

## Poster, Banner, and Handbill Policy

**University Policy No.:** BP3145

**Classification:** Buildings and Properties

**Approving Authorities:** Vice-President Academic and Provost; Vice-President Finance and Operations

**Effective Date:** May 2018

**Supersedes:** New

**Last Editorial Change:**

**Mandated Review:** May 2025

### Associated Procedures:

[Poster, Banner, and Handbill Procedures](#)

[Student Election Poster and Banner Procedures](#)

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### Purpose

- 1.00 This policy provides guidance for:
- (a) posting posters and banners on university property;
  - (b) maintaining and using university notice boards;
  - (c) distributing handbills; and
  - (d) chalking on university property.

### Definitions

- 2.00 For the purpose of this policy:

**"handbill"** means paper-based notices, flyers, bills, leaflets, postcards, circulars, pamphlets, or other similar materials usually distributed by hand.

**"notice board"** means a board on which paper-based posters are affixed to. University notice boards are separated into the following categories:

- (a) Community Notice Boards - provide designated space for approved posters or communication materials that:
- relate to cultural and community events of specific interest to the university community that are posted by a unit or a recognized student group;
  - promote community events that are free of charge or advertise student pricing;
  - advertise community-based services intended for the university community by local individuals (not businesses); or
  - advertise individual items for rent or sale by individuals (not businesses).

Community Notice Boards are clearly labelled in the top left hand corner of the board.

- (b) Campus Notice Boards - provide designated space for approved posters that advertise or promote on-campus events or topics related specifically to the university community. Campus Notice Boards may be divided into one or more sections to provide information to the university community such as:
- Campus Security;
  - Committees;
  - University of Victoria Students' Society;
  - Graduate Students' Society;
  - Safety; or
  - Student Affairs.
- (c) Unit-Specific Notice Boards - provide designated space for posters or other communication materials relating to a subject, event, or other information of general interest to a specific unit within the university.

**“unit”** means academic or administrative areas at the university, including but not limited to: faculties, divisions, departments, libraries, schools, offices, and centres.

### **Scope**

3.00 This policy applies to:

- (a) the maintenance and use of university notice boards;
- (b) the review, approval, and affixing of posters, banners, and other communication materials on campus;
- (c) the distribution of handbills on university property, including all university buildings and parking lots; and
- (d) chalking on university property.

3.01 This policy does not apply to the affixing of posters or banners or the distribution of handbills inside of the Student Union Building or the Halpern Centre for Graduate Students.

### **Policy**

4.00 The university regulates the posting of posters and banner and the distribution of handbills in order to:

- (a) maintain the beauty and quality of the campus environment;
- (b) promote appropriate communications through a review and approval process; and
- (c) avoid unnecessary maintenance costs and safety hazards.

- 5.00 The university provides notice boards throughout its buildings to provide a reasonable amount of space for the posting of communication materials required for academic, non-academic, community, and student activity purposes.
- 6.00 Approval to post a poster or banner, or to distribute handbills on campus, does not imply the university's endorsement of the policies, views, beliefs, or activities of the individual or organization responsible for the creation of such materials.
- 7.00 Academic freedom is a fundamental value of the university and this policy shall not be interpreted or applied to impose on open public discourse, freedom of expression, or on the academic freedom of any member of the university community. In exercising open public discourse, freedom of expression, and academic freedom, members of the university community must act in a responsible manner and respect the rights of other members of the university community.

#### Political Advertising

- 8.00 The university is a publicly funded non-partisan post-secondary institution. During a federal, provincial, or municipal election, posters or banners or handbills that advance political purposes (such as advertising for candidates, parties, or positions) are not permitted. Posters, banners, or handbills advertising all-candidates meetings and debates held on campus that are open to the community are allowed.

#### Chalking

- 9.00 The use of chalk on any interior or exterior surface (including sidewalks) is not permitted with the exception of limited chalking during student elections (see [Student Election Poster and Banner Procedures](#)).

