



POLICY MANUAL

Code: TFB 96011

Policy 9 Procedure 9 Guideline 9

Title: Sign Policy

Approved By: Trust Fund Board

Date: December 3, 1996
Resolution #: TFB96/103

Chair Signature:

Further References: **Sign Standards Guidelines**

Purpose:

To provide guidelines and standards related to signs on Trust Fund Board properties.

Background:

The Trust Fund Board has authority to acquire properties or interests in properties to further the object of the Islands Trust. These properties may have natural and/or human-made hazards that need to be addressed in managing the site.

The Trust Fund Board may manage and operate the lands it owns as would any other owner. Hence, the Trust Fund Board can prohibit access or, if it intends to allow public access to the lands, it may erect signs governing use by the public.

With respect to liability on Trust Fund Board properties, the Trust Fund Board carries liability insurance to address potential claims for bodily injury or property damage. In addition, the Board requires Management Groups to carry liability insurance. However, it is also appropriate to take other actions to identify hazards to the public, thereby minimizing the potential risk. Signs are an appropriate management tool for use on Trust Fund Board properties.

Many other agencies (e.g., BC Parks, Parks Canada) have sign standards established for use on their properties. The Trust Fund Board sign standards should build on the experience of these agencies and these existing standards, where appropriate. In addition, international standards exist that can also be utilized where appropriate (e.g., use of international symbols).

Details:

1. Generally, three types of signs may be used on Trust Fund Board Properties, as appropriate. They are:

Management Signs--these describe permitted uses or activities that are not permitted.

Safety Signs--these alert visitors to dangerous conditions or hazards that exist.

Information Signs--these are used to provide visitors with specific information such as, the name of the property, ownership, the management group, identification of the site boundaries, identification or interpretation of features, provision of directions, identification of facilities (e.g., trails), etc..

2. Signs will be kept to a minimum and be used only when necessary to provide visitors with essential information, such as that outlined in point 1, above.
3. All Trust Fund Board properties will have a site identification sign. The name approved by the Board for the site will be used on this site identification sign.
4. Safety signs must be installed when a hazard or dangerous condition is identified on-site.
5. Property managers will install and maintain appropriate signs on-site. Where necessary due to vandalism or age, signs will be replaced by the managers. In the absence of a property manager, the owner will install and maintain appropriate signs on-site.
6. Generally, signs are installed at usual points of entry to the site. Safety signs are located at the specific hazard area. Signs prohibiting access will be placed at each ordinary access to the site and will be clearly visible and the writing clearly legible, from the approach to the access under normal weather conditions.
7. When access to a site is prohibited by use of a sign, the property manager must monitor the site and enforce the sign. In the absence of a property manager, the owner must monitor the site regularly for enforcement purposes.
8. Signs used on Trust Fund Board properties will be generally consistent in design. Where appropriate, international symbols will be used in addition to the standard text. The Trust Fund Program Coordinator will prepare a sign standards guideline for reference/purposes.
9. Signs to be placed on Trust Fund Board properties will be reviewed by the Trust Fund Program Coordinator to ensure they are generally consistent with the Trust Fund Board standards prior to their construction.