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**Item No. 15.1.3**  
**Halifax Regional Council**  
**July 11, 2023**  
**August 22, 2023**

**TO:** Mayor Savage and Members of Halifax Regional Council

Original Signed

**SUBMITTED BY:**

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Cathie O'Toole, Chief Administrative Officer

**DATE:** May 17, 2023

**SUBJECT:** **Amendments to Temporary Sign By-law S-801 and Administrative Order 15, Respecting Licensing of Temporary Signs**

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### **ORIGIN**

On October 26, 2021, the following motion of Regional Council was put and passed regarding item 15.1.3:

THAT Halifax Regional Council direct the Chief Administrative Officer to draft amendments to By-law S-801, Respecting Licensing of Temporary Signs and Administrative Order 15, License, Permits and Processing Fees, as set out in the "Updated Amendments – September 1, 2021, Report" column of Attachment A of the staff report dated September 1, 2021, excluding items "c" and "d".

### **LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter*. R.S.N.S. 2008, c.39, clauses 188(1)(c) & (f): Council may make bylaws, for municipal purposes respecting;

(c) persons, activities and things in, on or near a public place or place that is open to the public;  
(f) businesses, business activities and persons engaged in business;

and clauses 188(2)(a) & (e): Without restricting the generality of subsection (1) but subject to Part VIII, the Council may, in any by-law

(a) regulate or prohibit;  
(e) provide for a system of licenses, permits or approvals...

By-law S-801, *Respecting Licensing of Temporary Signs*

Administrative Order #15, *Respecting License, Permit and Processing Fees*

**RECOMMENDATION**

It is recommended that Halifax Regional Council:

1. adopt By-law S-804 amending By-law S-801 – *Respecting Licensing of Temporary Signs*, as set out in Attachment A of this report; and
2. adopt amendments to Administrative Order 15, *License, Permits and Processing Fees*, as set out in Attachment C of this report.

**BACKGROUND**

As directed by Council on October 26, 2021, all requested draft amendments to Bylaw S-801 and AO 15 are presented for consideration.

An additional item that is being proposed is relative to Election Signs. To provide consistency with all signage in the right of way, Staff recognize that the new setback criteria included herein for temporary signs will allow installers to erect signage that is compliant with the by-law even when no property plans are available. This is made possible by allowing the installers to measure from physical features in the right of way to ensure the correct and legal placement of the signs.

Staff recommends using these same setback rules for the placement of Election Signs over 1.5 square meters in size. This will provide campaign staff and volunteers with a clear understanding of where larger signs are, and are not, permitted. This will also assist HRM staff in being far more efficient when responding to complaints about large sign placements in the right of way.

**DISCUSSION**

As per Council's recommendations, the changes to By-law S-801 and Administrative Order 15 are included in Attachments A and D for Council's consideration.

**SUMMARY**

**Bylaw S-801**

<b>The amendments are as follows:</b>	
<b>Business Licenses</b>	An annual business license for sign companies with a fee per each sign.  The option to purchase additional licenses if required.  Subject to the following requirements/provisions: a) That licensed sign companies be permitted to place signs with the expectation of compliance without requiring permission letters from property owners, and without individual application submissions for review; b) This allows for a one-time annual fee, paid for the total number of signs to be placed throughout the year. The annual license fee per sign is \$75.00. c) That should a sign company exceed six violations per year the license could be revoked, and the sign company would be required to submit individual sign applications for review and approval; d) The AO will be amended to align with the bylaw, adding the business license fee.

	<p>e) There shall be no refunds of the business license if license is revoked throughout the period of the license.</p>
<b>Temporary Signs in Right of Way</b>	<ul style="list-style-type: none"> <li>• Temporary Signs permitted within the public street.</li> <li>• Must have a setback of 4.0m from the face of the curb or 6.5m from the edge of the asphalt (where there is no curb), and 1.5m from the back of the sidewalk or the edge of the ditch; whichever is greater.</li> <li>• On corner lots, these measurements must be respected from both roadways.</li> <li>• An individual application would only be required for signs being placed with less clearance than noted above. These would be reviewed by staff. Proof of indemnity insurance will be required.</li> </ul>
<b>Variable Messaging Mobile Sign (VMMS)</b>	<ul style="list-style-type: none"> <li>• Variable Messaging Mobile Signs (VMMS) should be added as a subsection to Mobile Signs with the provisions: <ul style="list-style-type: none"> <li>I. Limit one per property</li> <li>II. Can be illuminated when business is open or closed.</li> <li>III. Sign will be allowed to be left on 24 hours a day.</li> </ul> </li> </ul>
<b>Free Standing Signs</b>	<ul style="list-style-type: none"> <li>• Will not require a license but will be restricted to a maximum of 5 per property.</li> <li>• If more than 5 signs, an individual application, and additional review by HRM staff will be required.</li> <li>• For a special, short-term event, unlimited signs may be erected for up to 14 days.</li> <li>• If spikes are used to secure sign in soil, and embedded at least 300mm (1ft) deep, installer must request locates from underground infrastructure owners before installation.</li> </ul>
<b>Municipal Property – including Parks and Recreational Facilities</b>	<ul style="list-style-type: none"> <li>• Temporary Signs on or in municipal property (parkland) will be permitted one at a time, for a period not exceeding 10 days from June – September, and 14 days for the other months.</li> <li>• Signs for businesses that lease space, as well as businesses that lease temporary space for special events on Municipal Property (Arenas, Recreation Facilities, etc.) will be permitted for 21 days and will require written permission from the facility manager.</li> <li>• Each sign license will require an individual application.</li> </ul>
<b>Waiving Fees</b>	<ul style="list-style-type: none"> <li>• The amendment of the By-law will waive the fees for licenses for schools and churches.</li> <li>• The current by-law indicates the fees shall be waived for community events.</li> </ul>
<b>Short Term Events</b>	<ul style="list-style-type: none"> <li>• Short-term event signs will be allowed up to 10 calendar days.</li> </ul>
<b>New Types of Temporary Signs</b>	<ul style="list-style-type: none"> <li>• The temporary sign industry is constantly changing and introducing the use of new signs.</li> <li>• The amending bylaw includes a provision to permit applications for new types of temporary signs not currently in the By-law, to be reviewed by staff on a case-by-case basis and the issuance of licenses.</li> <li>• These signs can be permitted for a period of 90 days.</li> <li>• A fee will be added to the AO to reflect this review.</li> </ul>
<b>Light Standard Signs/Poles</b>	<ul style="list-style-type: none"> <li>• Staff recommend to amend the By-law to include poles and increase the surface area of the signs to not exceed 3.90 square meters (42 square feet).</li> <li>• They do not require a license.</li> <li>• Signs are not permitted on traffic light standards.</li> </ul>

<b>Mobile Signs – Bedford</b>	<ul style="list-style-type: none"> <li>• Staff recommend amending this provision to only apply to commercial and industrial zones fronting the Bedford Highway and within the boundaries of the Bedford Municipal Planning Strategy.</li> <li>• The amended By-law will include a map outlining the boundary of the Bedford Municipal Planning Strategy.</li> </ul>
<b>Multiple Resident Signs</b>	<ul style="list-style-type: none"> <li>• Staff have amended the bylaw to include a provision that a Sign License for a Multiple Resident Sign may be issued for a period of 60 days.</li> <li>• The sign shall be removed after expiry or cancellation for a period of at least 30 days.</li> </ul>
<b>Banner Signs</b>	<ul style="list-style-type: none"> <li>• Amendments to the bylaw have been made to include that such sign shall not be placed for a period exceeding 90 consecutive calendar days.</li> <li>• No more than one license will be issued within a 30-day period. Such sign shall not exceed a maximum of ten percent coverage of the building way.</li> </ul>
<b>Election Signs</b>	<ul style="list-style-type: none"> <li>• Staff recommend using the same setback rules for the placement of Election Signs in the Right of Way if over 1.5 square meters in size.</li> <li>• Must have a setback of 4.0m from the face of the curb or 6.5m from the edge of the asphalt (where there is no curb), and 1.5m from the back of the sidewalk or the edge of the ditch; whichever is greater.</li> <li>• On corner lots, these measurements must be respected from both roadways.</li> <li>• Applications are not required.</li> </ul>
<b>Refunds</b>	Refunds will be at the discretion of the Licensing Administrator.

