

# səmiqʷəʔelə/Riverview Lands Sign Protocol



Rev 3 – May 12, 2022

## INTRODUCTION

The property known as the səmiqʷəʔelə/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 səmiqʷəʔelə/Riverview, or on any property at səmiqʷəʔelə/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 **səmiqʷəʔelə/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 səmiqʷəʔelə/Riverview Sign Protocol for any signage at the səmiqʷəʔelə/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 hənqəmihəm.

**hənqəmihəm** is the language of various First Nations people in British Columbia, and for the purposes of application to the səmiqʷəʔelə/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 səmiqʷəʔelə/Riverview - həńqəmihəm:** With respect to signage only on the səmiqʷəʔelə/Riverview Lands (not on municipal property), any directional, way finding or name signage must be bilingual, being həńqəmihəm (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 səmiqʷəʔelə/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 səmiqʷəʔelə/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](mailto: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 səmiqʷəʔelə/Riverview Lands. Written approval will be withheld until all BC Housing comments/concerns are addressed.

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### **Documentation Control:**

Revision	3
Date for Reference	May 12, 2022

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