political party registered with Elections BC or Elections Canada.

An election sign for Municipal elections is a sign, poster or other notice posted during the period between the close of candidate nominations and the municipal election day, by a political candidate or political party registered with Elections BC and/or a Municipality. This sign placement period for Municipal elections is 36 days.

PROCEDURES

Election signs must:

- Only be installed by political candidate or political party registered with a Municipality, Elections BC or Elections Canada,
- Identify the owner of the sign, and a BC telephone number or BC mailing address at which the owner may be contacted.
- Only be installed following the drop of an election writ, or 36 days prior to a Municipal election and must be removed on the day following the election,
- Be further from the road than standard traffic signs.

Election signs must not:

- Obstruct, simulate or be attached to any traffic control device (for example, signs, sign posts or traffic signal poles),
- In any way pose a traffic hazard,
- Be placed on bridges, overpasses, tunnels or other highway structures,
- Be 3rd party signs (i.e., any group or individual that is not a political candidate or political party registered with a Municipality, Elections BC or Elections Canada).

PROHIBITIONS

Elections signs may not be placed on:

- Highways within Provincial Parks,
- Highway 1, from Horseshoe Bay to Hope;
- Highway 5, from Hope to Kamloops;
- Highway 19, from Duke Point Ferry Terminal to Trans-Canada Highway;
- Highway 19 – Nanaimo Parkway, from Trans-Canada Highway to Island Highway;
- Highway 19, Parksville to Campbell River;
- Highway 91 and 91A;
- Highway 99, from the US border to Horseshoe Bay
- Highway 17, from Tsawwassen ferry terminal to Highway 99; and
- Highway 97C, from Aspen Grove to Peachland

REMOVAL OF SIGNS

Signs in contravention of this policy will be removed from the highway right-of-way by the ministry. After advising the Regional Director of the number and location of the offending sign(s) and the name of the sign owner, if identified, the District Transportation Manager will contact the owner to discuss the reasons for removal and potential proper placement.

Signs not removed by the owners on the next working day following the election will be removed by maintenance contractors. Maintenance contractors will invoice the identified owner for the cost of removal.

LEGISLATION

This policy is supported by the Motor Vehicle Act, Sec. 214 and the Transportation Act, Sec. 62.

Farmer's Market Signs (new 12/01)

POLICY

The Ministry will permit the placement of information signs for Farmers Markets on the highway rights-of-way (except freeways) to provide directional information to approved Farmers Markets.

BACKGROUND

This policy allows qualified farmer's market organizers to apply for a permit to erect directional signs to markets which attract high volumes of traffic.

PROCEDURES

Farmers Markets that belong to the "Society of Farmers Markets" and are approved by the Ministry of Agriculture & Food, may apply to the local District Highways office for a permit to erect a sign on provincial highways right-of-way.

Signs will not be permitted on freeways.

Signs may be installed on the closest numbered route to the market; however confirmatory signs, if required, on any municipal road must be approved by the municipality and installed prior to, or concurrently with, the highway signs.

Removal of Signs

Signs and posts must be removed at the end of the market season or a "CLOSED" tab placed diagonally across the sign.

Signs shall conform to the layout and dimensions, as shown below, to ensure consistency throughout the province. Signs shall be professionally fabricated, using modern sign making materials.

Sign Specifications Colour:

Burgundy letters/ gold background
(3M # 480-64 or equivalent)

Sizes:

- 240 X 120cm 4 lane highways \geq 80km/h
- 120 x120cm 2 lane conventional highways \leq 70km/h

60 x 150cm assembly (I-177) for low speed urban areas and confirmatory applications

Fish Habitat Protection (New 12/01)

POLICY

The Ministry will issue permits for standardized fish habitat protection signs to be erected near rivers, streams and creeks that have been identified by DFO as being a fish habitat area.

BACKGROUND

The Department of Fisheries and Oceans developed a “Habitat Restoration and Salmon Enhancement Program (HRSEP) with the objective of *“increasing the quantity and quality of salmon habitat and conserving salmon stock in British Columbia and the Yukon.”*

Part of this program is signing specific rivers and streams that sustain fish.

For further program details see the DFO website at www-heb.pac.dfo-mpo.gc.ca

PROCEDURES

Organized community groups are required to prepare a plan for signing and submit a request for a permit in writing to the local DHM. Permits can be issued for standardize signs in accordance to the DFO publication *“Developing Fish Habitat Signage; A Guide for Community Groups and Concerned Citizens.”*

This document outlines general procedure and shows the four standardized of signs used in this program:

- Salmon Habitat
- Endangered Fish Habitat
- Stewardship Initiative (e.g. Stream restoration Projects)
- Environmentally Sensitive Areas

All sign are maximum 60x75cm

Note signs are paid for by local community groups and installed only at locations deemed fish habitat by DFO.

Fish Hatcheries, Spawning or Enhancement Facilities

POLICY

The Ministry will provide directional signs for qualified publicly or privately operated fish hatcheries, spawning channels and enhancement areas (collectively referred to in this manual as “facilities”) where the public is invited.

BACKGROUND

By directing motorists towards these facilities, the signs help to promote public awareness of fish enhancement programs.

PROCEDURES

To qualify for Ministry Directional signs, facilities must:

- Offer conducted or self-guided tours, or have some form of self-explanatory displays;
- Have good road access on which the public is allowed unrestricted travel;
- Have adequate on-site parking.

Non Ministry Road Access

In cases where facilities are accessed via roads outside the Ministry’s jurisdiction, these routes should be reviewed periodically to ensure continued suitability. If the condition of a road is such that travel by two-wheel drive passenger vehicles is not recommended, the Ministry signs must be covered or removed until the road is once more in good condition.

If access routes over private roads are not self evident, confirmatory signs, of similar design to the Ministry’s signs, must be provided by others in advance of all decision points.

