



**HOUSE OF ASSEMBLY MANAGEMENT COMMISSION**  
**DIRECTIVE**

**Directive Number 2009 – 001**

<b>Effective Date:</b> March 25, 2009	<b>Commission Minute:</b> CM 2009 - 014
<b>Subject:</b> Standard Signage Policy for Constituency Offices	<b>Reference:</b> HOAMC Meetings, April 30, 2008, December 3, 2008 , March 18, 2009 Agenda Item 10
<b>Issued To:</b> All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	<b>Contact:</b> Marlene Lambe Chief Financial Officer 729 – 2923

**BACKGROUND**

At its April 30, 2008 meeting, the Commission directed the Clerk to develop guidelines to provide a consistent and standardized approach for the provision of signs at the constituency offices of Members. (CM 2008 – 033 refers.)

At its December 3, 2008 meeting, the Commission considered the proposed draft policy and deferred approval so that further amendments could be made. (CM 2008 – 101 refers.)

Standardized sign designs are included in the approved policy for both leased and government-owned locations. The policy also includes guidelines for signs in a Constituency Office located in the Member's personal residence.

**DIRECTIVE**

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Standard Signage Policy for Constituency Offices, dated March 2009.

William MacKenzie  
Clerk of the House of Assembly



## **House of Assembly**

### **Standard Signage Policy for Constituency Offices**

**March 2009**

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## **1.0 Introduction**

The *Members' Resources and Allowances Rules* (sections 19-23 refer) provide for a constituency office accommodation allowance for each Member of the House of Assembly and identify the expenses included in the allowance. The expenses include signage identifying the office as the Member's Constituency Office without any reference to a political party.

## **2.0 Purpose**

The purpose of this policy is to provide a standardized process and design for the provision of signs for Constituency Offices for Members of the House of Assembly.

## **3.0 General**

This policy establishes a standard for all signs to be used on Constituency Offices located outside Confederation Building in leased accommodations, government-owned buildings or personal residences throughout Newfoundland & Labrador. It will ensure that the standard sign for leased accommodations will be part of the Proposal Document for Leasing and that cost will be amortized over the period of the lease.

## **4.0 Process**

A Member may choose to have an office outside Confederation Building. The Member's office may be in leased premises, a government-owned building or in the Member's personal residence.

### **4.1 Leased Premises**

If leased premises are needed to set up a Member's Constituency Office, a Proposal Document for Leasing will be prepared based on the location chosen. The standard sign specifications will be part of the Proposal Document for Leasing and the sign will be provided by the landlord based on the specifications approved in this policy. The actual layout and content of the sign will be approved by the Member prior to the fabrication of the sign to ensure it meets the specifications provided within the Proposal Document for Leasing.

#### 4.1.1 Specifications & Guidelines

Prior to the preparation of the Proposal Document for Leasing, the Member must decide whether to have an illuminated acrylic sign or a plywood sign. The standard signage for Constituency Offices must meet the specifications outlined below.

##### 1. Illuminated Acrylic Sign

The Building Performance Requirements Section of the Proposal Document for Leasing will include the following:

*The Lessor is to supply and install an illuminated acrylic sign for the constituency office of the Member. The sign is to be mounted in an aluminum frame and erected on the building or on a pylon structure in such a manner as to be visible from the main road by traffic in both directions.*

*The construction of the sign shall meet the following criteria:*

- 1) *6'0" (1830mm) long X 3'0" (914mm) high*
- 2) *High output, instant start fluorescent lamps and heavy ballast photo cell operation.*
- 3) *Heavy duty gauge extruded aluminum with reinforced corners.*
- 4) *Heavy duty acrylic with high performance translucent vinyl graphics.*
- 5) *All installation including wiring and controls to be included.*
- 6) *The Lessor is responsible for all ongoing electrical and maintenance costs for the operation of the sign.*

The Lessee retains the right to final approval of the design to ensure it meets the specifications of the attached drawing in Appendix A.