#### Poster, Banner and Notice Board Monitoring

- 10.00 Units are responsible for maintaining notice boards and for the ongoing monitoring of posters, banners, and other communication materials posted within their designated area(s).
- 11.00 The Campus Services department generally monitors poster usage and compliance with this policy, but does not monitor student election posters. Posters and banners that do not comply with this policy or other university policies will be removed and destroyed without notice.
  - 11.01 Individuals or groups who do not comply with this policy or other university policies may have their poster, banner, and/or handbill privileges suspended or revoked.

11.02 Compliance concerns should be forwarded to the OneCard Office. The OneCard Office may, in consultation with University Communications + Marketing and Campus Security, suspend or revoke an individual or group's poster, banner, or handbill privileges on campus.

12.00 Poster and Banner monitoring during student elections shall be in accordance with the [Student Election Poster and Banner Procedures](#).

#### Distribution of Handbills

13.00 In accordance with the goals of the university's [Sustainability policy \(GV0800\)](#) and program, the university strives to reduce unnecessary paper use by redirecting information sharing and updates via electronic communications whenever possible.

14.00 Handbills intended to be broadly distributed on campus must be approved in advance by the OneCard Office. To be eligible for approval, handbills must comply with this policy and other university policies.

15.00 For student elections, requests to distribute handbills must be approved by the appropriate electoral officer as set out in the [Student Election Poster and Banner Procedures](#).

#### Student Elections

16.00 During the student election campaign period, for posters or banners specifically related to a student election, the provisions set out in the Senate-approved [Student Election Poster and Banner Procedures](#) shall apply, and shall take precedence over provisions in this policy and other associated procedures.

#### Official University Functions

17.00 Notwithstanding the provisions of the [Poster, Banner, and Handbill Procedures](#), the Executive Director Facilities Management may approve the posting of posters or banners that are related to official university functions as required by the Board of Governors, Senate, Chancellor, or President.

#### **Authorities and Officers**

18.00 The following is a list of authorities and officers for this policy:

- (a) Approving Authorities: Vice-President Academic and Provost; Vice-President Finance and Operations
- (b) Designated Executive Officers: Vice-President Academic and Provost; Vice-President Finance and Operations
- (c) Procedural Authority: *see procedure*
- (d) Procedural Officer: *see procedure*

## **Relevant Legislation**

[Human Rights Code, RSBC 1996 c 210](#)

[Liquor Control and Licensing Act, SBC 2015 c 19](#)

## **Related Policies and Documents**

[Appendix A – Acceptable Locations to Post Approved Banners](#)

[Building and Grounds Usage Policy \(BP3105\)](#)

[Discrimination and Harassment Policy \(GV0205\)](#)

[Human Rights, Equity and Fairness policy \(GV0200\)](#)

[Liquor Policy \(AD2400\)](#)

[Resolution of Non-Academic Student Misconduct Allegations \(AC1300\)](#)

[Response to At-Risk Behaviour Policy \(SS9125\)](#)

[Sexualized Violence Prevention and Response Policy \(GV0245\)](#)

[Sustainability Policy \(GV0800\)](#)

[University Signage Policy \(BP3140\)](#)

## Poster, Banner, and Handbill Procedures

**Procedural Authority:** Vice-President Academic and Provost; Vice-President Finance and Operations

**Procedural Officer:** Vice-President Academic and Provost; Vice-President Finance and Operations

**Effective Date:** May 2018

**Supersedes:** New

**Last Editorial Change:**

**Parent Policy:** [Poster, Banner, and Handbill Policy](#)

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### General Poster and Banner Requirements

