



Historic Resource Signage

Planning and Development Services
Policy M16

Policy:	M16 – Historic Resource Signage
Policy Department(s):	Planning and Development Services
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Policy Purpose

To provide guidance on the creation, installation and placement of historic resource signs throughout the County and ensure that historic resource signage contributes to a safe, attractive, well-maintained and interoperable environment.

Policy Statement

This policy is to recognize the need for the branding of historic sites and resources within the County, and ensure a consistent approach when determining the location, scale, design and installation of signage for historic resources meeting applicable legislation and County policies and procedures. .

Definitions

“Administration” means the CAO and General Managers of the County.

“Condition Assessment” means a score assigned to a traffic control device which considers reflectivity, age, vandalism, wear, peeling and/or damage.

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“County Manager” also known as “CAO” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County of Grande Prairie No. 1.

“Site Signage” means interpretive signs providing information on the historic resource and are located at the site of the resource.

“Wayfinding Signage” means signage that provides direction to the user to orient themselves in physical space and navigate from place to place.

Policy Guidelines

1. Signage will meet the standards and conventions outlined in Schedules B and C to ensure consistency in presentation (color, materials, and typography), continuity throughout all



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County, ease of installation and maintenance, and to ensure that they meet the needs of staff and visitors.

2. Administration will work collaboratively, providing direction, and guidance with respect to location, scale, design and installation of all permanent historic resource signage.
3. The County Sign Shop will create all Wayfinding Signage with reference to the Historic Resources Committee.
4. Requests for historic resource signs will be reviewed by the Historic Resource Committee and if determined acceptable, will be installed by the County.
5. In the case of an application denial or where such changes lie outside the general guidance provided by this policy or authority of the CAO, the applicant may request a delegation to present to County Council for further consideration.
6. Funding for signage:
 - 6.1. Supply, construction, and installation of Historic Resource Signage shall be included in the budget for the Historic Resources Committee subject to Council approval.
7. Form and format of naming as it pertains to signage:
 - 7.1. For ease in constructing Wayfinding Signage, the length of the proposed name for physical entities will preferably be no more than 20 characters.
 - 7.2. Proposed names will strive to eliminate unnecessary punctuation, including quotations and parentheses.
 - 7.3. Preferably, no more than one (1) physical entity will bear the same name.
8. Any changes or additional regulatory signs will be approved by the General Manager, Planning and Development Services.
9. The Committee will record and review existing and potential Historic Resource Signage, including a Condition Assessment every four (4) years or as required.
10. Wayfinding and other smaller-scale signs should be designed for the heritage context. It is preferable for these signs not to be affixed to the heritage buildings, but to be free standing.

Attachments

Schedule A – List of Sites

Schedule B – Kiosk and Large Signs

Schedule C – Wayfinding Signs



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References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	Application (available on County website)

Revision History

Review Date	Description
January 27, 2025	Adoption Date CM20250127.015



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Schedule A – List of Sites

Albright Grain Elevator – Bylaw # 2968

Ashdown School – Bylaw 2969

Bezanson Townsite – Bylaw 2947

Bob Williams Residence – Bylaw 2950

Buffalo Lakes Community Hall – Bylaw 2925

Crystal Creek Hall – Bylaw 2970

Edson Trail – Bylaw 2967

Glen Leslie Church – Bylaw 2886

Goodfare Manse – Bylaw 2952

Immaculate Evangelical Lutheran Church

Gouchey Residence – Bylaw 2953

Halcourt Blacksmith Shop – Bylaw 2954

Halcourt School – Bylaw 2955

Halcourt United Church – Bylaw 2956

Immaculate Heart Church – Bylaw 3071

Lake Saskatoon Townsite – Bylaw 2959

Rio Grande New St. Patrick's Catholic Church – Bylaw 2960

Rio Grande Old St. Patrick's Catholic Church – Bylaw 2961

Smoky Heights Store – Bylaw 2963

Spring Creek Church – Bylaw 2964

St John's Lutheran Church – Bylaw 2962

Teepee Creek Church – Bylaw 2948

Teepee Creek Hall – Bylaw 2949

Valhalla Lutheran Church – Bylaw 2889

Valhalla School – Bylaw 2890

Webster Grotto & Priest Residence – Bylaw 2965

Wembley Ferry Site – Bylaw 2966

Schedule B – Kiosk and Large Signs

1. All Kiosk and Large Signs shall be professionally fabricated to meet Alberta Transportation and Economic Corridors specifications and shall meet the minimum design and specifications as adopted by the County.
2. Kiosk and Large Signs may require development permit and/or safety codes permit approvals.
3. The design and character of a proposed Kiosk or Large Sign for historic resources shall be subject to the approval of the Historic Resource Committee and shall be required to incorporate contextually sensitive design elements to the surrounding space and usage of land and be consistent with the County's Visual Identity Guide.
4. All Kiosk and Large signs and locations must be approved by the County prior to installation.





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Schedule C – Wayfinding Signs

1. All Wayfinding Signs shall be professionally fabricated to meet Alberta Transportation and Economic Corridors specifications and shall meet the following minimum requirements:
 - 1.1. Placement:
 - 1.1.1. 150 - 250 meters from any intersection or driveway approach in rural applications and,
 - 1.1.2. 50 - 100 meters in urban applications, subject to site specific location context.
 - 1.2. Lateral Alignment:
 - 1.2.1. Rural: 2.0 - 4.5 meters from road shoulder
 - 1.2.2. Urban: 0.3 - 2.0 meters from curb or road shoulder
 - 1.3. Vertical Alignment:
 - 1.3.1. Rural: 1.5 - 2.5 meters from road shoulder to bottom of sign
 - 1.3.2. Urban: 2.0 - 3.0 meters from road shoulder or curb to bottom of sign
 - 1.4. Restrictions
 - 1.4.1. Wayfinding Signs shall not:
 - 1.4.1.1. Resemble any Regulatory Road Signs or gives a command such as “stop, stop ahead, turn, caution,” etc., or any sign that in any way imitates a standard or commonly used traffic control device or sign.
 - 1.4.1.2. Have a red or yellow background.
 - 1.4.1.3. Be installed on County stop or yield signposts.
 - 1.4.1.4. Display an intermittent, flashing or rotating light or lights.
 - 1.4.1.5. Display commercial advertising.
 - 1.4.1.6. Give any warning or direction to the use of the County roadway by any person.
2. All Wayfinding Signs and locations must be approved by the County prior to installation.
3. Signs larger than 90 cm wide shall be constructed utilizing 10 mm (3/4”) thick High-Density Overlay (HDO) sign board, 100/100 or 120/120 high-density plywood.
4. Signs larger than 120 cm wide shall be installed on two (2) posts.