Seasonal Operation

For facilities open to the public only periodically or seasonally, the Ministry directional signs must be covered or removed by facility operators during the closed periods.

Visitor Centres

Facilities with established visitor centres may be eligible for signing as tourist attractions. In such cases, the Ministry will forward requests for signs to Tourism British Columbia for evaluation.

*Fish Hatcheries, Spawning Channels & Enhancement Areas
(continued)*

Sign locations & installations

Directional signing will generally commence in advance of turnoffs from the closest numbered routes, with confirmatory signing, as required, to direct motorists to parking areas. Signs for these types of facilities will not be provided on designated freeways.

The Ministry only provides, installs and maintains signs on Ministry highways. Any confirmatory signs required on private roads are the responsibility of others.

Application Procedure

Applications for signs should be made to the District Highways Manager.

Sign Specifications

Refer to Provincial Sign Designer for current sign standards.

Forestry Related Signs

POLICY

The Ministry of Forests may, under permit, erect signs for Forest Fire Prevention and for reporting Fire Hazard Indicators, Demonstration Forests and Eco-Tours. Forest Recreation Areas may be signed on numbered highways as detailed below.

BACKGROUND

The policy is based on the proposed protocol agreement between the Ministry and the Ministry of Forests, regarding signs on highway rights-of-way.

PROCEDURES

Locations of signs must be approved by the District Highways Manager.

Forest Recreation Areas may be installed by MoTH at the access to these areas. The Ministry of Forests will pay for the sign and installation and MoTH will maintain the signs. See *Appendix 2* for sign standards.

Cross Reference

See also "*Reforestation Signs*" in this document.

Historic & Theme Route Signs (Rev. 12/01)

POLICY **The Ministry will permit signs for Historic Routes or Theme Routes on non-freeway highway rights-of-way, subject to the conditions detailed below.**

BACKGROUND The policy addresses requests from communities or sponsoring groups wishing to erect signs to identify recognized historic or theme routes.

PROCEDURES Community or other sponsoring groups wishing to promote sanctioned historic routes may apply to the District Highways Manager for permits to erect signs.

Historic routes must first be sanctioned by the Heritage Conservation Branch.

Theme routes should have the support of Tourism B.C. and/or regional tourism groups.

Specifications All historic route signs should be 45 cm wide by 60 cm deep. They should show the words HISTORIC/ROUTE at the bottom in two lines of 10 cm text with the specific routes identified above by additional text, approved logos or combinations of both

Theme route sign should be square or rectangular, preferably maximum 90x 90cm. The graphics or style will be provided by the sponsor.

These signs are considered trailblazers and are non-directional.

Supply Communities or sponsoring groups are responsible for the supply, installation and maintenance of all historic or theme route signs on both Ministry and non-Ministry roads. Sign locations on Ministry roads must be pre-approved by the District Highways Manager.

Historic & Theme Routes, Cont'd.

Promotion of Routes

It is the responsibility of sponsoring communities or other groups to promote the use of the routes through the distribution of maps, brochures and other advertising.

Graphics for Theme routes should be public domain so that map makers may use the symbols when updating highways maps and local businesses can use them for area recognition.

Graphics Design

Graphics or logos for highway design should be given careful consideration as often a logo on paper may not be suitable for use on a highway signs.

It is important to note that motorist have only 10-15 seconds to view a sign therefore the design should be simple, bold and limited in colours.

Logos should not replicate standard highway sign & standard highway sign colours should be avoided.

Cross Reference

See also the similar policy on "*Scenic Route and Circle Tour Signs*" in this manual.

Industrial Park Directional Signs

POLICY

The Ministry, upon request, may provide directional signing for Industrial Parks from the closest main highway, excluding freeways.

BACKGROUND

The policy allows for signs to direct traffic to industrial parks. Signs are intended for locations where commercial drivers have expressed difficulty in locating these industrial areas. Signs are of a directional nature and are not intended to advertise or promote a single facility or business. Signs will not be provided for industrial parks that are clearly visible and easily located.

PROCEDURES

Applications for Industrial Park Directional signs should be made to the District Highways Manager.

Landfill / Refuse Disposal Area Signs

POLICY

On application, the Ministry may issue permits for signs directing traffic to refuse disposal areas, located away from conventional main highways, in unorganized territory.

BACKGROUND

Normally, directional signs will not be required for rural refuse disposal areas, as they are used primarily by local residents who are aware of their locations. However, in cases where motorists experience difficulty in locating these areas, consideration may be given to signs under permit.

PROCEDURES

Operators of refuse disposal areas must apply to the district Highways Manager for directional sign permits.

No signs will be permitted on freeway/expressway rights-of-way.

On rights-of-way, signs should be directional, similar in design to G-2's and should not exceed 1 square metre per sign face.

Signs on private property may be up to 2 square metres per sign face.

Major Events: Athletic & Non-Athletic (Rev. July 2005)

POLICY

The Ministry may permit signs that promote major events to be erected on highway rights-of-way, on a temporary basis, at approved locations.

BACKGROUND

The policy allows one sign per direction under permit, on the closest number highway to be erected, in advance of various major events, or in advance of communities hosting the event. See table below for categories and restrictions.

PROCEDURES

TYPE OF EVENT	HIGHWAY CLASSIFICATION	SIGN INSTALLATION
INTERNATIONAL ATHLETIC MULTI-EVENTS e.g. Commonwealth Games, Olympic Games	Freeway Expressway Conventional Highway	Up to two years in advance of the event. Signs can be installed throughout the province.
NATIONAL ATHLETIC MULTI-EVENTS e.g. Canada Summer Games Canada Winter Games Western Canada Summer Games,	Expressway Conventional Highway	Up to 14 months in advance of the event. Signs are installed at the boundary of the community hosting the event.
PROVINCIAL ATHLETIC MULTI-EVENTS e.g. BC Summer Games BC Winter Games	Conventional Highway	Up to 14 months in advance of the event. Signs are installed at the boundary of the community hosting the event.
SINGLE EVENTS e.g. air shows, rodeos, festivals, concerts etc. markets, championship golf/ski/figure skating etc	Freeways* (limited) Expressways Conventional highways	On the event day(s) with removal required Immediately after the last scheduled event.

