

TANTRAMAR POLICY NUMBER: 2025-17	Pages: 3
Administered by: Chief Administrative Officer	Subject: Tantramar Veterans Memorial Civic Centre Banner Policy
Effective Date: July 8, 2025	
Amended Date: September 8, 2025	

POLICY STATEMENT

Tantramar recognizes Tantramar Veterans Memorial Civic Centre (TVMCC); affiliated sports group achievements through the installation of banners within the TVMCC. This Banner Policy supports an equitable and consistent approach to responding to current and future banner installation requests by affiliated sports groups and organizations.

1. PURPOSE

1.1. The purpose of the Policy is to:

- 1.1.1. Recognize and celebrate local individuals and teams that have been successful in local, provincial, regional, national or international competitions or championships;
- 1.1.2. Outline the approval process to hang banners that recognize these accomplishments within the TVMCC.

2. DEFINITIONS

- 2.1. Recognition Banners: Material recognition of an achievement using text and/or logos that is hung in a public place.
- 2.2. Department: Active Living and Culture for Tantramar.

3. SCOPE

- 3.1. Recognition banners will be hung only at the TVMCC.
- 3.2. Requests to install advertising banners fall under the scope of the Tantramar Veterans Memorial Civic Centre Sign Rental Policy.

4. GUIDELINES

- 4.1. The Director or designate must approve the location, type and size of banner. The banner line above the ice surface will be the preferred location.
- 4.2. Recognition may be specified in other locations such as lobbies or rafters as approved by the Director or designate.
- 4.3. The banner must be a local individual, team, organization of Tantramar or have a significant impact on the community.
- 4.4. Provincial championship banners will remain in place for a maximum of twenty (20) years.
- 4.5. Regional (League) championship banners will remain in place for a maximum of ten (10) years.
- 4.6. National Championship banners will remain in place indefinitely.

- 4.7. Tournament banners outside those listed in sections 4.4, 4.5 and 4.6 will remain in place for the duration of an individual's Minor Hockey Career (ie. U11 banners will remain in place for a maximum of 9 seasons, U13 a maximum of 7 seasons, U15 a maximum of 5 seasons and U18 a maximum of 3 seasons. Tantramar reserves the right to remove older banners should space be required to install more recent banners.
- 4.8. Banners remain property of the local individual, team or organization after installation and can be removed outside of ice season at the request of the owner.
- 4.9. At the discretion of the Department, the applicant may be responsible to pay any costs associated with installing the banners outside of the Department's regular operating costs. These fees will be based on cost recovery.

5. PROCEDURE

- 5.1. Individuals or groups must complete the Recreation Facilities Banner Application form as per "Schedule A" of this policy.
- 5.2. Banners will be given to the Department to schedule the installation. All attempts will be made to install banners within timeline that is requested based on operational requirements.
- 5.3. Banner raising ceremonies will be coordinated with the Department.

6. RESPONSIBILITIES

- 6.1. Municipal Council is responsible for:
 - 6.1.1. Approval of the policy and all amendments.
- 6.2. Active Living and Culture is responsible for:
 - 6.2.1. Approval of location, type and size of the banner;
 - 6.2.2. Installation of banners; and
 - 6.2.3. Invoicing individuals, teams or organizations for installation of banners as necessary.
- 6.3. Individual, teams or organizations are responsible for:
 - 6.3.1. All costs related to the design and development of banners; and
 - 6.3.2. Repairs to banners as required.

Schedule A

Tantramar Veterans Memorial Civic Centre Banner Application

Individual/Team/Organization:			
Contact Person:			
Primary phone:			
Street Address:			
City:		Postal Code:	
E-mail:			

Please share the accomplishment of the individual, team or organization that the banner will recognize:

Banner Dimensions (if known):		Banner Material (if known):	
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_____ Date: _____
 Applicant Signature

Approved by:

Comments and Fees:

 Tantramar Active Living and Culture