

Corporate Policy and Procedure



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TAB: ROADS AND TRAFFIC
SECTION: TRAFFIC OPERATIONS
SUBJECT: ENTRANCE SIGNS

POLICY STATEMENT The City of Mississauga may install entrance signs on roadways leading into and throughout the City in accordance with this policy.

PURPOSE The purpose of this policy is to outline the types of entrance signs covered by this policy, and to establish criteria and standards for the placement of these signs on roadways.

The entrance signs are intended to identify and promote the City's distinct districts and communities.

SCOPE The scope of this policy includes the following signs:

- City Entrance
- Community Entrance
- Heritage Conservation District
- Historical Community

The following types of signs are not covered by this policy:

- Business Improvement Area (BIA) signs. For information on BIA signage refer to Corporate Policy and Procedure, Roads and Traffic, Traffic Signals, Roadway Directional Signage.
- City Landmark Signs, or feature signs, identifying the City of Mississauga. They are not necessarily located at major gateways, but may be placed at key points of the City, such as the City Centre. Landmark signs are uniquely designed for the area and may be complemented with landscaping.
- Freeway Entrance Signs. These signs are administered in

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conjunction with the Ministry of Transportation Ontario (MTO). For information about Freeway Entrance Signs contact the City of Mississauga's Traffic Engineering and Operations Division, Transportation and Works Department.

- Speed Limit Signs. For information on speed limit signs refer to Corporate Policy and Procedure, Roads and Traffic, Traffic Signals, Speed Limit Signs.

Requests for entrance signs on Regional Roads must be submitted to the Region of Peel.

This policy does not establish fees. Fees are established by by-law.

Existing entrance signs will be grandfathered under this policy.

Definitions

For the purposes of this policy:

“City Entrance Signs” means signs that are located at roadway entries to the City and identify various municipal entrances from other jurisdictions.

“Community Entrance Signs” means signs that identify the boundaries of distinct or planned communities or neighbourhoods in the City.

“Heritage Conservation District (HCD) Signs” means signs that identify those areas of the City designated as such by Council under Part V of the *Ontario Heritage Act*.

“Historical Community Signs” means signs that identify those communities described as ‘principal towns and villages’ according to the Historical Atlas of Peel County, 1877, and the western portion of Mississauga, formerly within Trafalgar Township,

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recognized in the 1877 Historical Atlas of Halton County. The City's Historical Communities are Britannia, Burnhamthorpe, Clarkson, Cooksville, Derry West, Dixie, Malton, Meadowvale, Port Credit, Sheridan, Springfield (Erindale), Streetsville and Summerville.

LEGISLATIVE AUTHORITY

The City of Mississauga's Sign By-law, in accordance with the *Municipal Act, 2001*, prohibits signs on road allowances unless authorized by the City.

ADMINISTRATION

This policy is administered by the Traffic Engineering and Operations Section of the Transportation and Works Department. All requests for entrance signs must be submitted, in writing, to Traffic Engineering and Operations, whose approval is required for the location and design of all signs.

CITY ENTRANCE SIGNS

City Entrance Signs act to designate Mississauga's boundaries and may be installed at all major and select minor entrance points to the City where road right-of-ways permit. The size does not typically exceed 1.2 metres (four feet) by 2.4 metres (eight feet). All costs will be borne by the City. On-going maintenance and/or replacement will be the responsibility of Traffic Engineering and Operations.

CRITERIA FOR COMMUNITY, HCD AND HISTORICAL COMMUNITY SIGNS

ELIGIBILITY

Signs should serve to enhance the identification of the area in which they are proposed. Sign use is not intended for advertising, promoting, or expanding on-going, existing, or established programs or groups.

Signs in the public right-of-way will be considered only if the requesting group can demonstrate the ability to raise the funds necessary to construct, install, maintain and replace them, as outlined in the Cost section of this policy.

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Signs will be installed at select entrance points only. To be eligible for entrance signs, the community or district must qualify as one of the following:

- a Heritage Conservation District or Historical Community;
- an established and primarily residential neighbourhood or a planned community, such as Applewood Heights or Erin Mills;
- possesses a unique focal point, either natural or man-made, that gives the community an identity;
- is widely valued and recognizable by surrounding communities, cities, etc. for its distinctive qualities or heritage and historical significance.

PROCESS

Applications for entrance signs will not be accepted from individuals, but rather from relevant, recognized groups that represent the community, such as but not limited to, Business Improvement Areas (BIAs) and established Ratepayers Associations. In general, the group must hold an annual general meeting, at which the board of directors is elected from the general membership through a democratic election process.

In all cases, the Entrance Sign Committee (the Committee), comprised of City staff from the Traffic Engineering and Operations Section; the Creative Services Section of the Corporate Service Department's Communication Division; the Planning and Building Department's Urban Design Section; Park Planning and the Heritage Section of the Community Services Department's Culture Division will consult to ensure that all proposed signs comply with this policy prior to approving the request.

Approval of requests for accompanying boulevard landscaping

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will be made in consultation with staff from the Parks and Forestry Section and Parks Planning Section of the City's Community Services Department. The requestor will be required to sign an agreement with the City, available from the Parks and Forestry Section, detailing responsibility for costs related to the maintenance of the site.

COST

Funding for installation, fabrication, maintenance and replacement of Community signs will be the responsibility of the requesting party. The City reserves the right to remove any Community Sign that has fallen into disrepair and which the relevant community has chosen to no longer finance.

HCD signs will be at the expense of the City, since these areas have been designated as such by Council under Part V of the *Ontario Heritage Act*. Historical Community Entrance signs, as representative of Mississauga's principal towns and villages, will also be funded by the City.

If residents of Heritage Conservation Districts or areas defined as Historical Communities wish to upgrade the sign provided by the City, they will be responsible to raise the necessary additional funds.

DESIGN

The designs proposed by the requesting group should build on community identity and image and may be customized with a community identifier, such as a slogan, picture or logo to reflect the character of each particular community or heritage/historical district. No wording which promotes tobacco use, presents demeaning or derogatory portrayals of individuals or groups, or contains anything which, in light of generally prevailing community standards is likely to cause deep or widespread offence, will be permitted. In order to clearly identify the defined community or district, the signs within the area should be the same. Signs should be "landscape" in shape whenever possible,

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and either ground mounted or pole mounted as the location dictates.

The Transportation and Works Department and the Planning and Building Department review requests for Community Entrance Signs for new developments as part of the development application. Proposed Community Entrance signs for new developments will be required to conform to this policy.

SIZE

The size of the sign typically depends on the posted speed limit for the roadway:

- where speed limits are 50, 60 and 70 km/h, it is recommended that signs be no greater than 0.91 metres (three feet) by 1.82 metres (six feet)
- where speed limits are 80 km/h and over it is recommended that sign size not exceed 1.2 metres (four feet) by 2.4 metres (eight feet)

In all cases the Committee will consider corresponding factors, such as location and overall safety, when approving the size of entrance signs.

LOCATION

Consideration will be given to the number of signs to be installed in any one area, to avoid proliferation of signs and potential motorist confusion. Entrance signs will be located in a way that will not detract from, or interfere with, other traffic control devices.

The requesting party may recommend a location for the sign(s). However, the Committee will make the final determination with respect to location. Local ward councillors will also be consulted.

The appropriate location of signs will be determined based on the following criteria, in addition to standard highway traffic safety

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rules:

- the location must be along the geographic boundaries of the distinct area;
- the sight lines of any pedestrian, cyclist, or motorist must not be obstructed;
- bus stops or bus shelters must remain visible;
- the sign must not interfere with traffic directional signs or devices and be placed after any City of Mississauga entrance signs; and
- approval of utility companies, where applicable, is required prior to sign post installation.

APPEAL PROCESS

Decisions regarding approval of applications may be appealed by deputation to General Committee.

REFERENCE:

GC-0110-2010 - 2010 03 10

LAST REVIEW DATE:

CONTACT:

For more information, contact the Traffic Engineering and Operations Section of the Engineering and Works Division, Transportation and Works Department.