**Administrative Order 15**

<b>Description</b>	<b>Current Fee</b>	<b>Description Proposed</b>	<b>New Fees</b>
<b>Annual Business License</b>	-	Annual Business License	\$75.00 per sign
<b>Free Standing Signs</b>		Free Standing – after 5 Special, short-term – unlimited up to 14 days at no charge	\$37.00 per sign
<b>New Temporary Signs</b>	-	New Sign Type (not already in bylaw) – not to exceed 90 days	\$37.00 per sign
<b>Multiple Resident Signs 5(3), 12(5)</b>	37.00 per license per 30-day occasion	60 days; the sign shall be removed after expiry or cancellation for a period of at least 30 days	N/A
<b>Mobile Signs 5(3), 12(3)</b>	\$37.00 per license per 30-day occasion		N/A
<b>Box signs 5(3), 12(4)</b>	\$140.00 per license per year		N/A
<b>Banners 5(3), 12(2)</b>	\$70.00 per license per occasion	90 days; the sign shall be removed after expiry or cancellation for a	N/A

		period of at least 30 days	
<b>Sandwich Boards 5(3), 15(1)</b>	\$94.00 per license per year		N/A
<b>Inflatable Signs 5(3), 12(1)</b>	\$37.00 per license per 30-day occasion		N/A
<b>Multi Special Event Signs 5(3), 12(8)</b>	\$37.00 per license per occasion		N/A

In addition, on May 23, 2023, Regional Council approved housekeeping amendments to Administrative Order 15 as part of the Building Permit Fee report. It has been noted an error was made with one charge, the Basic Development Permit Fee. Through the approval process the fee was changed to \$600 instead of \$60. Amendments to AO-15 within this report, will correct this error.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report. The proposed new fee structure is expected to generate revenue similar to the current levels.

The amendments to S-801 and Administrative Order 15, as well as process improvements can be accommodated within the current operating budget for Planning & Development.

No changes to bylaw enforcement efforts are expected to be required.

**RISK CONSIDERATION**

There are no significant risks associated with the recommendations in this Report. The risk is considered Low.

**COMMUNITY ENGAGEMENT**

Staff met with stakeholders and their feedback is reflected in the February 9, 2021, regional report. Staff consulted with internal stakeholders which included Parks & Recreation, Public Works, and Planning & Development.

**ENVIRONMENTAL IMPLICATIONS**

None.

### **ALTERNATIVES**

Regional Council may choose to:

1. not adopt By-law S-804, amending By-law S-801 - *Respecting Licensing of Temporary Signs* and amendments to Administrative Order 15, *Respecting License, Permit and Processing Fees*, as set out in Attachments A and C to this report. This will result in status quo and is not recommended.
2. adopt By-law S-804, amending By-law S-801, or amendments to Administrative Order 15, with amendments. These amendments may require a supplementary staff report.

### **ATTACHMENTS**

Attachment A - By-law S-804 - Amending By-law S-801

Attachment B – Amending By-law S-801

Attachment C – Amendments to Administrative Order 15

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

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**HALIFAX REGIONAL MUNICIPALITY  
BY-LAW S-804  
RESPECTING THE AMENDMENT OF BY-LAW S-801  
THE TEMPORARY SIGNS BY-LAW**

**BE IT ENACTED** by the Council of Halifax Regional Municipality that By-law S-801 is amended as follows:

1. Section 2 is amended by:
  - (a) adding the following definition after the definition of (c) “Box Sign” and before the definition of (d) “Business Site” as follows:
    - (ca) “Business License” means an annual temporary sign license for a set number of signs issued under this By-law;
  - (b) adding the following definition after the definition of (j) “Engineer” and before (k) “Height” as follows:
    - (ja) “Free Standing Sign” means a standalone flag or banner with a weighted base;
  - (c) adding the following definition after the definition of (l) “HRM” and before (m) “Inflatable Sign” as follows:
    - (la) “Individual License” means a temporary sign license issued under this By-law for the legal placement of one sign;
  - (d) amending clause 2(p) to add the words “or pole” following the word “standard” and before the “located”;
  - (e) amending clause 2(q) to add the words “or pole” following the word “standard” and before the word “located”;
  - (f) amending clause 2(kk) by:
    - i. deleting the words “a temporary sign license issued under this By-law for the legal placement of a sign” after the word “means”;
    - ii. adding a colon:” after the word “means”;
    - iii. adding the following words after the word and punctuation “means:”
      - (i) an Individual License issued under this By-law; or
      - (ii) a Business License issued under this By-law;
  - (g) amending clause 2(mm) by:

Attachment A

- i. adding the words and punctuation “Free Standing Signs,” after the word and punctuation “Box Signs,” and before the word “Inflatable”; and
    - ii. adding the words and punctuation “Variable Messaging Mobile Signs,” after the word and punctuation “Election Signs,” and before the words “and Third”;
  - (h) amending clause 2(nn) by deleting the word “and” after the semi-colon at the end of the clause;
  - (i) amending clause 2(oo) by:
    - i. deleting the period at the end of the clause; and
    - ii. adding the punctuation and word “;and” at the end of the clause following the word “pole”.
  - (j) adding the following definition after the definition of (oo) “Utility Pole” as follows:
    - (pp) “Variable Messaging Mobile Sign” or “VMMS” means an electronic sign, excluding temporary traffic control signs, that may be illuminated where the texts and images can be changed without physically altering the primary surface of the sign.
2. Subsection 5(1) is amended by adding the words “for either an Individual License or a Business License” following the words “License Administrator” and before the end of the subsection.
3. Subsection 5(2) is amended by:
  - (a) deleting the word “Sign” after the word “each” and before the word “License”; and
  - (b) adding the word “Individual” after the word “each” and before the word “License”.
4. Subsection 5(3) is amended by:
  - (a) deleting the words “a Sign” after the word “for” and before the word “License”; and
  - (b) adding the words “ an Individual” after the word “for” and before the word “License”.
5. Subclause 5(3)(a)(i) is amended by:
  - (a) deleting the words “him or her” after the words “signed by”; and
  - (b) inserting the word “them” after the words “signed by”.
6. Clause 5(3)(b) is amended by:
  - (a) deleting the words “a written” at the beginning of the clause before the word “consent”; and
  - (b) adding the words “where each sign is to be located” after the word “premises” and before the punctuation and words “,if other”.



## Attachment A

7. Subclause 5(3)(d)(i) is amended by:
  - (a) deleting the word “the” after the word “of” and before the word “proposed”; and
  - (b) adding the word “each” after the word “of” and before the word “proposed”.
8. Clause 5(3)(e) is amended by:
  - (a) deleting the word “the” after the word “of” and before the word “proposed”; and
  - (b) adding the word “each” after the word “of” and before the word “proposed”.
9. Clause 5(3)(g) is amended by:
  - (a) deleting the word “the” after the word “of” and before the word “sign”; and
  - (b) adding the word “each” after the word “of” and before the word “sign”.
10. Clause 5(3)(h) is amended by:
  - (a) adding the punctuation and words “, schools, and churches” at the end of the clause after the words “community events”; and
  - (b) deleting the colon at the end of the clause and replacing it with a semi-colon.
11. Sections 5A, 5B, 5C, and 5D are inserted following section 5 and before section 6 as follows:

### **Business Licenses**

- 5A An application for a Business License shall include:
- (a) the name of the applicant, and:
    - (i) if the applicant is a natural person, it must be signed by them; or
    - (ii) if the applicant is a corporation, organization, society or other body, it must be signed by a director or officer who has the authority to bind the corporation, organization, society or other body;
  - (b) a Certificate of Insurance evidencing proof of insurance and pursuant to Section 15(6) of this By-Law;
  - (c) payment of fees according to the provisions of Administrative Order No. 15; and
  - (d) any other information required by the License Administrator to evaluate the application under the terms of this By-law.