## 2. Plywood Sign

The Building Performance Requirements Section of the Proposal Document for Leasing will include the following:

*The Lessor is to supply and install a plywood sign for the constituency office of the Member. The sign is to be mounted on the building or on a pylon structure in such a manner as to be visible from the main road by traffic in both directions.*

*The construction of the sign shall meet the following:*

- 1) *6'0" (1830mm) long X 3'0" (914mm) high*
- 2) *Each sheet of MDO plywood is to be Fir Core, good one side, with at least one side having a PHENOLIC RESIN IMPREGNATED KRAFT PAPER BACKING, that is standard to MDO Sign Grade Plywood, and meets or exceeds the exterior grade standard of CSA 0121-M1978, or latest edition thereof.*
- 3) *As the plywood is to be used to produce exterior signs, reflective sheeting must be able to adhere to the plywood. Therefore, the plywood must be oil free. 'Pourform' plywood is NOT ACCEPTABLE.*
- 4) *The plywood must be without voids in any inner plies more than 16mm wide or 33mm deep. The plywood will not be accepted if voids in any one ply are directly above or below a void in any other ply.*
- 5) *3M reflective sheeting, series # 3200, or equivalent to be used in the production of sign.*
- 6) *The Lessor is responsible for all ongoing maintenance costs for the sign.*

The Lessee retains the right to final approval of the design to ensure it meets the specifications of the attached drawing in Appendix A.

## **4.2 Government-Owned Buildings**

If a Member has been assigned space for a Constituency Office in a government-owned building, signage will be provided in accordance with the guidelines of the Department of Transportation & Works.

The Department of Transportation & Works will be requested to provide an exterior sign to meet the specifications of the attached drawing in Appendix B. This sign will be constructed from the same materials used in the construction of all other Government signs.

## **4.3 Personal Residence**

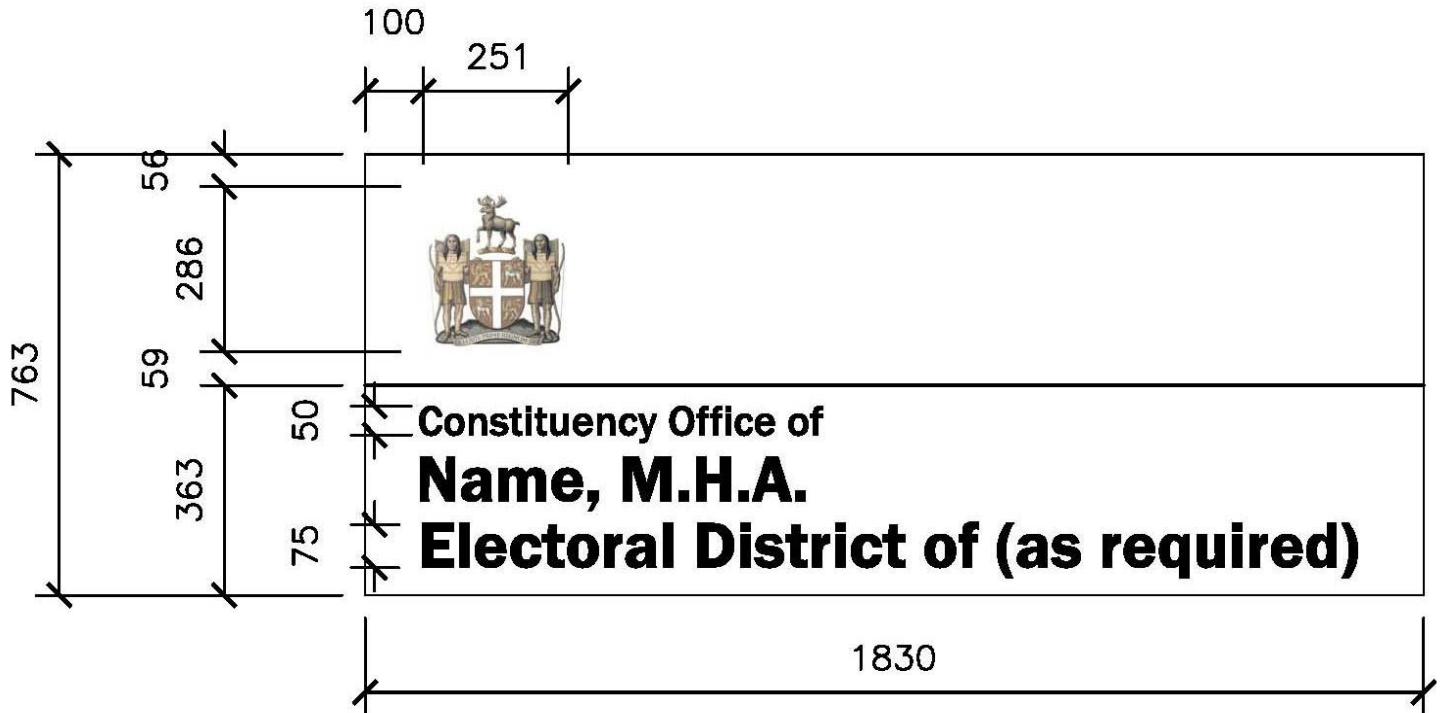
A Member who chooses to have a Constituency Office in the Member's personal residence must ensure the following:

