

Township of
Langley



Est. 1873

Request for Expressions of Interest in the Provision of Community Banners **(five-year assignment/appointment)**

The Township of Langley is seeking expressions of interest from non-profit community-based organizations to coordinate the design, fabrication, installation, and maintenance of banners in specific communities within the Township.

Community Organization banners must promote the neighbourhood in which the banners are to be installed and/or celebrate some aspect of the community's character and/or celebrations, commemorations, or special events being held in the community.

The Township of Langley has a Banner Program Policy (**Attachment A**) that is also supported through a Banner Grant program to qualifying organizations.

The following criteria will be used to evaluate and determine the award of a 5-year appointment to provide banners in the specific community being applied for.

- Proof of registered non-profit society status for organization
- Majority of organization members and volunteers are residents of the Township of Langley as evidenced by a listing of those individuals
- Confirmation that all directors of the society are residents of the community that they represent with an annual listing of those directors over the 5-year appointment
- Organization's purpose, mandate, and vision is specific to the betterment of the community in which the organization operates
- Provision of a financial statement to demonstrate financial health of the organization
- Historic track record of community demonstrates activities that have established positive community partnerships and the betterment of the community
- Provides a plan for seasonal themes for the banners with an active installation and maintenance program for the banners
- Is committed to applying for and obtaining a Highways Use Permit through the Engineering Division for each installation period for the banners
- Is committed to working with other non-profit community organizations to ensure fair representation of community events and activities

Please fill out the attached **form of application** and provide a cover letter expressing your organization's desire to coordinate the banner program in an identified community providing a response to this Request of Expressions of Interest **RFEI** in the Provision of Community Banners and submit via email to communitygrants@tol.ca by January 15, 2022.

Form of Application (use additional pages if necessary)

Community to Represent:	
Name of Organization	
Address	
Phone number	Email
Contact Person	

Attach Proof of Non-Profit Society Status	Yes	No
Majority of members are TOL residents	Yes	No
Organization's purpose, mandate, and vision	List of Directors including residential addresses (attach list)	
Financial Statement attached? Yes No	Will apply for Highways Use Permit as needed? Yes No	
Provide history of organizations activities within the community that demonstrate positive outcomes for the community.	Proposed plan for design themes and installation timing of banners.	
Will your organization be supporting for-profit events in the community?	Yes	No

Provide an outline of how your organization will work with other non-profit community organizations to ensure they have an opportunity to participate in the banner program promoting their festivals and/or events	
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When, an organization has been approved by Council and granted a 5-year appointment to provide banners in a specific community, they will be eligible to apply for the annual banner program grant available to community organizations. The following are criteria for funding

Banner Grants funding criteria

A letter of grant application must be submitted annually, outlining the following information:

- Name of organization, contact person, and contact information (mailing address, phone number(s), email, and fax)
- Name of the community for which you are requesting a Banner Grant
- Amount of funding you are requesting (please note the total available budget amount for all communities in 2020 was \$17,500)
- Describe the banner designs that you intend to develop for installation in the following year. (Banner designs need to be approved by the Township prior to installation)
- Attach installation plan including total number of new banners for coming year
- Attach a cost estimate
- Date last report filed with the Registrar of Companies
- Attach a list of current Board of Directors and senior staff (and other principal persons involved) with residential address within community
- Attach all relevant financial information for your organization, including all current financial statements and minutes of your last annual general meeting. If statements or minutes are not available, please explain.
- Map of proposed banner installation locations.



COUNCIL POLICY

Subject: Banner Program

Policy No: 06-019
Approved by Council: 2003-10-06
Revised by Council: 2016-05-30
Revised by Council: 2020-10-26

1. Purpose

- 1.1. To provide direction for the provision and maintenance of street side and overhead banners in the Township of Langley.

2. Background

- 2.1. Current Township policies provide support for the purchase and installation of banners in the Township by qualifying community organizations, through the Township's Community Grant Program.
- 2.2. This policy provides for the maintenance of banners and associated mounting infrastructure in the Township including funding sources and designated procedures.
- 2.3. This policy outlines operational guidelines for both the Township and Community Organizations as it relates to the purchase, installation and maintenance of banners, and establishes an appropriate designated procedure.

3. Related Policy

- 3.1. Community Grants Policy No. 06-022
- 3.2. Highway and Traffic Bylaw 2010 No. 4758
- 3.3. Fee and Charges Bylaw 2007 No. 4616

4. Policy

- 4.1. The Township will provide and maintain its own banners and the necessary infrastructure for all banner mounts at its own cost. Long-term, the Township will strive to ensure that all banner arms are of a common size.
- 4.2. The Township will provide locations for banners primarily in the communities of Aldergrove, Brookwood, Fort Langley, Murrayville, Walnut Grove, and Willoughby.

- 4.3. The Township's banners (promoting the Township, a community of the Township, or a special event) will be of a single standard design and all season construction.
- 4.4. The Township will maintain a stock of its banners and replace worn banners as required.
- 4.5. The Township will coordinate the installation of all overhead banners.
- 4.6. Community Organizations will be encouraged to provide and install, in each community, seasonal and/or theme banners at locations that are not used at the time for Township banners. The installation of Community Organization banners will be installed either through their own funds or with the assistance of the Township, if requested.
- 4.7. Community Organizations are responsible for the design, fabrication, installation, and maintenance of community banners at their own cost.
- 4.8. Community Organization banners must promote the neighbourhood in which they are to be installed and/or celebrate some aspect of the community's character and/or celebrations, commemorations, or special events being held in the community.
- 4.9. In the case of the Township's District surrounding the Langley Events Centre, the Township will manage the banners and banners will promote the Township, the facilities within the District, resident teams in the facilities, or special events occurring in the facilities.
- 4.10. The Township will require Community Organizations to apply to the Engineering Division for approval of banner design, appropriateness, and relevance to the communities and areas that the banners are proposed to be installed (promoting districts, celebrations and/or other organizational activities) which will be reviewed by staff from various departments.
- 4.11. The Municipal Engineer may issue a "Highways Use Permit" for certain uses of a public roadway that may otherwise be prohibited by Bylaw. Subsequent to receiving approval of their street side banner design and location through the process outlined in 4.9, Community Organizations must apply to the Municipal Engineer to obtain a Township Highways Use Permit prior to the installation of any street side banners, including submission of all applicable permit fees and insurance requirements.
- 4.12. Community Organizations will stock additional banners in case replacement is required due to wear and tear.
- 4.13. Community Organizations must also apply to the Municipal Engineer to obtain a Township Highways Use Permit prior to removing their banners at the end of their usefulness or end of the approved display period, including submission of all applicable permit fees and insurance requirements.
- 4.14. The Township may remove, at their sole discretion, any banner in poor condition or deemed to be unsightly.