Attachment A

- 5B (1) An applicant whose application for a Business License has been approved shall receive stickers for the inventory of approved Temporary Signs.
- (2) The applicant shall affix a sticker to each erected Temporary Sign.
- 5C Individual Licenses are required for each Temporary Sign erected that is not included in the inventory approved on the Business License.
- 5D (1) The License Administrator shall revoke the Business License of any applicant that violates any provision of this By-law in excess of six times per year.
- (2) There shall be no refunds for a Business License revoked during the year.
12. Subsection 6(2) is amended by adding the punctuation and letter “(s)” following the word “sign”.
13. Subsection 6(3) is amended by adding the punctuation and letter “(s)” following the word “sign”.
14. Clause 7(1)(b) is amended by adding the punctuation and letter “(s)” following the word “sign”.
15. Subsection 10(1) is amended by adding the words “unless permitted by the License Administrator pursuant to section 12B of this By-law” following the word “By-law” and before the period at the end of the subsection.
16. Clause 10(1)(p) is amended by deleting the letter “n” in the word “an” before the word “Sign”.
17. Subsection 10(3) is amended by:
- (a) adding the words and punctuation “Except for Variable Messaging Mobile Signs,” at the beginning of the sentence before the word “Illumination”;
  - (b) deleting the upper case “I” at the beginning of “Illumination” and replacing it with a lower case “i”.
18. Subsection 10(7) is amended by adding the words “fronting the Bedford Highway” after the words “ industrial zone” and before the word “within”.
19. Clause 12(2)(a) is amended by:
- (a) deleting the number “30” after the word “exceeding” and before the word “consecutive”; and
  - (b) adding the number “90” after the word “exceeding” and before the word “consecutive”.
20. Clause 12(2)(b) is amended by:

Attachment A

- (a) deleting the number “60” after the words “within a” and before the word “calendar”; and
  - (b) adding the number “30” after the words “within a” and before the word “calendar”.
21. Clause 12(3)(c) is amended by:
- (a) adding the words and punctuation “complies with the setback requirements as set out in Table 1 of Schedule A;” following the word “it” at the beginning of the clause; and
  - (b) deleting the following words:
    - is:
    - (i) on a street where there is an existing curb, be set back a minimum of 4.6 metres (15 feet) from the inside of the curb;
    - (ii) on a street where there is no curb, be located no closer than 7.0 metres (23 feet) from the edge of the pavement or travelled way; and
    - (iii) in no case shall the sign be located within the street right-of-way;
22. Clause 12(3)(d) is amended by:
- (a) deleting the word “herein” after the word “stipulated” and before the comma and word “the”; and
  - (b) adding the words “in Table 1 of Schedule A” after the word “stipulated” and before the comma and the word “,the”.
23. Clause 12(4)(c) is amended by:
- (a) adding the words and punctuation “complies with the setback requirements as set out in Table 1 of Schedule A;” following the word “it” at the beginning of the clause; and
  - (b) deleting the following words:
    - is:
    - (iv) on a street where there is an existing curb, be set back a minimum of 4.6 metres (15 feet) from the inside of the curb;
    - (v) on a street where there is no curb, be located no closer than 7.0 metres (23 feet) from the edge of the pavement or travelled way; and
    - (vi) in no case shall the sign be located within the street right-of-way;
24. Clause 12(4)(d) is amended by:
- (a) deleting the word “herein” after the words “stipulated” and before the comma and word “the”; and

## Attachment A

- (b) adding the words “in Table 1 of Schedule A” after the word “stipulated” and before the comma and the word “,the”.
25. Subsection 12(5) is amended by deleting the words “twice per year” after the word “days” and before the word “provided”.
  26. Clause 12(5)(h) is amended by deleting the word “and” at the end of the clause following the semi-colon.
  27. Clause 12(5)(i) is amended by:
    - (a) deleting the period “.” at the end of the clause; and
    - (b) adding a semi-colon and the word “;and” at the end of the clause.
  28. Clause 12(5)(j) is added following clause 12(5)(i) as follows:
    - (j) it is removed after expiry or cancellation for a period of at least thirty (30) days.
  29. Subsection 12(9) is added following subsection 12(8) as follows:

### Variable Messaging Mobile Signs

- (9) A Sign License for a VMMS may be issued provided there is only one VMMS per Premises. The VMMS may be illuminated 24 hours a day regardless of if the business is open or closed.
30. Section 12B is added following the newly added subsection 12 (9) as follows:
    - 12B An Individual License may be issued by the License Administrator for a type of sign not listed in section 12 for a period of 90 days.
  31. Subclause 13(2)(b)(ii) is amended by deleting the word “property” and adding the word “Premises” following the word “per” and before the word “at”.
  32. Subclause 13(2)(b)(iv) is amended by deleting the word “premises” and adding the word “Person” following the word “per” and before the word “to”.
  33. Subclause 13(2)(b)(v) is amended by:
    - (a) deleting the word, parenthesis, and numbers “seven (7)” following the word “exceeding” and before the word “calendar”; and
    - (b) adding the word, parenthesis, and numbers “ten (10)” following the word “exceeding” and before the word “calendar”.
  34. Subsection 13(3) is amended by:
    - (a) deleting the number “0.56” and adding the number “3.90” after the word “ exceed” and before the words “square metres”;

Attachment A

- (b) deleting the number “6” and adding the number “42” after the opening parenthesis “(“ and before the words “square feet”.

35. Subsections 13(4) and 13(4A) are added following subsection 12(3) as follows:

Free Standing Signs

(4) A Sign License is not required for Free Standing Signs provided:

- (a) there are five or less Free Standing Signs erected on the Premises; or
- (b) the Free Standing Signs are for a Short Term Event and are placed for a period not exceeding fourteen (14) calendar days.
- (c) For greater clarity an Individual License shall be required for:
  - (i) more than five Free Standing Signs erected on a Premises for an unlimited period, excluding Short Term Events; or
  - (ii) Free Standing Signs for Short Term Events erected for more than fourteen (14) Calendar Days

(4A) (1) Subject to subsection (2), no person shall erect a Free Standing Sign using a spike embedded into the soil more than 300mm (1ft).

(2)A person may erect a Free Standing Sign using a spike embedded into the soil more than 300mm (1ft) after obtaining confirmation that the sign placement will not interfere with underground infrastructure.

36. Clause 14(2)(a) is amended by:

- (a) deleting the words “a Sign” after the word “requires” and before the word “License”; and
- (b) adding the words “an Individual” after the word “requires” and before the word “License”.

37. Clause 14(2)(b) is amended by:

- (a) deleting the words and numbers “sixty (60) days” after the word “than” and before the end of the clause; and
- (b) adding the words and numbers “ten (10) days for the months of June to September, and fourteen (14) days for the months of October to May” after the word “than” and before the end of the clause.

38. Subsection 14(3) is added following subsection 14(2) as follows:

- (3) Notwithstanding subsection 14(1), businesses that lease, license, or rent space in a Municipal Facility may apply for an Individual License to place a sign at the Municipal Facility for a maximum of 21 days. The application will require written permission from the Manager of the Municipal Facility.

Attachment A

39. Section 15 is repealed.

40. Sections 15A, 15B, and 15C are added following the repealed section 15 and before section 16 as follows:

15A Temporary Signs within the street right of way shall have a Sign License.

15B (1) A Temporary Sign, excluding Sandwich Boards, in the street right of way that complies with the following may be included in the inventory of signs of a Business License:

- (a) The Temporary Sign does not obstruct pedestrians or constitute a hazard;
- (b) The Temporary Sign does not have moving parts, display lights, or require electrical power;
- (c) The Temporary Sign is located such that a minimum of 2.1 metres (7 feet) of sidewalk remain clear of all obstructions for pedestrian use; and
- (d) The Temporary Sign complies with the setback requirements as set out in Table 1 of Schedule A;

(2) A Temporary Sign, excluding Sandwich Boards, in the street right of way that does not comply with the provisions of Section 15B(1) shall require an Individual License.

(3) An applicant for a Temporary Sign in a street right of way shall secure and maintain Commercial General Liability insurance:

- (a) evidencing minimum limits of two million dollars (\$2,000,000) per occurrence,
- (b) such insurance shall indemnify the Halifax Regional Municipality, it's Mayor, Councillors, Employees and Agents from any and all loss, injury, claims, suits and costs (including Solicitor) made as a result of the placement or maintenance of the sign,
- (c) that shall be name Halifax Regional Municipality as an Additional Insured, and
- (d) proof of the required insurance must be provided with the application for a Sign License; and

(4) The owner shall provide HRM with annual renewal Certificates of Insurance and

Attachment A

any notice of cancellation or material change.

15C An Individual License for a Sandwich Board in the street right of way may be issued provided that:

- (1) such signs shall not exceed one per premises;
- (2) such sign shall conform to the following requirements:
  - (a) does not obstruct pedestrians or constitute a hazard,
  - (b) does not exceed 0.6 metres (2.0 feet) in width and 0.9 metres (3.0 feet) in height,
  - (c) does not have moving parts, display lights, or require electrical power,
  - (d) is displayed only during business hours,
  - (e) is located such that a minimum of 2.1 metres (7 feet) of sidewalk remain clear of all obstructions for pedestrian use,
  - (f) is placed a minimum of 0.45 metres (1 ½ feet) from the face of curb, and
  - (g) is located directly in front of the premises being advertised;
- (3) when used as signage for a Community Event, such sign shall be placed for a period not to exceed thirty (30) calendar days;
- (4) a sandwich board sign that exceeds the size requirements of Section 15C(2)(b) of this By-law may be permitted:
  - (a) where all other requirements of the By-law are satisfied,
  - (b) no part of a sandwich board sign shall project further than 75mm (3 inches) from the exterior wall or face of the building, and
  - (c) it is secured or restrained to the building to prevent movement of the sign;
- (6) an applicant for a license to place a sandwich board sign in a street right of way shall secure and maintain Commercial General Liability insurance:
  - (a) evidencing minimum limits of two million dollars (\$2,000,000) per occurrence,
  - (b) such insurance shall indemnify the Halifax Regional Municipality, it's Mayor, Councillors, Employees and Agents from any and all loss, injury,

Attachment A

claims, suits and costs (including Solicitor) made as a result of the placement or maintenance of the sign,

- (c) that shall be name Halifax Regional Municipality as an Additional Insured, and
  - (d) proof of the required insurance must be provided with the application for a Sign License; and
- (7) the owner shall provide HRM with annual renewal Certificates of Insurance and any notice of cancellation or material change.