- The artwork for the sign must meet the specifications of the attached drawing in Appendix A.
- The size and type (plywood or acrylic) of the sign cannot exceed the specifications outlined in section 4.1.1 of this document.

**APPENDIX A**  
**Building Sign for Constituency Offices**  
**in Leased Accommodations**



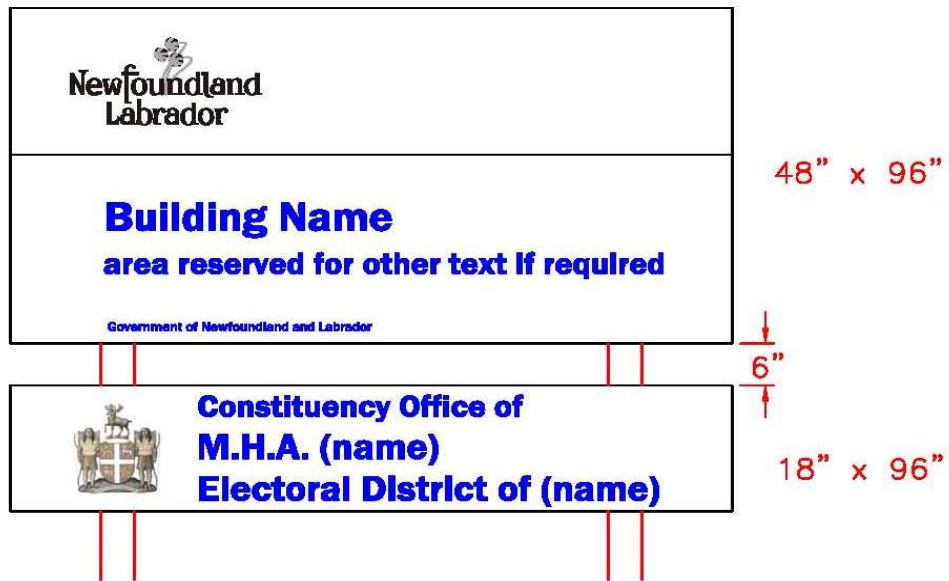
## Proposed Building Sign for Constituency Offices



3.0" high text in Franklin Gothic font  
White Background  
Coloured Coat of Arms

**APPENDIX B**  
**Building Sign for Constituency Offices**  
**in Government-Owned Buildings**

## Proposed Constituency Sign for Offices within Government Owned Buildings



Material – 18" x 96" x 3/4" Plywood

3" & 3.5" high text in Franklin Gothic font

White Background

Coloured Coat of Arms