



A vital component of the Sign Association of Canada is maintaining open lines of communication with municipalities nationwide. This ensures that our members' concerns are effectively heard and addressed while providing timely updates to our membership. As such we're pleased to provide you with comments from and summaries of the key takeaways from our recent meetings with HRM, City of St. John's and City of Edmundston held in late January and early February. These discussions centered on various aspects crucial to our industry's advancement and cooperation with municipal regulators.

Two common discussion topics with all three municipalities:

- **Use of the Standard Drawings:** We led with a discussion regarding the purpose and utilization of standard drawings and seals. We emphasized the importance of adhering strictly to the specified parameters outlined in the generic drawings during both the manufacturing and installation phases.
- **New Standard Engineered Drawings:** We inquired about the potential need for standardized engineered drawings for other sign types. While no specific suggestions were made during the meetings, we have requested that the municipalities review permit applicant data to identify any recurring needs in this regard.

Please scroll down to review crucial updates and comments from individual municipalities.

We anticipate that these discussions will pave the way for enhanced collaboration and communication within the Atlantic Provinces signage community. Your continued involvement and feedback are invaluable as we work towards a more informed industry landscape.

HALIFAX REGIONAL MUNICIPALITY UPDATES

Highlights from our Meeting with Region Staff:

- **Improved Notification Mechanisms and Chat History:** We emphasized concerns expressed by our members regarding the lack of access to past conversation histories

with city staff for permit-related inquiries and the absence of automatic notifications upon permit approval.

- We explained to the Region the need to access conversation history during the permit processing phase for improved transparency and efficiency. The Region advised us that their system does not allow for this but if an applicant wishes they can request a copy of a transcript for a particular chat.
- To address the issue of notifications, the Region informed us of the steps that applicants can take to receive such notices. Please click on the [link](#) to set your notifications settings to receive sign permit approval notices.

- **Historical Permit Submission:** The Region would encourage all applicants to review all sign permits involving historical areas or building with city staff prior to submission. If you have questions regarding sign permits on historical buildings / areas or to pre-review a submission please contact Kurt Pyle at pylek@halifax.ca.

Temporary Sign Annual Business License now LIVE!

The Region of Halifax has sent out an email update noting that the amendments approved by Council in September 2023 have now been implemented. The new application types: Individual Temporary Sign license, and Annual Business License, are now available to apply for in the Customer Portal. Please click on the button below for more information.

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CITY OF ST. JOHN'S UPDATES

Reminder: Closure Procedures for Sign Permits

During our meeting with the City of St. John's, a concern was raised that we wanted to bring to your attention regarding permit closure procedures for signs.

After a permit is approved, it remains open until all close-out documents are received by the city, and all necessary inspections have been completed. Specifically, sign permits for illuminated signs must be accompanied by an electrical permit. Once the installation is finished, the sign permit must be closed out by providing a final close-out document from the electrical inspector, along with a letter of certification from the installer confirming that the sign was installed according to approved drawings. Following this, final inspections should be scheduled.

Unfortunately, the city has noticed that some applicants are not obtaining electrical permits, completing inspections, or providing the required certification letters. Consequently, there are numerous permits that have remained open with the city for an extended period.

In light of this, St. John's has requested that we remind our members of the importance of obtaining an electrical permit for all illuminated sign permits and ensuring that all approved permits are closed out properly.

CITY OF EDMUNDSTON UPDATES

Reminder: City's focus on a cohesive look.

No concerns of note were raised during our meeting with The City of Edmundston regarding sign permit submission and approvals. They did want us to remind our members that when approving permits the city emphasizes a cohesive look and feel for those areas. To help set more defined standards we shared with them some Sign Research Foundation research on the Art of Sign Design to assist them in creating a cohesive look in their jurisdiction and explaining their decisions to applicants.