41. Subsection 27(1) is amended by:

- (a) adding the punctuation and letter “: (a)” after the word “be” and before the word “no” to create clause 27(1)(a);
- (b) adding the word “or” following the semicolon; and
- (c) inserting the following clause 27(1)(b) following the new clause 27(1)(a):

(b) comply with the setback requirements as set out in Table 1 of Schedule A;

42. Schedule A is added following the signature lines at the end of the By-law as follows:

**Schedule A**

**Table 1**

<b>Street Infrastructure</b>	<b>Minimum Setback Required</b>
Curb with a sidewalk or ditch	Greater of 4 metres from Curb or 1.5 metres from back of sidewalk or ditch
Curb without sidewalk or ditch	4 metres from curb
No curb with sidewalk or ditch	Greater of 6.5 metres from edge of asphalt or 1.5 metres from back of sidewalk or ditch
No curb without sidewalk or ditch	6.5 metres from edge of asphalt

Done and passed in Council this    day of    , 2023.

\_\_\_\_\_  
MAYOR



Attachment A

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MUNICIPAL CLERK

I, Iain MacLain, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on March 31, 2015.

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Iain MacLean  
Municipal Clerk

Notice of Motion:

First Reading:

Notice of Public Hearing Publication:

Second Reading:

Effective Date:



**BY-LAW NUMBER S-801**

**A BY-LAW RESPECTING LICENSING OF TEMPORARY SIGNS**

**Halifax Regional Municipality  
By-law S-801  
Respecting Licensing of Temporary Signs**

**BE IT ENACTED** by the Council of Halifax Regional Municipality pursuant to Halifax Regional Charter as follows:

**PART I: INTERPRETATION**

**Number and Short Title**

**1** This By-law shall be known as By-law S-801, and may be cited as the “By-law for Temporary Signs”.

**Definitions**

**2** In this By-law,

- (a) “Appeals Committee” means the Committee as established by By-law A-100, the Appeals Committee By-law;
- (b) “Banner” means a non-rigid temporary sign made of cloth, canvas, plastic or other light weight non-rigid material that is used or functions as a sign;
- (c) “Box Sign” means a sign that has a wooden box-shaped base with an enclosed weighted system, a double-sided sign and a decorative header above the sign face;
- (ca) “Business License” means an annual temporary sign license for a set number of signs issued under this By-law;
- (d) “Business Site” means a group of businesses which share common site services such as parking and access;
- (e) “Candidate” means a candidate under the *Municipal Elections Act*, R.S.N.S., 1989, c.300, as amended; *Elections Act*, S.N.S, 2011 c. 5, as amended; *Canada Elections Act*, 2000 S.C., c. 9, as amended;
- (f) “Community Event” means any of the following:
  - (i) not for profit events,
  - (ii) public information meetings,
  - (iii) festivals,
  - (iv) performances,
  - (v) sport activities,
  - (vi) religious events, or
  - (vii) cultural events;

- (g) “Daylighting Triangle” means a triangular area on a corner lot which is formed by front lot line and a flankage lot line and a straight line which intersects 6.1 metres from the corner where they meet;
- (h) “Election” means:
- (i) a federal, provincial or municipal election;
  - (ii) a Halifax Regional School Board election;
  - (iii) a Conseil scolaire acadien provincial election;
  - (iv) a special election or by-election;
  - (v) a plebiscite; and
  - (vi) a referendum;
- (i) “Election sign” means:
- (i) a sign that promotes a candidate for an election; or
  - (ii) a sign that promotes an approval or disapproval in respect of the question being posed in a referendum or plebiscite;
- (j) “Engineer” means the Engineer of the Municipality and includes a person acting under the supervision and direction of the Engineer;
- (ja) “Free Standing Sign” means a standalone flag or banner with a weighted base;
- (k) “Height” means with reference to a sign, the vertical distance of a sign between the lowest point of grade adjacent or below the sign and the highest point of the sign;
- (l) “HRM” means Halifax Regional Municipality;
- (la) “Individual License” means a temporary sign license issued under this By-law for the legal placement of one sign;
- (m) “Inflatable Sign” means a non-rigid, gas or air-filled bag or balloon used to advertise or attract attention;
- (n) “Kiosk” means a structure placed on a street within the Municipality for the purpose of posting posters;
- (o) “License Administrator” means the person or persons designated by the Chief Administrative Officer and includes a person acting under the supervision and direction of the License Administrator;
- (p) “Light Standard Banner” means a banner mounted on a light standard or pole located entirely on private property;
- (q) “Light Standard Sign” means a rigid temporary sign mounted on a light standard or pole located entirely on private property;

- (r) “Mobile Sign” means a temporary sign specifically designed or intended to be readily moved, not affixed to a building or foundation and which does not rely on a building or fixed foundation for its structural support;
- (s) “Multiple Resident Sign” means a temporary sign used to advertise leasehold vacancies in buildings with dwelling units;
- (sa) “Multi Special Event Signs” means mobile signs used to advertise a special event not exceeding fourteen (14) calendar days;
- (t) “Municipality” means the Halifax Regional Municipality and HRM;
- (u) “Municipal Property” means a property, other than a street right of way, owned by or under the control of the Municipality or any of its agencies, boards or commissions;
- (v) “Off-Site Sign” means a temporary sign erected and maintained by a person, firm, corporation or business which is intended for display at any location other than the location at which the goods or services advertised are made, manufactured, provided, sold or offered for sale;
- (w) “Owner” in respect of the sign means any person:
  - (i) who placed or installed the sign,
  - (ii) who is in lawful control of the sign,
  - (iii) who is described in the sign,
  - (iv) whose name or telephone number appears on the sign,
  - (v) who is the subject of or otherwise benefits from the message on a sign, or
  - (vi) who owns the property on which the sign is situated;

and for the purposes of this By-law there may be more than one owner of a sign;

- (x) “Peace Officer” means a police officer or a special constable appointed pursuant to the *Police Act*, S.N.S. 2004, c.31;
- (y) “Person” means a natural person, corporation, partnership, an association, firm, agent, trustee, and includes the heirs, executors or other legal representatives of a person, or owner;
- (z) “Personal Message” means a conveyance of expression of a personal opinion, that does not identify, describe, promote, advertise or direct readers to a particular land use, event, sale, or business;
- (aa) “Place” means:
  - (i) affixing, attaching, displaying, erecting or installing; or
  - (ii) causing, arranging or directing the affixing, attaching, displaying, erecting or installing of a sign;

- (bb) “Poster” means a sign of non-rigid material that uses any colour, form, graphic, illumination, symbol or writing to convey information of any kind to the public;
- (cc) “Poster Collar” means a structure installed on a utility pole or other structure for the purpose of posting posters;
- (dd) “Premises” means a specific property, and may include all buildings and necessary structures thereon, separate businesses, or an individual business, within a multi-tenant building or business site;
- (ee) “Rigid” means a sign face of solid material designed to maintain a flat shape and includes plywood, plastic corrugate, heavy weight cardboard or metal;
- (ff) “Sandwich Board Sign” means a temporary sign, freestanding, intended for use during business hours, constructed in a manner and of materials such that it can be placed or repositioned by an individual without mechanical aid;
- (gg) “Short Term Event” means an event not exceeding seven (7) calendar days;
- (hh) “Sidewalk” means that portion of a street between the curb line and adjacent property line or any part of a street especially set aside for pedestrian travel and separated from the roadway;
- (ii) “Sign” means any structure, medium or device designed to or intended to convey information through the use of words, images, symbols, pictures, logos or any combination thereof for the purpose of providing direction, information, identification, advertisement, business promotion or the promotion of a product, activity, service or idea;
- (jj) “Sign Face” means the area or portion of an advertising structure, including internal holes or vacant spaces, upon which the advertising message is displayed, including those portions used for decoration, outlines or borders. Where letters, logos or images are mounted or hung without backing, the area shall be determined based on the smallest geometric shape which contains the entire advertising message;
- (kk) “Sign License” means:
  - (i) ~~a temporary sign license issued under this By-law for the legal placement of a sign~~ **an Individual License issued under this By-law; or**
  - (ii) a Business License issued under this By-law;**
- (ll) “Street” means all HRM streets, roads, lanes, sidewalks, thoroughfares, bridges and squares, and all curbs, gutters, culverts, and retaining walls in connection therewith

and without restricting the generality of the foregoing includes the full right-of-way width;