- 1.00 All posters and banners must:
- (a) comply with municipal, provincial, and federal laws;
  - (b) comply with university policies (see Related Policies and Documents section above);
  - (c) be individually stamped and approved in accordance with sections 10.00 - 13.00 of these procedures before being posted;
  - (d) be posted in a manner that does not cover other approved posters or banners;
  - (e) not be taped onto boards, walls, poles, or glass (other than as permitted during student elections in accordance with the [Student Election Poster and Banner Procedures](#));
  - (f) not be attached to trees, lamp standards, statues, bus shelters, traffic controls, building signs, directional signs, warning signs, or other fixtures;
  - (g) not be attached in a manner that damages notice boards;
  - (h) only be attached to notice boards or display surfaces specifically provided for that purpose and may not be attached to building surfaces other than as permitted during student election campaigns in accordance with the [Student Election Poster and Banner Procedures](#); and
  - (i) not promote or encourage liquor or cannabis consumption or promote liquor or cannabis as the focus of an event, except as permitted under the [Liquor Control and Licensing Act](#).
- 2.00 Posters or banners may include an event sponsor's logo provided that the logo is not the focus of the poster or banner and does not cover more than 10 percent of the total area of the poster or banner.

### Posters

- 3.00 Posters approved for general posting may be posted on Community Notice Boards but not on Campus Notice Boards or Unit Notice Boards.
- 4.00 Normally, a maximum of 50 posters for each event or topic area may be distributed with no more than one poster for each event or topic being posted on a single notice board.

- 5.00 Posters are normally limited to 8.5 inches (21.6cm) by 14 inches (35.6 cm) in size. Oversized posters may be permitted but will be limited in quantity to 25 and must be hung at the bottom of notice boards.

### **Banners**

- 6.00 To be approved, paper and vinyl-based banners must advertise a university activity or campus-based event or service and be prepared by:
- (a) a recognized unit;
  - (b) a recognized university employee association;
  - (c) the University Club of Victoria; or
  - (d) a student group, club or course union constituted and sanctioned by the University of Victoria's Students' Society or the Graduate Students' Society.
- 7.00 Paper banners shall not be posted indoors and may only be posted in the outdoor areas indicated in [Appendix A](#).
- 8.00 Banners shall be limited in size to three (3) feet by five (5) feet and are limited to eight (8) per event or topic area.
- 9.00 Banners must be removed by the relevant unit or group within one day of the expiration of the time limit allotted by the designated approval authority (see sections 10.00 - 13.00 below).

### **Poster and Banner Approval**

- 10.00 All posters and banners, other than those posted on Unit Notice Boards, must be approved and stamped with a clearly visible "approved for posting" stamp.
- 10.01 Paper-based poster and banner approval and stamping is available at the University Centre – OneCard Office. One poster shall be retained by the stamping location upon approval.
- 10.02 Posters and banners to be posted within the Student Union Building or Halpern Centre for Graduate Students are approved and stamped by the respective Students' Society according to their respective policies.
- 11.00 Approval for the posting of general campus posters, community-based event posters and swap and shop posters shall be granted for a period of no more than three (3) weeks.
- 12.00 Approval for the posting of banners shall be granted for a period of no more than three (3) weeks.

13.00 In addition to content approval by the OneCard Office, all vinyl banners must be submitted to Facilities Management to review and approve the location and installation of the banner. All approved vinyl banners must be posted by Facilities Management; posting costs will be charged to the individual or group who submitted the banner for approval.

### **Handbills**

14.00 Handbills must:

- (a) comply with university policies;
- (b) be distributed by hand or circulated through the university mail system and not left in unattended open spaces;
- (c) not be posted on notice boards or other areas inside university buildings;
- (d) not be affixed to trees, lamp standards, statues, bus shelters, traffic controls, building signs, directional signs, warning signs, or other fixtures; and
- (e) not be placed on vehicles parked on university property.

14.01 Handbill distribution within the Student Union Building or Halpern Centre for Graduate Students are approved by the respective Students' Society.