Sign Location & Installation

Generally, major event signs are not permitted on freeways. However, in some cases, for major multi-events that generate a significant amount of inter-regional traffic, the Ministry may consider the issue of special permits for the installation of temporary signs on the nearest designated freeway.

Where an event is accessed via a freeway and located a significant distance away on a secondary highway, the Ministry may install an intermediate sign on the secondary highway.

Major Events (continued)

***Temporary Sign
Installation & Removal***

For special event tabs, the design, fabrication and installation is the responsibility of the event organizer. The tabs may use special event logos and wording. Sign dimensions and design must be approved by the District Highways Manager.

Corporately sponsored events may use their corporate logo and/or name on the signs but the logo/name should be limited to no more than 20% of the sign area where possible.

Ministry Signs on Municipal Streets

POLICY

The Ministry may provide traffic (generally Guide) signs for installation on municipal streets at the request or with the approval of municipalities.

BACKGROUND

There are several circumstances that could result in Ministry signs being placed on municipal streets. These include situations where:

- Provincial numbered highways are routed over municipal streets, and
- Where traffic on municipal streets needs to be directed *towards* numbered highways, and
- Where arterial highways are being declassified.

PROCEDURES

The Ministry will provide the components for route marker assemblies and, if necessary, directional signs, for destinations outside those municipalities, such as ferry terminals and other major route ends. Installation and maintenance of such signs will be the responsibility of the municipalities involved. As required, replacement signs will be provided by the Ministry.

The Ministry may provide the components for Trailblazer Route marker assemblies, and sometimes Directional signs, for installation on municipal streets. The Ministry may provide replacements, as required.

When arterial highways are declassified, the Ministry, on a one-time basis, will replace or refurbish any traffic signs that are in poor condition but are still required when the facilities are transferred. After transfer, replacement of any signs will be the responsibility of the municipalities, except for Trailblazer and Directional sign assemblies leading motorists to numbered routes.

Parks – National (& National Historic Sites)

POLICY

The Ministry will allow, under permit, the erection of directional signs to National Parks and National Historic Sites.

BACKGROUND

The signs assist motorists, unfamiliar with an area, to locate turnoffs leading to National Parks and National Historic Sites. The signs provide directional and sometimes distance information.

PROCEDURES

Signs for National Parks and National Historic Sites are installed under permit issued by the District Highways Manager.

National Parks and National Historic Sites will be signed from the nearest numbered highway, with confirmatory signs, as required and at other locations, at the discretion of the Senior Traffic Engineer.

Parks – Provincial

POLICY

Directional signs are allowed for provincial parks, on the closest numbered highway(s), generally at 2 km in advance of and also at turnoff points.

Carved wood entrance signs are also allowed on highway rights-of-way, without permits, at the entrances to provincial parks and campgrounds.

BACKGROUND

The policy allows for directional signs for provincial parks, from all classes of highway and for the placement of rustic wooden signs at entrances to parks and campgrounds.

PROCEDURES

For new and replacement Provincial Park Directional Signs, the Ministry will liaise between local parks officials and the maintenance contractor. At Provincial Park's expense, the maintenance contractor will provide and erect these signs. Regular maintenance of park directional signs will be undertaken by the maintenance contractor. See *Appendix* for "*Park Facility Standards*"

For carved wooden park and campground entrance signs located on highway rights-of-way, sign permits are not required, but District Highways Managers must approve locations before installation.

Parks - Regional District

POLICY **The Ministry will permit directional signs for regional district parks, on non-freeway rights-of-way, subject to the conditions detailed below.**

BACKGROUND Regional parks are smaller versions of Provincial parks, both of which tend to draw visitors from wider areas than municipal parks. They are, therefore, allowed directional signs, under permit, that are similar in design to Provincial park directional signs.

PROCEDURES Regional districts that wish to erect directional signs on Ministry non-freeway rights-of-way, for their parks, must apply to the District Highways Manager for permits.

- Sign Locations***
- Signing will be permitted from the closest non-freeway numbered route, with one sign allowed in each direction, in advance of the closest or most convenient turnoff to each park. Confirmatory signs on Ministry side roads will be permitted, as required.
 - Advance placement distances, which depend on highway types and posted speeds, are contained in the manual, *A Directional Signing Program for Tourist Services, Facilities & Attractions* - Table 4(Appendix "T").
 - If the distances to Regional parks, accessed by side roads, are more than 1 km, the distances, to the nearest km. Should be shown after the tails of directional arrows.

Sign Specifications Designs and sizes of signs should be similar to those for Provincial park directional signs. Permits will require that sign messages and designs be approved by the Ministry. Regional district logos may be incorporated into sign messages, in place of the *BC Spirit Logo* shown on Provincial park signs.

Post-Secondary Facilities (Colleges and Universities) (Rev. 12/01)

POLICY

The Ministry will install directional signs for the main campus of publicly funded universities, colleges or technical institutes.

BACKGROUND

Public, post secondary schools tend to generate high volumes of traffic, both for academic and non-academic activities, therefore to assist the motorist in navigating to these facilities, the Ministry may install supplemental directional signs on provincial highways where adequate space exists.

PROCEDURES

This policy is subject to the following general conditions:

General Conditions

- Only schools that are defined as “public” by the Ministry of Advanced Education qualify for signs.
- Only one main campus per institute will be eligible for signs. Virtual campuses, annex’s and/or satellite campuses will not be signed.
- The institute must be within a 2 km driving distance of the provincial highway and must be accessed directly by the road that leads off the provincial highway.
- One sign only per direction of travel.
- If more than one institute qualifies for a sign at the same location, they will both be displayed on the same sign.
- Confirmatory sign on roads under jurisdiction other than MoT should be in place before signs are installed on the provincial roads.