- (mm) “Temporary Sign” means a sign that is not intended, by its construction, appendage, material or type to be permanent and includes Banners, Box Signs, Free Standing Signs, Inflatable Signs, Mobile Signs, Sandwich Board Signs, Community Event Signs, Posters, Election Signs, Variable Messaging Mobile Signs, and Third Party Signs as defined herein, and all other signs which are not permanent;
- (nn) “Third Party Sign” means a temporary sign that directs attention to a business, profession, activity, commodity, service or entertainment, conducted, sold, promoted or offered elsewhere than on the premises where such sign is located or within the building to which such sign is affixed, but excludes sign manufacturer’s identification plates on temporary signs and Community Event Signs; and
- (oo) “Utility Pole” means a pole installed on a street by the Municipality or a public utility and includes a decorative lamp post, streetlight pole and traffic control signal pole but does not include a privately owned pole; and
- (pp) “Variable Messaging Mobile Sign” or “VMMS” means an electronic sign, excluding temporary traffic control signs, that may be illuminated where the texts and images can be changed without physically altering the primary surface of the sign.

### **Applicability**

**3**

- (1) This By-law shall apply to all temporary signs in the Municipality. Subject to subsection (3), where the provisions of this By-law conflict with any other By-law, enactment, ordinance, and statutes of the Municipality, the more restrictive provisions shall prevail unless otherwise stated herein.
- (2) Except as otherwise permitted by the provisions of this By-law, or a Streets and Services Permit, temporary signs are permitted only on lands zoned or otherwise designated by a Land Use By-law for the proposed use which the sign is intended to advertise or promote.
- (3) Where the same words are defined in more than one By-law, the definitions in this By-law shall apply for the purposes of administering this By-law.
- (4) This By-law shall not apply to signs for municipal purposes.
- (5) This By-law shall not apply to a personal message.

### **Powers of License Administrator**

**4** The License Administrator is authorized and empowered to:

- (1) grant a sign license;

- (2) refuse to grant a sign license;
- (3) suspend a sign license;
- (4) revoke a sign license;
- (5) issue the owner a Notice to comply with this By-law; and
- (6) issue the owner an Order to comply with this By-law.

## PART II: LICENSING

### Application for Sign License

5

- (1) The applicant for a Sign License shall complete an application in a form prescribed by the License Administrator for either an Individual License or a Business License.
- (2) A separate application shall be made for each Individual Sign License.
- (3) An application for an Individual a Sign License shall include:
  - (a) the name of the applicant, and:
    - (i) if the applicant is a natural person, it must be signed by ~~him or her~~ them; or
    - (ii) if the applicant is a corporation, organization, society or other body, it must be signed by a director or officer who has the authority to bind the corporation, organization, society or other body;
  - (b) ~~a written~~ consent from the owner of the premises where each sign is to be located, if other than the applicant;
  - (c) a Certificate of Insurance evidencing proof of insurance and pursuant to Section 15(6) of this By-Law;
  - (d) a site plan that shows:
    - (i) the location and type of ~~the each~~ proposed sign in relation to curb and sidewalk, if applicable,
    - (ii) edge of travel way and property lines, buildings, landscaped areas, parking, driveways, adjacent streets, and



- (iii) any other Sign;
- (e) plan, drawn to a metric scale, showing the graphic design and construction materials of ~~the~~ each proposed sign;
- (f) written permission by the property owner or approved management company for a Third Party Sign;
- (g) duration of ~~the~~ each sign placement;
- h) payment of fees according to the provisions of Administrative Order No. 15, excepting fees shall be waived for community events, schools, and churches;
- (i) any other information required by the License Administrator to evaluate the application under the terms of this By-law.

### **Business Licenses**

5A An application for a Business License shall include:

- (a) the name of the applicant, and:
  - (i) if the applicant is a natural person, it must be signed by them; or
  - (ii) if the applicant is a corporation, organization, society or other body, it must be signed by a director or officer who has the authority to bind the corporation, organization, society or other body;
- (b) a Certificate of Insurance evidencing proof of insurance and pursuant to Section 15(6) of this By-Law;
- (c) payment of fees according to the provisions of Administrative Order No. 15; and
- (d) any other information required by the License Administrator to evaluate the application under the terms of this By-law.

5B (1) An applicant whose application for a Business License has been approved shall receive stickers for the inventory of approved Temporary Signs.

(2) The applicant shall affix a sticker to each erected Temporary Sign.

5C Individual Licenses are required for each Temporary Sign erected that is not included in the

inventory approved on the Business License.

5D (1) The License Administrator shall revoke the Business License of any applicant that violates any provision of this By-law in excess of six times per year.

(2) There shall be no refunds for a Business License revoked during the year.

#### **Refusal to Grant a Sign License**

6 The License Administrator shall refuse to grant a Sign License if:

(1) the application is incomplete or contains false or misleading information;

(2) the proposed sign(s) does not comply with the requirements of this By-law; or

(3) the proposed sign(s) would present a risk of harm to the health or safety of the public, or would constitute a nuisance.

#### **Requirements of a Granted Sign License**

7

(1) A Sign License granted by the License Administrator shall:

(a) specify the expiry date of the license;

(b) be clearly displayed in the bottom right hand corner on the sign(s) for which it was issued; and

(c) not be removed, except with the consent of the License Administrator.

(2) Terms and Conditions of the Sign License shall be provided by the License Administrator.

#### **Transferability of a Granted Sign License**

8 A Sign License granted pursuant to this By-law is not transferrable.

### **PART III: TEMPORARY SIGN REQUIREMENTS AND PROVISIONS**

#### **Requirements for a Sign License**

9

(1) Every sign requires a Sign License issued under this By-law, except as herein provided.

(2) Upon expiry, cancellation, suspension or revocation of a Sign License, the sign shall be removed by the owner.

(3) The owner of a sign shall keep it in a state of good repair at all times.

- (4) Where any sign:
  - (a) is in a state of disrepair;
  - (b) is in a dangerous condition,
  - (c) is in an unsightly condition, or
  - (d) may be a hazard,

the License Administrator may require the owner to remove or repair the sign.

## **General Provisions**

### **10**

- (1) No Sign License shall be issued for a sign not listed in this By-law unless permitted by the License Administrator pursuant to section 12B of this By-law.
- (2) Unless otherwise provided for in this By-law, no person shall place or permit a sign that:
  - (a) advertises or intends to advertise a company that is no longer in business or a product or service that is no longer available;
  - (b) advertises a premises other than that for which the license has been issued;
  - (c) is unsupported or unsecured to the ground or a permanent structure;
  - (d) obstructs or interferes with the view of any motorists or pedestrians;
  - (e) in the opinion of the Engineer may:
    - (i) be confused with any traffic signal light, control sign or device;
    - (ii) obstruct or interfere with the movement of motorists or pedestrians at any street intersection, any driveway street connection, any railway crossing or bridge;
    - (iii) interfere with traffic control or safety;
    - (iv) produce or cause glare to motorists, pedestrians or neighbouring premises; or
    - (v) moves or appears to move;

- (f) makes use of words, phrases or symbols used in traffic control signs and which, in the opinion of the Engineer, may interfere with traffic control or safety;
  - (g) interferes with any warning or instructional sign;
  - (h) in relation to a building interferes with any ventilation device, emergency exit, required exit, window, door opening, or any wall opening intended as a means of ingress or egress;
  - (i) obstructs any fire hydrant, firefighting hose connection or fire escape;
  - (j) interferes with any surface or underground facilities, conduits or lines for water, sewage, gas, electricity or communication equipment;
  - (k) is attached to or interferes with any utility wires, utility poles, light standards, traffic signal poles, trees or supports thereof;
  - (l) is located within a Daylighting Triangle;
  - (m) is located on a center median or island installed within a street;
  - (n) is located on the roof of any building, except for Inflatable Signs;
  - (o) incorporates a strobe light or flashing light;
  - (p) does not have an Sign License affixed to the sign as supplied by the License Administrator at time of issuance;
  - (q) is a Third Party Sign, other than a Community Event Sign;
  - (r) is created by the joining or placement of multiple signs to form a single message.
- (3) **Except for Variable Messaging Mobile Signs, Illumination** of signs:
- (a) may only be by constant, stationary, shielded light sources, which are solely directed at the sign or are internal to the sign; and
  - (b) shall only be illuminated during hours of operation of the premises to which it relates.
- (4) Mobile Signs are not permitted within the C-1 Zone in Cole Harbour/Westphal Municipal Planning Strategy boundary within the C-1 Zone except for community events as per Section 12(7).