## Appendix A – Acceptable Locations to Post Approved Banners

Approved banners may only be displayed at the following locations (see following pages for photos):

- [Bob Wright Building](#) – NE corner
- [Cadboro Commons Walkway](#) – back
- [Cadboro Commons Walkway](#) – front
- [HSD building](#) – wall left of main entrance
- [MacLaurin Building](#) – north wall at breezeway connecting MacLaurin A & D wings
- [Petch Breezeway Corridor](#)
- [UVC Quad wall](#) – exterior southwest wall of room A183
- [UVC Ring Road wall](#) – across from ONECard office
- Student Union Building – as specified by UVSS internal policies
- Graduate Students' Centre – as specified by GSS internal policy

APPROVED BANNERS  
HERE





APPROVED BANNERS  
HERE

Playhouse  
Auditorium

Residence Underground Room  
Village Station

This area is secure  
no photography or video  
recording is allowed

Blue sign  
Purple sign

APPROVED BANNERS  
HERE

Residence Services  
Main Office



APPROVED BANNERS  
HERE



APPROVED BANNERS  
HERE



APPROVED BANNERS  
HERE



PROCEED  
WITH CAUTION  
MULTI-USER  
AREA

APPROVED BANNERS  
HERE





APPROVED BANNERS  
HERE

## Student Election Poster and Banner Procedures

**Procedural Authority:** Senate  
**Procedural Officer:** University Secretary

**Effective Date:** April 2018  
**Supersedes:** New  
**Last Editorial Change:**

**Parent Policy:** [Poster, Banner, and Handbill Policy](#)

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- 1.00 The purpose of this document is to set out poster and banner requirements for student elections.
- 2.00 Posters or banners not conforming to these procedures will be removed.
- 3.00 The University of Victoria Students' Society and the Graduate Students' Society may propose amendments within their electoral policies which are in effect for specific election periods for elections under their jurisdiction. Such amendments must be in alignment with university policies and procedures.
- 4.00 In the case of student elections to the Senate or Board of Governors, all advertising materials must be approved by the Office of the University Secretary (or designate).

### **Posters and Banners**

- 5.00 Student election posters and banners must be approved and stamped by:
  - (a) the University of Victoria Student Society's Chief Electoral Officer (or designate) for undergraduate student elections; or
  - (b) the Graduate Student Society's Electoral Officer (or designate) for graduate student elections.
- 6.00 Student election posters and banners shall not be posted on doors or on glass but may be posted on:
  - (a) general notice areas of Campus Notice Boards; or
  - (b) unpainted concrete, concrete block, or other stone surfaces that are protected from the weather, and locations identified in Appendix A.
- 7.00 Student election banners shall not be posted inside university buildings.

- 8.00 Candidates may post:
- (a) up to a maximum of sixty (60) posters, up to 8.5 inches by 11 inches in size; and
  - (b) up to four (4) banners, each up to 15 square feet in total area.
- These limitations are per candidate in a particular election.
- 9.00 Referenda proponents and opponents may post:
- (a) up to a maximum of one hundred (100) posters, up to 8.5 inches by 11 inches in size; and
  - (b) up to six (6) banners, each up to 15 square feet in total area.
- 10.00 Student election posters and banners may be displayed only during the approved election period.
- 11.00 Posters or banners not conforming to these procedures will be removed.
- 12.00 Posters and banners must be removed 24 hours after an election. It is each candidate's responsibility to remove their own posters and banners.

### **Chalking**

- 13.00 Chalking is permitted during student elections under the following conditions:
- (a) the chalking is on an exterior surface that is fully exposed to weather;
  - (b) the chalking is for the purpose of advertising a student election or promoting a candidate; and
  - (c) the content of the chalking message complies with other student election policies and requirements and university policies.

### **Violations**

- 14.00 Violations of these procedures related to student elections should be directed to the attention of the Electoral Officer of the UVSS, GSS, or Office of the University Secretary as appropriate.
- 14.01 In the case of violations of policies involving elections to Senate or the Board of Governors, a determination made by the University Secretary in conjunction with the Senate Committee on Agenda and Governance is final.
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