

Riverview Lands

Sign Protocol

INTRODUCTION

The property known as the Riverview Lands are currently owned and operated by BC Housing. Anyone intending to place a sign on the exterior of any building or structure at Riverview, or on any property at Riverview, must make an application and obtain written approval from BC Housing, prior to installation. This requirement applies to both permanent and time-limited signs.

This **Riverview Lands – Sign Protocol** (the “Sign Protocol”) serves to outline process and submission protocol to BC Housing regarding both permanent and time-limited signs.

This “Sign Protocol” is intended to supplement and provide design review and approvals that might not otherwise be under the purview of the City of Coquitlam (i.e.: bilingual). Where possible, the City of Coquitlam design standards, bylaws and regulations will serve as minimum design standards.

BC Housing reserves the right to require a design review prior to construction or fabrication commencement that may include acceptance from consultant representatives and development partners to ensure compliance with the Riverview Sign Protocol for any signage at the Riverview Lands.

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DEFINITIONS

In addition to all definitions of the City of Coquitlam Sign Bylaw (No. 3873, 2008) the following definitions shall apply to this Sign Protocol:

BILINGUAL means a translation in English and hə́ŋqəmíhəm.

COMMUNITY POST BOARD means a physical common board meant for the distribution of information for tenants, visitors and users of the Riverview Lands. See Community Post Board Requirements below.

hə́ŋqəmíhəm is the language of various First Nations people in British Columbia, and for the purposes of application to the Riverview Lands, the Kwikwetlem First Nation (kFN).

REFERENCE DOCUMENTS

These documents and any amendments or updates thereto issued from time to time will serve as design references to this Sign Protocol:

- [City of Coquitlam's Sign Bylaw \(No. 3873, 2008\)](#)
- BC Housing Riverview Lands Design Guidelines & Best Practices

A. General Sign Design Requirements

1. All sign proposals are to be in accordance with the applicable design standards as set out in the [City of Coquitlam's Sign Bylaw \(No. 3873, 2008\)](#) and any updates thereto.
2. Signage will also incorporate BC Housing Riverview Lands Design Guidelines & Best Practices, and any updates thereto.
3. Other signage, not otherwise addressed by the above, but set out below (i.e.: Community Post Boards) shall conform to this Sign Protocol.

B. Additional Sign Requirements

1. **Bilingualism requirements at Riverview - hə́ŋqəmíhəm:** With respect to signage only on the Riverview Lands (not on municipal property), any directional, way finding or name signage must be bilingual, being hə́ŋqəmíhəm (Kwkwetlem First Nation traditional language) and English.

Signage requiring translation must have proofs provided to BC Housing and/or Kwkwetlem First Nation to confirm appropriate translation, or equivalent language.

2. **Community Identity:** The visual identity of the Riverview Lands functions as an ambassador for that of BC Housing and Kwkwetlem First Nation. Consistent use of their visual standards will ensure that the Riverview Lands are accurately portrayed as a cohesive and connected community as new development occurs.

As such, BC Housing reserves the right to review and confirm conformance with the aforementioned Reference Documents, which can include, but is not limited to the following design elements:

- Use of the BC Housing and kFN logo/graphic & arrangement;
- Colour;
- Font;
- Material selection.

C. Sign Protocol Approval Process

STEP 1: Preliminary Sign Review Meeting

Applicants are invited to call and arrange with BC Housing a preliminary meeting to discuss their sign design proposal prior to submission with any of BC Housing or the City of Coquitlam. To schedule a Preliminary Sign Review Meeting, Applicants should contact: renewingriverview@bchousing.org .

STEP 2: Submitting to BC Housing for Review & Approval

For an application to BC Housing for review and approval, the following information is required:

- As per Part 6, Section 17, Required Information – [City of Coquitlam's Sign Bylaw \(No. 3873, 2008\)](#)

STEP 3: BC Housing Written Approval

Provided a complete submission package is received, BC Housing will provide written feedback and/or acceptance to the applicant. Written approval is required prior to installation of the sign anywhere on the Riverview Lands. Written approval will be withheld until all BC Housing comments/concerns are addressed.

D. Community Post Board Approval Requirements

Participation or use of the Community Post Boards at Riverview are intended for the distribution of information for all tenants and users of Riverview.

COMMUNITY POST BOARD SUBMISSION REQUIREMENTS

All Community Post Board postings must meet the following criteria:

1. A Poster must be date stamped by BC Housing Facility Operations Branch before it can be attached to any Community Poster Board.
2. A Poster must not exceed 8.5" x 11" measurements.
3. A Poster submission must be accompanied by a contact person with both a valid telephone and email contact.
4. Only one Poster containing the same information can be attached to the Community Post Board.
5. A Poster must not be attached to or hang outside the external edges of the Community Post Board.
6. A Poster must be removed within 24 hours after the event has taken place, or after fifteen (15) days, whichever is earlier.
7. A Poster must not cover any part of another Poster.
8. If the Community Post Board is full, you may not attach your Poster.
9. Any Poster advertising an event at the Riverview Lands, must have the prior approval of BC Housing's Sr. Manager, Filming & Special Events for the event.
10. Material and language must conform with Riverview Lands Site Rules & Regulations. Inappropriate language or offensive materials will not be permitted.

Posters not complying with the above process may be denied and/or removed by BC Housing.

SUBMITTING TO BC HOUSING

All Community Post Board materials (Posters) must be sent to BC Housing Operations Branch for approval prior to being posted on any community board on the Riverview Lands.

Posters must be provided for review a minimum of 2 weeks prior to the need for posting (i.e.: 2 weeks prior to an event notice).

Posters can be dropped off at:

BC Housing Riverview office (Unit 5, 2nd floor)

Monday to Friday between 8:30 am – 4:00 pm.

or emailed to: RVNonEmergencyWO@bchousing.org

PROHIBITED POSTINGS

No Posters, billets, flyers, advertisements or the like are permitted to be adhered to lamp posts, sign posts, buildings, bus stops, fences, benches or any other structure at Riverview without the express approval of BC Housing. Any such materials will be removed by BC Housing without notice.

Materials that may have been approved under the Community Post Board Approval process, and appear anywhere but the assigned Community Post Board will be removed by BC Housing without notice.

Documentation Control:

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