- (5) Mobile Signs are not permitted within the Downtown Dartmouth Secondary Planning Strategy boundary within any zone except for community events as per Section 12(7).
- (6) Box Signs shall not be permitted in areas zoned C-1 within the Cole Harbour/Westphal Municipal Planning Strategy, the Bedford Municipal Planning Strategy, and the Downtown Dartmouth Secondary Planning Strategy.
- (7) Mobile Signs shall be permitted only once per business for a maximum period of sixty days for new business openings, within a commercial and industrial zone **fronting the Bedford Highway** within the boundaries of the Bedford Municipality Planning Strategy.

#### **PART IV: SIGNS ON PRIVATE PROPERTY**

- 11** Unless otherwise provided, a sign shall only be permitted on private property subject to the applicable land use regulations and requirements herein.

#### **Signs requiring a Sign License**

- 12** A Sign License is required for the following signs on private property:

##### Inflatable Sign

- (1) A license for an Inflatable sign may be issued for a period not exceeding one (1) year provided that:
  - (a) Repealed
  - (b) Repealed
  - (c) Repealed
  - (aa) there shall be no more than two (2) inflatable signs permitted on a parcel of land less than two (2) acres; and
  - (bb) there shall be no more than four (4) inflatable signs permitted on a parcel of land of two (2) or more acres.

##### Banner

- (2) A license for a Banner may be issued provided that:
  - (a) such sign shall not be placed for a period exceeding **390** consecutive calendar days;
  - (b) no more than one license will be issued within a **630** calendar day period;

- (c) such sign shall not exceed a maximum of ten percent coverage of the building wall;
- (d) such sign shall not be affixed to natural objects including trees, stone, retaining walls, and fences; and
- (e) there is no more than one per premises.

### Mobile Sign

(3) A license for a Mobile Sign may be issued for a period not exceeding one (1) year provided:

- (a) it has a maximum of two surfaces which shall be back to back, and the sign area of each surface shall not exceed 4.64 square metres (50 square feet) per surface;
- (b) it shall not exceed 3.0 metres (10 feet) in height;
- (c) it complies with the setback requirements as set out in Table 1 of Schedule A; is:
  - (i) ~~on a street where there is an existing curb, be set back a minimum of 4.6 metres (15 feet) from the inside of the curb;~~
  - (ii) ~~on a street where there is no curb, be located no closer than 7.0 metres (23 feet) from the edge of the pavement or travelled way; and~~
  - (iii) ~~in no case shall the sign be located within the street right of way;~~
- (d) where the street right-of-way boundary is located closer than the setbacks as stipulated in Table 1 of Schedule A herein, the License Administrator may reduce the setback;
- (e) it is separated a minimum of 30.5 metres (100 feet) from any other Mobile or Box Sign; and
- (f) it shall incorporate a full frame system or equivalent which utilizes pre-formed concrete weights or other acceptable materials for stability but shall not include a fixed foundation nor use sandbags or other loose weights on frame legs.

### Box Signs

(4) A license for a Box Sign may be issued for a period not exceeding (1) one year provided:

- (a) it has a maximum of two surfaces which shall be back to back, and the sign area of each surface shall not exceed 4.64 square metres (50 square feet) per surface;
- (b) it shall not exceed 3.6 metres (12 feet) in height including a header which may include the permanent name or logo of the business advertised;
- (c) it complies with the setback requirements as set out in Table 1 of Schedule A; ~~is:~~
  - ~~(i) on a street where there is an existing curb, be set back a minimum of 4.6 metres (15 feet) from the inside of the curb;~~
  - ~~(ii) on a street where there is no curb, be located no closer than 7.0 metres (23 feet) from the edge of the pavement or travelled way; and~~
  - ~~(ii) in no case shall the sign be located within the street right-of-way;~~
- (d) where the street right-of-way boundary is located closer than the setbacks as stipulated in Table 1 of Schedule A herein, the License Administrator may reduce the setback;
- (e) it is separated a minimum of 30.5 metres (100 feet) from any Mobile or other Box Sign; and
- (f) it incorporates an enclosed weighted system as its support with the sign surface forming part of the enclosed weighted system but shall not be a Mobile Sign with the support legs situated within the enclosed weighted system.

#### Multiple Resident Signs

- (5) A Sign License for a Multiple Resident Sign may be issued for a period of sixty (60) days ~~twice per year~~ provided that:
  - (a) it is on private property;
  - (b) it does not exceed 3.0 metres (10 feet) in height;
  - (c) it is sited as required under this By-law;
  - (d) only one sign per property per street frontage is employed;
  - (e) it advertises the rental of units only on the property for which the license has been issued;
  - (f) it is not located within the daylighting triangle for corner lots;

- (g) it is not used in conjunction with a Short Term Event Sign;
- (h) there is a minimum separation distance of 20 feet from any other sign on the property; **and**
- (i) it is for an apartment building containing more than 50 units; **and**
- (j) **it is removed after expiry or cancellation for a period of at least thirty (30) days.**

#### Off-Site Signs

- (6) An off-site sign:
  - (a) may be licensed for a commercial enterprise subject to the approval of the required application and submission of the prescribed fee;
  - (b) shall be a box sign or mobile sign and placed in accordance with subsection 12(3) or (4);
  - (c) shall be permitted on a vacant lot only, such lot being owned by the person placing the sign; and
  - (d) is located on a lot which directly abuts or is directly across a street from the lot containing the business.

#### Signs for Community Events

- (7) A Sign License for a sign advertising a Community Event, other than a license for box signs under subsection 12(4), may be issued provided the sign is not placed for a period exceeding sixty (60) calendar days.

#### Multi Special Event Signs

- (8) A Sign License for Multi Special Event Signs on private property may be issued provided that:
  - (a) parcels of land over four (4) acres - permit up to a maximum of ten (10) signs per license;
  - (b) parcels of land from two (2) to four (4) acres - permit up to a maximum of five (5) signs per license;
  - (c) signs shall meet the following criteria:
    - (i) meet siting criteria of this By-law;
    - (ii) shall not exceed fourteen (14) days per license;
    - (iii) not exceed 3.0 metres (10 feet) in height from established grade;



- (iv) only advertise the business for which the license has been issued;
- (v) not be located within the daylighting triangle for corner lots;
- (vi) not be permitted in conjunction with a Short Term Event Sign;
- (vii) be permitted only 2 times per year per property; and
- (viii) minimum separation distance of ten (10) feet between signs.

#### Variable Messaging Mobile Signs

- (9) A Sign License for a VMMS may be issued provided there is only one VMMS per Premises. The VMMS may be illuminated 24 hours a day regardless of if the business is open or closed.

**12B** An Individual License may be issued by the License Administrator for a type of sign not listed in section 12 for a period of 90 days.

#### **Signs that do not require a Sign License**

**13** A Sign License is not required for the following sign types placed on private property subject to the conditions set out for each sign type.

#### Sandwich Board

- (1) A Sign License for a Sandwich Board is not required provided that:
  - (a) such sign does not have more than two faces in total, with a maximum dimension of 0.8 metres (2.6 feet) in width and 1.2 metres (4.0 feet) in height per face;
  - (b) such sign shall not exceed more than one per premises; and
  - (c) such sign shall only be displayed during business hours.

#### Signs for Short Term Events

- (2) A Sign License for a sign advertising a Short Term Event is not required provided:
  - (a) HRM is notified 24 hours in advance of:
    - (i) the proposed location of the sign,
    - (ii) the type of sign, and

- (iii) sufficient information to identify the sign, such as the event advertised or a business name; and
- (b) the sign:
  - (i) is separated from all other signs by a minimum of 6 metres (20 feet),
  - (ii) is limited to two per **property Premises** at any time,
  - (iii) has an area not to exceed 4.64 square metres (50 square feet) per surface,
  - (iv) is limited to one per **premises Person** to a maximum of six times per year,
  - (v) is placed for a period not exceeding **seven (7) ten (10)** calendar days, and
  - (vi) is removed on the first business day following the event.

#### Light Standard Signs and Banners

- (3) A Sign License for Light Standard Signs or Light Standard Banners is not required provided that such signs and banners do not exceed **0.56 3.90** square metres (~~6~~ **42** square feet) per surface.