***Post-Secondary Facilities (Colleges and Universities)
Cont'd***

Freeway Conditions

Occasionally a facility may be accessed by an urban freeway. Freeways through metropolitan areas where the school is located must have a minimum of 3 full movement interchanges to qualify under this policy

Signing for facilities from freeways will be considered if the “general conditions” are satisfied AND the following conditions are also met:

Enrollment levels

- Universities & Colleges¹ ➤ Minimum of 10,000 full time on-campus² students enrolled in a recognized degree program. (OR >2,000 and >5% of the metropolitan area³)
- Provincial Institutes¹ ➤ Minimum 4,000 full time on-campus students (OR >1,000 and >2.5% of the metropolitan areas population)

Ref: Robert Cheng, A/Sr. Traffic Engineer, Policy memo, 2001

¹ As defined by the Ministry of Advanced Education

² At least 90% of the program's classes held on site

³ “Metropolitan area” means total population of all adjoining municipalities

Public Telephone Signs

POLICY

The Ministry may issue permits for Public Telephone Signs on highway rights-of-way where the speed limit is 60 km/h or more.

BACKGROUND

The policy allows for public telephone locations to be signed in areas where motorists would not normally expect to find them. Signs will not be permitted in municipalities or communities where the speed limit is under 60 km/h. The changing density of development and the resulting lowering of speed limits may, from time to time, necessitate the cancellation of permits.

The sign should be the national standard symbol for telephones on a blue background.

Radio Station Signs

POLICY

The Ministry will sign for local radio stations, on numbered routes that are willing to broadcast emergency messages and local road and weather conditions.

BACKGROUND

The British Columbia Association of Broadcasters and the Ministry agreed that signs will be erected at the boundaries of coverage areas, on numbered routes, for their member stations willing to broadcast emergency bulletins as requested. CBC's low-powered repeater stations were included, although they can only provide local coverage.

PROCEDURES

Eligibility

1. Independent/commercial radio stations must be prepared to provide local road/weather information and emergency bulletins, when requested by the Regional Director or the District Highways Manager.
2. Stations must be licensed by the Canadian Radio-television and Telecommunications Commission (CRTC).
3. Stations must have a minimum broadcast power of 1,000 watts or, if repeater stations, effective radiated power of at least 50 watts.

Sign Installation

4. Signs will be provided, installed and maintained by the Ministry.

Sign Messages

5. Signs show radio stations' full (4-letter) CRTC designated call letters, plus dial frequencies to one decimal place for FM stations and frequencies to the nearest ten Mhz for AM stations.
6. Each sign will display up to a maximum of three radio stations.

Radio Station Signs (continued)

7. The relative positioning of stations on the signs, in each of the AM and FM categories, will be determined by the broadcast frequency with the lowest frequency station occupying the higher position on the sign. AM stations will appear on signs above FM stations.
- More than 3 Stations**
8. Where more than three stations are licensed in one community, a second sign will be erected. In such cases, the number of stations displayed on the first and second signs respectively will be 2/2, 3/2 and 3/3.
9. No more than two signs, carrying a maximum of six stations per approach, will be provided for any one community.
- More than 6 Stations**
10. Where an area has more than six licensed stations, signs will not be provided and existing signs will be removed.
11. Signs will not be provided for the Greater Vancouver Regional District or the Capital Regional District (Victoria).
- Station Coverage & Sign placement**
12. Each radio station's coverage area will be determined by the boundary of the 5 millivolt per metre contour for AM stations, or the 3 millivolt per metre contour for FM stations, as certified by a Telecommunications Engineer, up to a maximum of 40 kilometres in advance of the "home" community.
13. For areas that have radio stations with overlapping coverage, signs will be provided at the boundary of the shortest coverage area.
14. For communities that warrant signs and are less than 80 km apart, the signs will be installed midway between the two communities.

Radio Station Signs (continued)

- Dispute Resolution*** 15. Local Radio” signs will not be combined with other Ministry signs, including Traffic Advisory signs.
16. Canadian Broadcasting Corporation low-power rebroadcast stations will be treated equally to all other radio stations, with the exclusion of conditions 3, 5 and 10.
- Sign Specifications*** For sign specifications and other guidelines, see below.
- Application Procedure*** Radio stations wishing to apply for signing should contact their District Highways Manager and request an application form. Questions of policy or Procedures can be addressed to the Senior Traffic Engineer, Traffic Section, Engineering Branch.

Radio Stations – Low Power Visitor Radio (new 10/01)

POLICY

The Ministry will permit signs for low power visitor local radio stations.

BACKGROUND

The Ministry will issue permits for Visitor Radio station signs on highways rights of way for motorists entering in the broadcast area.

PROCEDURES

Eligibility

Stations must be licensed by CRTC as “low powered” for purpose of providing a pre-recorded continuously broadcasted messages related to visitor, traveler or weather information supplied by MoT sanctioned agencies.

Sign Installation

Signs may be installed on the right of way near the point at which the broadcast signal will be received by motorists.

The Ministry may not issue permits for sign where there is insufficient space along the right of way for additional signs

Signs will be allowed for low powered radio stations in this category where regular commercial radio stations are not permitted sign under the Local Radio policy by virtue of the urban setting.

Sign Messages

Signs will be in the format shown in Appendix 2

Where local radio station signs exists, travel information radio tabs may be added to the existing sign

Any message broadcasting information that is a responsibility of or pertaining to a particular agency must be approved by that agency.

Racetracks / Raceways / Speedways (Rev. 12/01)

POLICY

The Ministry will install supplementary guide sign for racetrack, raceways and speedways that have regularly scheduled horse or car races and special events, provide adequate parking facilities and have a grandstand(s) for spectator's viewing.

