

## Appendix 1

### Procedures for the Removal of Unlawful Election Signs

(Note: These Procedures are attached to the Election Sign By-law for information, clarification and convenience purposes only and do not form part of the Election Sign By-law.)

Prior to the removal of an unlawful Election Sign, the below procedures will generally be followed:

1. An Enforcement Officer (the Officer) shall record the details of non-compliance. The Officer shall attend the location to take photos and / or confirm whether the Election Sign in question is in compliance with the provisions of the Election Sign By-law. If it is determined that the Election Sign is not in compliance the Officer will determine whether the unlawful Election Sign is a safety hazard.
2. If the unlawful Election Sign is determined to be a safety hazard to motorists, cyclists or pedestrians by blocking sightlines, the Officer shall remove the unlawful Election Sign and place it down on the ground. The Officer shall notify the Candidate or Registered Third Party via e-mail or telephone that the unlawful Election Sign(s) must be removed within 24 hours.
3. After 24 hours, the Officer shall re-attend to determine whether the unlawful Election Sign has been removed. If so, the matter is complete. If the unlawful Election Sign has not been removed the Officer shall immediately remove the unlawful Election Sign and deliver it to the Clerk. The Candidate or Registered Third Party may make arrangements through the Clerk to pick up the Election Sign.
4. If the unlawful Election Sign is in violation but not causing a safety hazard, the Officer shall notify the Clerk who will provide the Candidate or Registered Third Party with details of the non-compliance via e-mail or telephone and that they have 24 hours to attend and remove the unlawful Election Sign or relocate the unlawful Election Sign to a location that is in compliance with the Election Sign By-law.
5. After 24 hours, the Officer shall re-attend to determine whether the unlawful Election Sign has been removed or relocated to a location that is in compliance with the Election Sign By-law. If so, the matter is complete.
6. If the unlawful Election Sign still remains, the Officer shall immediately remove the unlawful Election Sign and deliver it to the Clerk who will notify the

Candidate or Registered Third Party. The Candidate or Registered Third Party may make arrangements through the Clerk to pick up the Election Sign.

7. Notwithstanding any of the foregoing procedures, on Advance Voting Day and Voting Day unlawful Election Signs may be removed without notice by a Provincial Offences Officer or any other individual designated by the Clerk in accordance with the provisions of the Election Sign By-law.