#### Free Standing Signs

- (4) A Sign License is not required for Free Standing Signs provided:
  - (a) there are five or less Free Standing Signs erected on the Premises; or
  - (b) the Free Standing Signs are for a Short Term Event and are placed for a period not exceeding fourteen (14) calendar days.
  - (c) For greater clarity an Individual License shall be required for:
    - (i) more than five Free Standing Signs erected on a Premises for an unlimited period, excluding Short Term Events; or
    - (ii) Free Standing Signs for Short Term Events erected for more than fourteen (14) Calendar Days
- (4A) (1) Subject to subsection (2), no person shall erect a Free Standing Sign using a spike embedded into the soil more than 300mm (1ft).
- (2) A person may erect a Free Standing Sign using a spike embedded into the soil more than 300mm (1ft) after obtaining confirmation that the sign placement will not interfere with underground infrastructure.

- 13A** For greater certainty, a Sign License is not available for sandwich boards, short term event signs, light standard signs or light standards banners placed on private property that do not conform with the conditions for each sign type as set out in section 13.

## **PART V: SIGNS ON MUNICIPAL PROPERTY**

### **Signs on Municipal Property**

#### **14**

- (1) No person shall place or permit to be placed, any sign on Municipal property unless it is a sign for a Community Event.
- (2) A sign for a Community Event placed on Municipal property:
  - (a) requires an **Sign Individual License**; and
  - (b) shall not be placed for more than ~~sixty (60) days~~ **ten (10) days for the months of June to September, and fourteen (14) days for the months of October to May.**
- (3) **Notwithstanding subsection 14(1), businesses that lease, license, or rent space in a Municipal Facility may apply for an Individual License to place a sign at the Municipal Facility for a maximum of 21 days. The application will require written permission from the Manager of the Municipal Facility.**

### **Signs in the Street Right of Way**

#### **15 Repealed**

#### **15A Temporary Signs within the street right of way shall have a Sign License.**

- 15B (1) A Temporary Sign, excluding Sandwich Boards, in the street right of way that complies with the following may be included in the inventory of signs of a Business License:**
- (a) **The Temporary Sign does not obstruct pedestrians or constitute a hazard;**
  - (b) **The Temporary Sign does not have moving parts, display lights, or require electrical power;**
  - (c) **The Temporary Sign is located such that a minimum of 2.1 metres (7 feet) of sidewalk remain clear of all obstructions for pedestrian use; and**
  - (d) **The Temporary Sign complies with the setback requirements as set out in Table 1 of Schedule A; .**

- (2) A Temporary Sign, excluding Sandwich Boards, in the street right of way that does not comply with the provisions of Section 15B(1) shall require an Individual License.
- (3) An applicant for a Temporary Sign in a street right of way shall secure and maintain Commercial General Liability insurance:
  - (a) evidencing minimum limits of two million dollars (\$2,000,000) per occurrence,
  - (b) such insurance shall indemnify the Halifax Regional Municipality, it's Mayor, Councillors, Employees and Agents from any and all loss, injury, claims, suits and costs (including Solicitor) made as a result of the placement or maintenance of the sign,
  - (c) that shall be name Halifax Regional Municipality as an Additional Insured, and
  - (d) proof of the required insurance must be provided with the application for a Sign License; and
- (4) The owner shall provide HRM with annual renewal Certificates of Insurance and any notice of cancellation or material change.

15C An Individual License for a Sandwich Board in the street right of way may be issued provided that:

- (1) such signs shall not exceed one per premises;
- (2) such sign shall conform to the following requirements:
  - (a) does not obstruct pedestrians or constitute a hazard,
  - (b) does not exceed 0.6 metres (2.0 feet) in width and 0.9 metres (3.0 feet) in height,
  - (c) does not have moving parts, display lights, or require electrical power,
  - (d) is displayed only during business hours,
  - (e) is located such that a minimum of 2.1 metres (7 feet) of sidewalk remain clear of all obstructions for pedestrian use,
  - (f) is placed a minimum of 0.45 metres (1 ½ feet) from the face of curb, and

- (g) is located directly in front of the premises being advertised;
- (3) when used as signage for a Community Event, such sign shall be placed for a period not to exceed thirty (30) calendar days;
- (4) a sandwich board sign that exceeds the size requirements of Section 15C(2)(b) of this By-law may be permitted:
  - (a) where all other requirements of the By-law are satisfied,
  - (b) no part of a sandwich board sign shall project further than 75mm (3 inches) from the exterior wall or face of the building, and
  - (c) it is secured or restrained to the building to prevent movement of the sign;
- (6) an applicant for a license to place a sandwich board sign in a street right of way shall secure and maintain Commercial General Liability insurance:
  - (a) evidencing minimum limits of two million dollars (\$2,000,000) per occurrence,
  - (b) such insurance shall indemnify the Halifax Regional Municipality, it's Mayor, Councillors, Employees and Agents from any and all loss, injury, claims, suits and costs (including Solicitor) made as a result of the placement or maintenance of the sign,
  - (c) that shall be name Halifax Regional Municipality as an Additional Insured, and
  - (d) proof of the required insurance must be provided with the application for a Sign License; and
- (7) the owner shall provide HRM with annual renewal Certificates of Insurance and any notice of cancellation or material change.

### **Posters**

- 16 A Poster that complies with this By-law may be erected or displayed without a license.
- 17 Except as authorized by By-law, no person shall erect, attach, place or display, or cause or permit to be erected, attached, placed or displayed, any poster on, over or to any structure or thing, located on property owned by the Municipality including but not limited to:
  - (1) Parking meters,
  - (2) Parking and traffic signs, including the vertical support posts,

- (3) Street litter disposal containers,
- (4) Newspaper boxes,
- (5) Traffic control devices and signal control boxes,
- (6) Trees,
- (7) Street furniture,
- (8) Bus shelters,
- (9) Bicycle racks,
- (10) Fire hydrants,
- (11) Post boxes,
- (12) Phone booths and call stations,
- (13) Switching cabinets,
- (14) Utility poles, and
- (15) Privately owned poles.

**18** Despite Section 17, a person may erect, attach, place or display, or cause or permit to be erected, attached, placed or displayed posters on a utility pole located on a street if:

- (1) the poster is no more than 28 centimetres by 43.5 centimetres (11 inches by 17 inches) in size;
- (2) the poster consists only of lightweight cardboard or paper;
- (3) the poster is securely attached flush to the surface of the utility pole using staples or removable tape and no other method of affixing the poster to the utility pole is used;
- (4) the poster is placed no higher than two metres (6.5 feet) above the ground;
- (5) the poster includes the date of posting or date of the event on the front of the poster;
- (6) the poster is displayed for not more than:
  - (i) thirty days prior to the first day of the advertised event, and

- (ii) five days after the end of the advertised event;
  - (7) not more than one poster conveying essentially identical information is posted on the same utility pole;
  - (8) the poster faces towards the property fronting on the street and away from the portion of the street ordinarily used by vehicles; and
  - (9) the poster includes valid contact information for at least one owner of the poster.
- 18A** No person shall place, or caused to be placed, a poster that covers all or part of another or an existing poster.
- 19** In addition to the restrictions set out in Section 18, no person shall erect, attach, place or display, or cause or permit to be erected, attached, placed or displayed, a poster:
- (1) on or within any traffic island or median;
  - (2) on a utility pole within 25 metres (82 feet) of a kiosk or poster collar;
  - (3) in such a manner as to:
    - (a) be a hazard or dangerous to vehicular or pedestrian traffic, as determined by the License Administrator or the Engineer,
    - (b) cause any damage to Municipal property, or
    - (c) become unsightly.
- 20** A poster shall be removed after the duration allowed in subsection 18(6) by the owner of the poster, or the authorized agent of such person.
- 21** The Municipality or the owner of the utility pole may, at any time and without notice, remove any poster from a utility pole in the course of periodic cleaning or maintenance operations.
- 22** The Municipality may, at any time and without notice, remove any poster that is displayed in contravention of this By-law.
- 23** A poster removed under sections 21 or 22 may be destroyed or otherwise disposed of by the Municipality or the owner of the utility pole without notice or compensation to any person who has an interest in the poster.

## **PART VI: ELECTION SIGNS**

- 24** A Sign License is not required for election signs.

- 25 Except as provided for herein, election signs are not permitted on Municipal property.
- 26 Part VIII of the By-law applies to election signs.

**Placement of election signs in the Street Right of Way**

- 27 Election Signs are permitted within the street right of way if the following conditions are met:
- (1) such signs shall be:
    - (a) no larger than 1.5 square metres (16 square feet) in area; or
    - (b) comply with the setback requirements as set out in Table 1 of Schedule A;
  - (2) such signs shall be less than 2 metres (6.5 feet) in height, as measured from the top of the sign;
  - (3) such signs shall not overhang the sidewalk or travelled portion of the street;
  - (4) with respect to a municipal election such sign shall not be erected:
    - (a) for a regular election, until September 1 in the year of the election, and
    - (b) for a special election held pursuant to section 13 of the *Municipal Elections Act*, until the Council names a day for the special election;
  - (5) with respect to a provincial or federal election such signs shall not be erected until the day the writ of election is issued;
  - (6) with respect to a referendum under the *Referendum Act*, S.C. 1002, c. 30, such signs shall not be erected until the day the writ of referendum is issued; and
  - (7) election signs shall not be placed within the street right of way abutting a Municipal property.