BACKGROUND

These facilities tend to attract traffic from outside the regional area that may be classified as “unfamiliar with the area” or occasional users. The tracks tend to be locate in areas that makes the site difficult to find, therefore the Ministry considers these facilities as being warranted for directional signing.

Note that go-cart track do not fall under this category. They may be considered a tourist attraction by TBC and qualify for S&A Signs.

PROCEDURES

Upon written request, the Ministry will arrange to install 120 x 90 cm white/green sign indicating

“XXXX Raceway”
<arrow>

for raceway or tracks located up to 7km from the closest numbered highway.

Confirmatory signs on municipal roads, if required, must be installed prior to or concurrently with the sign on the highway.

These signs will not be installed at the expense of primary highway guide signs.

Signs will not be installed on freeways.

Real Estate Signs

POLICY

Signs advertising real estate for sale may be erected, without permit, on sale property, provided that those signs are not on highway rights-of-way.

BACKGROUND

N/A

PROCEDURES

A maximum of two single-sided, or one double-sided sign(s) are allowed per property. These signs may either be freestanding and within 90 m of the structure, or attached to the building on that property.

The real estate FOR SALE signs are limited to 6 m² and the name of the agent or vendor (including telephone number and address) must not occupy more than 50% of a sign face. Signs may only be erected on the parcel or parcels of property for sale.

Reforestation Signs

POLICY

Signs identifying reforestation projects on Crown Land adjacent to highways may be erected, provided such signs are not on highway rights-of-way.

BACKGROUND

The policy supports the Ministry responsible for Forests and the Council of Forest Industries of BC in their program to inform the traveling public of their commitment to forest management.

PROCEDURES

- Erection and maintenance of signs should be accomplished without disruption to traffic or interference with ditches or fences.
- Signs should be structurally sound, placed so that they do not interfere with the visual impact of traffic signs.
- Signs should display uncomplicated messages that can be easily read at highway speeds, and should refer to planting and/or silviculture programs that are obvious to the public.
- A forest company erecting signs should seek advice from the local District Highways Manager regarding the choice of sites.
- Signs may be allowed at the edge of highway rights-of-way or in pullouts.

Cross Reference

See also "*Forestry Signs*"

Scenic Route and Circle Tour Signs

POLICY

The Ministry will permit the signing of scenic routes or circle tours on highway rights-of-way.

BACKGROUND

The policy addresses requests from communities and/or sponsoring groups that wish to promote scenic routes and circle tours by erecting trailblazer signs. Trailblazer signs provide confirmation for motorists that they are following their intended routes.

PROCEDURES

Communities or groups wishing to promote scenic routes and circle tours should apply to the District Highways Manager for permits to erect trailblazers on Ministry side roads. Trailblazers will not generally be permitted on numbered routes.

If scenic routes and circle tours partly follow non-Ministry roads, sponsoring groups must obtain permission to place trailblazers, as required, on those roads before the Ministry signs are provided at main highway turnoffs.

Responsibility for Route or Tour Promotion

It is also the responsibility of sponsoring communities or groups to undertake promotion of their scenic routes and circle tours through advertising and the distribution of maps and/or brochures. Maps identifying the routes are essential to these types of programs, as turnoff signs and trailblazers are only considered to be ancillary devices.

Ministry Signs

The Ministry will provide standardized signs, as detailed below, at points where motorists are required to leave a numbered highway to follow a designated scenic route or circle tour. Sign specifications are detailed below.

Trailblazers & Others

Communities or sponsoring groups must supply, install and maintain all trailblazer signs, that confirm the course of the route or tour, on both Ministry and non-Ministry side roads.

Scenic Route and Circle Tour Signs (continued)

Ministry Signs/Rural Areas

Signs are primarily blue and white. They are 90 cm wide by up to 180 cm deep. The generic titles “SCENIC/ROUTE” or “CIRCLE/TOUR” are displayed above name panels, with directional arrows at the bottom. The name panels may carry either the names of the routes (in two lines of 10 cm text) or an approved logo. If stylized text or logos are used, the name panels must be supplied, by the sponsoring communities or groups, for application to the Ministry signs.

Ministry Signs/Urban Areas

Signs are 60 cm wide by up to 120 cm deep. Otherwise, the sign designs and responsibilities for provision of stylized text or logos will be the same as for rural areas.

Trailblazers by others

Trailblazer signs may be up to 60 cm x 60 cm and must display the same message shown on the Ministry signs. Where required, trailblazer signs may be supplemented with directional arrow tabs.

Ministry Sign Location Limitations

The Ministry’s turnoff signs will be located in advance of any other Guide and/or Service and Attraction signs. If sufficient advance placement distance is not available to meet Ministry standards, the turnoff signs will not be provided.

Service Club Signs

POLICY

The Ministry will permit groups of service clubs to erect standardized joint signs in pullouts on highway rights-of-way at the entrances to their host communities.

(Note "Traffic Plan 18-8" is OBSOLETE & cancelled)

BACKGROUND

The signs inform the travelling public which service clubs are active in the communities they are entering. Permits will not be issued for individual service club signs. For the purposes of this policy, Canadian Legions are considered to be service clubs.

PROCEDURES

Application

- Applications for permits must be made to the District Highways Manager (DHM). Applications should include a sketch of the proposed sign locations.
- One club must represent all the interested service clubs in an area. If approved, permits will be issued in the names of the applicant clubs. Additional panels can be added to existing service club signs without permit revisions, but must be approved by the DHM.
- If host communities are involved in Community Entrance Signing Programs, service club signs must be a part of those programs and separate applications will not be approved.

Erection & Maintenance

All the service clubs identified on the signs are responsible for coordinating production, erection and maintenance of the signs.

Sign Specifications

Signs should be limited to 120cm wide by 15cm high for each club.

The number of panels per sign is generally unrestricted, however the District Highways Manager may order two separate assemblies if the number of panels becomes unreasonable.

All signs must be installed in accordance to the Standard Specification for Highway Construction.

Ski Areas – Alpine

POLICY

The Ministry will provide directional signs for qualified alpine (downhill) ski areas.

Ski areas that offer year-round activities may be signed as recreation areas, at the request of facility operators.

BACKGROUND

Signs are provided on the closest numbered highway turnoffs to qualified alpine ski/recreation areas. On the signs, these areas are named after the host mountains, rather than the names of the companies or ski clubs operating them. Qualifying alpine ski areas are generally of at least regional significance and should be featured in material issued to support winter tourism and be indicated on road maps.

PROCEDURES

Applications for ski area directional signs should be made to the District Highways Manager.

To qualify for signs, downhill ski areas must:

- provide lift facilities more sophisticated than rope tows;
- provide day lodges and food facilities;
- have adequate on-site parking, and
- have adequately maintained road, accessible by two wheel drive vehicles (may require snow tires/chains).

Where downhill ski areas are also open to the public for other activities, year around, operators may ask to be signed as Recreation Areas.

If the access road is outside the Ministry's jurisdiction, the road should be maintained to allow public travel. If the condition of a road is such that travel on it is not recommended, the Ministry's signs will be covered or removed until the road is improved.

If access routes over private roads are not self evident, confirmatory directional signs must be provided by the ski hill operator in advance of all decision points.

Ski Areas – Alpine (continued)

**SKI AREA
DIRECTIONAL
SIGNS**

Directional signs will be provided from closest numbered route turnoffs and for confirmation, as required, at decision points on Ministry side roads.

Standard Guide sign designs are used, but with white messages on blue backgrounds, similar to Service and Attraction signs.

Messages consist of the names of the host mountains above the words **SKI AREA** or **RECREATION AREA** with directional arrows at the bottom. If road distances between main highway turnoffs and parking areas are 3 km or more, then those distances are shown behind the directional arrow tails.

Where signed downhill ski areas also offer snowmobile and/or cross-country ski areas, these facilities are not identified on ski area directional signs, except on access roads, if and where routes to parking areas for the various facilities diverge.

All directional signs required on Ministry roads will be installed and maintained by the Ministry. Signs on non-Ministry roads are the responsibility of others.

Ski area signs on Ministry roads remain in place year-round, i.e. the signs are not covered or removed during the off-season.

Stop of Interest Signs in Pullouts

POLICY

The Ministry allows informational signs for designated stops of interest to be placed in appropriate highway pullouts, at locations approved by the District Highways Manager.

BACKGROUND

Under the ownership of various other agencies, STOP OF INTEREST signs (usually raise letter cast aluminum or bronze set in concrete pedestals) have been allowed, informally, in highway pullouts since at least the 1950's. The original signs tended to result from one-time funded programs, such as centennial celebrations, that didn't provide for maintenance funding and, subsequently, many fell into disrepair or simply vanished.

Responsibility for STOP OF INTEREST signs was eventually assigned to the Heritage Branch, Ministry of Small Business, Tourism and Culture. A formal Memorandum of Agreement, regarding the continuation of STOP OF INTEREST signs in highway pullouts, was signed by the Highway Engineering and Heritage Branches.

PROCEDURES

The Heritage Branch, Ministry of Small Business, Tourism and Culture, is responsible for the provision of new and replacement STOP OF INTEREST signs.

The Heritage Branch must also arrange for the installation and maintenance of all STOP OF INTEREST signs in highway pullouts.

Where the sites of STOP OF INTEREST signs are mutually agreed, the Ministry will provide and maintain the pullouts.

The Ministry will provide and maintain the advance signs for pullouts with STOP OF INTEREST signs, as per the *Manual of Standard Traffic Signs & Pavement Markings*; Sign No. I-7.

Tourist Region Promotional Signs

POLICY

The Ministry permits signs, in highway pullouts, that promote the attractions, points of interest and circle tours, etc., available in the tourist regions.

BACKGROUND

Thirty-two of these 480 cm x 240 cm signs were provided by Tourism British Columbia, prior to the opening of *Expo 86*. The signs were placed in pullouts at locations as close as practicable to locations, where tourist region boundaries crossed main Provincial highways. The Ministry assisted by improving some pullouts, constructing two new ones, and also contributed to the cost of the sign supports.

Following *Expo 86*, the signs were turned over to the tourist regions, on the understanding that the regions would apply to appropriate District Highways Managers for sign permits.

PROCEDURES

If any tourism regions have not applied for permits for any of these signs now under their control, they should be urged to do so.

Tourism regions, wishing to alter the messages on these signs, must receive approval for such changes from Tourism British Columbia.

Cross Reference:

See also the policy on *Area Promotional Signs*

Welcome to...<community> Signs (Rev. 12/01)

POLICY

The Ministry will permit the erection of “Welcome to” signs on highway rights-of-way, if possible, on the approaches to communities, or IR’s.

BACKGROUND

The policy allows a community or IR to identify itself and welcome visitors with a custom-made sign which may, or may not, reflect some aspect of the community’s character. Signs usually have a simple message, although they may contain elements designed to promote the community. An alternative to the “Welcome to...” sign is also available as part of the *Community Entrance Signing Program* (see policy this manual).

PROCEDURES

Signs displaying dynamic messages such as scrolling L.E.D. displays of events etc. will not be permitted and such displays may be in contravention of Sec. 15 of the Highway Act.

Size & Location Guidelines

Depending on the offset distance, the following limits in sign size will apply:

- A maximum of 3 m² if the sign is located at least 6 m from the edge of the nearest through traffic lane. This is the most common size and position.
- A maximum area of 14 m² if the sign is located at least 15 m from the edge of the nearest through traffic lane, but not between the highway and a frontage road.
- A maximum area of 24 m² if the sign is located at least 38 m from the edge of the nearest through traffic lane.

“WELCOME TO” signs are not permitted on freeways as the Ministry erects standard “Entering XYZ” signs as part of the standard guide sign plan.

Welcome to <community> Signs (continued)

Application

Communities may apply to the District Highways Manager for a permit to erect a sign on each community approach. If a community has chosen to enter the Community Entrance Signing Program, the “WELCOME TO” sign must form part of that program, and a separate application for a “WELCOME TO” sign will not be approved.

Standard “Entering” Signs

Where a community has chosen to erect its own sign under this policy, the Ministry will not erect a standard “Entering (city, town, village, municipality, unincorporated area)” sign.

Additionally IR’s may install under permit a complimentary directional sign (max 1 per direction) to the Band Council Office from the numbered route, except for freeways.

Wine Route Signs

POLICY

The Ministry will provide signing for designated wine routes on Provincial highways.

BACKGROUND

The British Columbia wine industry plays an important role in attracting tourists to the Province, particularly to the Okanagan-Similkameen valleys. To augment maps and brochures, signing for wine routes will assist tourists in locating and experiencing the wine regions of British Columbia. This Ministry, in conjunction with the Ministry of Small Business, Tourism and Culture, the Ministry of Agriculture and the British Columbia Wine Institute, has agreed to provide signs for designated wine routes.

PROCEDURES

Designation of wine routes is made by the Ministry, in conjunction with the Ministry of Small Business, Tourism and Culture, the Ministry of Agriculture and the British Columbia Wine Institute. Two Wine Routes have been designated to date. The highway components of routes are:

Route 3 from Keremeos to Osoyoos
Route 97 from Osoyoos to Winfield

Eligibility for Inclusion on Wine Route

Only those wineries that meet the qualification requirements for winery tours will be signed.

Trail Blazers

Designated wine routes will be marked in both directions by *trailblazer* assemblies that will guide tourists along the route and provide confirmatory guidance at decision points. The Ministry will provide signs indicating where routes leave highways.

Wine Route Logo

All wine route signing will use a grape cluster logo. The recognition of this logo will be promoted, by its inclusion in route maps and promotional brochures.

In Highways Jurisdiction

➤ The Ministry will prepare a plan indicating the proposed locations of Wine Route signs in Highway's jurisdiction. Sign locations will be determined through consultation with Ministry staff and British Columbia Wine Institute staff.

Wine Route Signs (continued)

- The proposed locations of route signs in Highway's jurisdiction will be subject to final approval by the Ministry's Senior Traffic Engineer.
- The Ministry will be responsible for the manufacture, installation and maintenance of all signs in Highway's jurisdiction.

In Other Jurisdictions

- The British Columbia Wine Institute will provide Ministry staff with a plan indicating the proposed locations of Wine Route signs required outside Highway's jurisdiction. Sign locations will be determined through consultation with Ministry staff municipal staff, winery operators and the Wine Institute.
- The British Columbia Wine Institute will obtain the necessary permission to erect all required signs located outside Highway's jurisdiction.
- The proposed locations of route signs outside Highway's jurisdiction will be subject to final approval by the appropriate road authority.
- The British Columbia Wine Institute will be responsible for the manufacture, installation and maintenance of all signs outside Highway's jurisdiction.
- Signs erected outside Highway's jurisdiction must be of the same design, colour, size and materials as those placed on the Highway.
- All signs located outside Highway's jurisdiction must be in place before the Ministry will erect signs on the Highway.

The British Columbia Wine Institute will be responsible for all promotional materials and brochures and must ensure adequate distribution.

Wine Route Signs (continued)

Promotion of Wine Route

Promotional materials and brochures **must** contain the following:

Promotional Materials

- A map showing the Wine Route location, Route numbers, winery names and locations, city and town names and locations, including approximate distances.
- A true graphic representation of the Wine Route marker, preferably in colour, and instructions for travelers to look for, and follow, these route markers.
- A list of winery names, addresses, telephone numbers, months, days and hours of operations, for all wineries on the Wine Route.

It is recommended that the brochures contain suggested itineraries for one-day and multiple-day wine tours, to provide the traveler with a reasonable estimate of times required for travel and touring. Such an itinerary must indicated not more than six winery tours on any day.

APPENDIX 1: Facilities or Enterprises Ineligible for Signs

1. COMMERCIAL ESTABLISHMENTS OR ENTERPRISES

Signs are not permitted or installed for any private venture enterprise including, but not limited to, retail stores, gift shops, car rental depots, convenience stores, cinemas, pubs, shopping centres, sports fields, theatres, veterinary clinics, dental offices, non-approved accommodation or attractions etc., unless the establishment meets the criteria established under:

- Service and Attraction Sign Policy;
- Manual of Standard Traffic Signs, Chapter 4, “*Major Traffic Generators*”.

2. BOUNDARY SIGNS

The Minister’s direction to reduce “non-essential” signs (circa 1990) resulted in the cancellation of signs for the following boundary areas:

- Electoral Districts;
- Highways Districts;
- Fire Protection Districts;
- Irrigation Districts;
- Game or Wildlife Management Units.

Therefore, the Ministry does not sign or issue permits to sign these boundaries.

3. CEMETERIES:

Cemeteries are typically visited by local residents, or mourners as part of a funeral procession, in which case the route is planned; therefore, signs for cemeteries are not considered to be of value to the typical motorist. In some rural areas, cemetery names are allowed on G-3 directions signs at road junctions, where motorists may become lost on confusing road networks. A cemetery of historical interest may be signed as a Heritage Attraction under the S&A program, if approved by the Heritage Branch.

4. MEMORIAL MARKERS:

The installation of memorial markers offers no proven benefit for the motorist and could, in fact, be a distraction. Incorrectly installed markers may prove to be a liability or a maintenance problem for the Ministry; therefore, their installation is not permitted.

5. MUNICIPAL PARKS:

Municipal parks are generally for the benefit of the local residences, therefore, to reduce sign clutter and non-essential signs to the motoring public, the Ministry does not allow or install signs for municipal parks.

.../

Appendix 1: Facilities or Enterprises Ineligible for Signs (continued...)

6. POLITICAL/PHILOSOPHICAL MESSAGES

Signs containing political, moral, philosophical or racist messages (e.g. “*Nuclear Weapons-free Zone*”, Pro/Anti abortion messages, etc.) are prohibited on provincial highways.

Groups or organizations that wish to erect such signs should confine them to private property within municipal areas.

Exception: Election Posters (see **Policy**).

7. SNOWMOBILE CROSSING (TAC WC-10 SIGN)

(CONTACT THE SENIOR TRAFFIC ENGINEER for POLICY UPDATES)

Snowmobile areas are identified with the 1-151 sign described in the Information Sign Chapter of the *Manual of Standard Traffic Signs and Pavement Markings*.

The national standard WC-10 snowmobile crossing sign is not used in British Columbia. Under the *Motor Vehicle Act Regulations, Division 24*, snowmobiles are prohibited on the highway right-of-way. Any use of the right-of-way by snowmobile operators requires a permit from the RCMP and must meet the requirements of the *Motor Vehicle Act*, including the appropriate licensing and insurance.

Snowmobile trails crossing the highway are strongly discouraged and the Ministry will not erect warning signs for a crossing.

8. EMAIL SERVICE

The identification of email service is not considered to be essential to the driving task, and would further add to sign clutter, particularly in urban areas. The Ministry, therefore, does not allow or install signs identifying email depots.

Appendix 2: Sign Specifications

—Farmers’ Market



SU-028

Type:	Informational
Size:	60 cm x 60cm
Substrate:	Aluminum Sign Blank
Colours:	Burgundy Vinyl / Eng Gold
Mount:	By MoT Maintenance Contractor
Font:	Hwy Gothic C65mm



SU-028a

Low Speed Urban Areas

Type:	Guide
Size:	122.0cm x 91.50cm
Substrate:	MD Plywood
Colours:	Burgundy Vinyl / Eng Gold
Mount:	By MoT Maintenance Contractor
Font:	Hwy Gothic C65mm & 100mm
Logo:	I-177 20cm X 20cm ONLY

2 Lane Conventional Highways <= 70 km/hr

Type:	Guide
Size:	183.0cm x 122.0cm
Substrate:	MD Plywood
Colours:	Burgundy Vinyl / Eng Gold
Mount:	By MoT Maintenance Contractor
Font:	Hwy Gothic C100mm & 135m
Logo:	I-177 30cm X 30cm ONLY

4 Lane Highways >= 80 km/hr

SU-028ax



60 X 20



100 X 20



180 X 20

CLOSED tab spec typ..

Type:	Closed Tabs
Size:	As Indicated for Below
Substrate:	Aluminum Sign Blank
Colours:	Wht Eng / Blu Eng
Mount:	By Maintenance Contractor
Font:	Helv Med Acct

Catalogue Number: SA-152u
USE on SU-028

Signing on Freeways is not PERMITTED

–Forest Recreation Area

Standard MoF logos & colours.

Limited to Two Lines of Text

400 m and 2 km advanced directional signs, consistent with provincial park signing

Maximum 3 symbols and 1 arrow.
Arrow and symbols may be modified to suit specific location

TYPE:	Class C
TEXT:	Helv Med 60mm Helv Med 130mm
SIZE:	91.50cm 183.0cm
COLOUR:	W Eng / Green Eng
LOGO:	Standard Full Color Forestry Crest
REFLECT:	Eng / Eng
SUBSTRATE:	MD Plywood

SU-063 C1

2 Lane Conventional Highways=<80 km/hr

–Local Radio Station Signs:

Existing Local Radio Stations

SU-044a and SU-044ax will replace existing signs by attrition

Local Radio Weather Stations

Upon request, weather radio stations will be signed by use of symbol as shown on SU-044c and or SU-044cx



SAMPLE



SU-044 122.0 X 30.50
SU-044x 183.0 X 81.00



SU-044 122.0 X 30.50
SU-044x 183.0 X 81.00




SU-044 122.0 X 30.50
SU-044x 183.0 X 81.00



SU-044 122.0 X 30.50
SU-044x 183.0 X 81.00

–Regional District Parks

25.4	REGIONAL PARK	Header: Helv med Acct 12.70 cm or Regional logo, max 91.50cm X 25.4cm
50.8	Thetis Lake	Park Name: Helv med Acct 3 Lines max max font 13.97cm min font 10.97 cm
106.68	400 m 	Font: Helv Med Acct 13.97cm Symbols: Maximum 3 symbols 30cm X 30cm Arrows: Standard as Shown 30cm X 30cm

SU-041
91.50 X 183.0

TYPE:	Class C
TEXT:	Helv Med
SIZE:	91.50cm 183.0cm
COLOUR:	W Eng / BI Eng
LOGO:	Optional logo
REFLECT:	Eng / Eng
SUBSTRATE:	MD Plywood

2 Lane Conventional Highways=<80 km/hr

—Racetracks / Raceways / Speedways



SU-036g

Sizes: Standard 75 x 60 cm
Oversize "X" 90 x 75 cm

"Raceway" or "Racetrack" may be substituted for "Speedway"

Racetrack = SU-036a

Raceway = SU-036e

Substrate:	Aluminum Sign Blank
Colours:	Eng White / Eng Eng Green
Mount:	By MoT Maintenance Contractor

Standard Sizing ——— 2 Lane Conventional Highways =<80 km/hr

Oversize "x" ——— 4 Lane Expressways =<80 km/hr

Signing on Freeways is not PERMITTED

—Visitor Information Radio Signs



Conventional Highway

Size: 120 x 120 cm

Text: Hwy Gothic Em 190/130



Freeways

Size: 150 x 180 cm

Text: Hwy Gothic Em 250/190

Note: Panel may have up to
3 categories listed