**PART VII: ADMINISTRATIVE PROVISIONS**

**Suspension or Revocation of a Granted Sign License**

- 28 The License Administrator may suspend or revoke a Sign license if:
- (1) the owner fails to comply with a term or condition of the Sign License;
  - (2) the owner is convicted by a court of an offence under this By-law;
  - (3) the sign,



- (a) would be a risk to the health or safety of the public, or
  - (b) would constitute a nuisance;
  - (4) the license holder fails to keep insurance pursuant to this By-law.
- 29** Notwithstanding sections 37 and 39, a suspension pursuant to section 28(4) shall continue until:
- (1) the license holder provides satisfactory proof that insurance has been reinstated or renewed;
  - (2) the Sign License expires; or
  - (3) the Sign License is revoked pursuant to subsection 28(4).

**Sign Removal**

- 30** The owner shall, on or before the expiration of the Sign License, and at his or her sole expense, remove the Sign.
- 31** Notwithstanding sections 33(3) and 39, if the License Administrator determines in his or her sole discretion, that the sign is an immediate safety issue, danger or hazard, HRM may, without notice and without compensating the owner remove the Sign and remedy the safety issue, danger or hazard.
- 32** The License Administrator may issue an Order to the owner that the owner shall, at his or her sole expense, remove the sign if an owner's Sign License is suspended or revoked.
- 33** The License Administrator may cause the sign to be removed if:
- (1) the owner does not remove the sign on or before the expiration of the Sign License term;
  - (2) the owner does not comply with an Order to remove the sign issued under section 28(1), within five (5) business days of being served with the Order; or
  - (3) the owner does not comply with an Order to remove the sign issued under section 28(3), within two (2) business days of being served with the Order.

**Cost of Work**

- 34** If the Council, a committee, the License Administrator or another employee of the HRM causes work to be done pursuant to sections 31, 33 or 40 the owner shall be fully responsible for the cost of the work, with interest at the rate determined by the Council, by policy, from the date of the completion of the work until the date of payment.

**35** In addition to any other remedies at law, if the Council, a committee, the License Administrator or another employee of the HRM causes work to be done pursuant to this By-law, the cost of the work, with interest at the rate determined by the Council, by policy, from the date of the completion of the work until the date of payment, is a first lien on the principle use property upon which, or for the benefit of which, the work was done.

### **Service**

**36**

- (1) Any Notice, Order, decision or other document required to be served under this By-law may be served personally, by mailing it to the person at the latest address shown on the assessment roll or the application for the Sign license, by electronic mail or by facsimile.
- (2) A Notice, Order, decision or other document is deemed to have been served on the third day after it was sent.

### **Appeals**

**37**

- (1) The refusal by the License Administrator to grant a Sign license may be appealed by the Applicant for the Sign license to the Appeals Committee within four (4) business days of being served with a notice of the refusal.
- (2) An owner may, within four (4) business days of being served with a Notice that a Sign license will be suspended or revoked under section 28, appeal the decision of the License Administrator to the Appeals Committee.
- (3) An owner may, within four (4) business days of being served with an Order that was issued by the License Administrator, appeal the Order of the License Administrator to the Appeals Committee.
- (4) For greater certainty, if the License Administrator determines, in his or her sole discretion, that the Temporary Sign is a safety issue, danger or hazard, HRM may, without notice to the owner, remove the Temporary Sign without compensation to the owner.

**38** An appeal pursuant to section 37 shall be commenced by filing a written notice with the Municipal Clerk which clearly states the grounds for the appeal.

**39** If the owner files an appeal, but the Appeals Committee is not scheduled to meet before the date on which the Sign license is to be suspended or revoked, the suspension or revocation shall be held in abeyance until the Appeals Committee has rendered its decision on the appeal.

**40** After hearing an appeal, the Appeals Committee may:

- (1) deny the appeal;
- (2) allow the appeal and reverse the decision of the License Administrator; or

- (3) make any decision the License Administrator could have made under this By-law.

**Compliance with Order**

- 41** The owner or any other person issued an order shall comply with any Order issued under this By-law.

**PART VIII: PENALTY**

**Penalty**

**42**

- (1) A person who:
- (a) violates or contravenes a provision of this By-law, a license issued in accordance with this By-law or an Order issued in accordance with this By-law;
  - (b) fails to do anything required by this By-law;
  - (c) fails to do anything required by an Order or license issued pursuant to this By-law;
  - (d) permits anything to be done in violation of this By-law, a license issued under this By-law or an Order issued in accordance with this By-law; or
  - (e) obstructs or hinders any person in the performance of their duties under this By-law or an Order issued this By-law;
- is guilty of an offence.
- (2) A person who commits a first offence is liable upon summary conviction to a penalty of not less than two hundred and fifty dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of not more than two months.

- 43** Every day during which an offence pursuant to section 42 continues is a separate offence.

**PART VIII: REPEAL AND EFFECTIVE DATE**

**Repeal of By-law**

- 44** The following By-law is hereby repealed:

**By-Law Number S-800**

**Effective date of By-law**

- 45** This By-law shall come into force 90 days from the date of publication.

Done and passed in Council this 13<sup>th</sup> day of January, 2015.

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MAYOR

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MUNICIPAL CLERK

I, Cathy Mellett, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on January 13, 2015.

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	Cathy Mellett	
	Municipal Clerk	
Notice of Motion:	October 7, 2014	
First Reading:	October 21, 2014	
Notice of Public Hearing Publication	November 22, 2014	
Second Reading:	December 9, 2014	
Approval of Service Nova Scotia and Municipal Relations:		N/A
Effective Date:	April 17, 2015	
<hr/>		
Amendment # 1 (S-803)		
Notice of Motion:	February 24, 2015	
First Reading:	March 10, 2015	
Notice of Public Hearing Publication	March 14, 2015	
Second Reading:	March 31, 2015	
Approval of Service Nova Scotia and Municipal Relations:		N/A
Effective Date:	April 11, 2015	

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## Schedule A

**Table 1**

<b>Street Infrastructure</b>	<b>Minimum Setback Required</b>
Curb with a sidewalk or ditch	Greater of 4 metres from Curb or 1.5 metres from back of sidewalk or ditch
Curb without sidewalk or ditch	4 metres from curb
No curb with sidewalk or ditch	Greater of 6.5 metres from edge of asphalt or 1.5 metres from back of sidewalk or ditch
No curb without sidewalk or ditch	6.5 metres from edge of asphalt

**Administrative Order Number 15  
Respecting License, Permit and Processing Fees**

**BE IT ENACTED** by the Council of the Halifax Regional Municipality that Administrative Order Number 15, the *License, Permits, and Processing Fees Administrative Order*, is hereby amended as follows:

- Section 6A of Schedule A is amended by deleting the number “\$600” and inserting the number \$60 in the second column of the third row below the heading “Development Permit Fees” for “Basic Development Permit Fee” as shown below in **strikeout and bold**:

Basic Development Permit Fee (includes: Home Occupation, Occupancy Only and Accessory Structures such as Decks, Pools, Sheds, and Fence)	<del>\$600</del> <b>\$60</b>	Non-refundable
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- Section 15A of Schedule A is amended by inserting three rows at the end of the table for “Free Standing Signs”, “New Temporary Signs”, and “Annual Business License” as shown below in **bold**:

<b>Fees pursuant to By-law S-801, Respecting Licensing of Temporary Signs</b>		
<b>Fee Description</b>	<b>By-Law Section</b>	<b>Fees</b>
Multiple Resident Signs	5(3), 12(5)	\$37 per license per 30 day Occasion
Mobile Signs	5(3), 12(3)	\$37 per license per 30 day occasion
Box signs	5(3), 12(4)	\$140 per license per year
Banners	5(3), 12(2)	\$70 per license per occasion
Sandwich Boards	5(3), 15(1)	\$94 per license per Year
Inflatable Signs	5(3), 12(1)	\$37 per license per 30 day occasion
Multi Special Event Signs	5(3), 12(8)	\$37 per license per occasion
<b>Free Standing Signs</b>	<b>5(3), 13(4)</b>	<b>\$37.00 per license per occasion</b>

Attachment C

<b>New Temporary Signs</b>	<b>5(3), 12B</b>	<b>\$37.00 per license per occasion</b>
<b>Annual Business License</b>	<b>5A</b>	<b>\$75.00 per year</b>

Done and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk