



The County of Peterborough

County Council

To: Warden and Members of Council
From: Peter Nielsen, Manager, Engineering and Design
Date: April 3, 2019

Subject: INF 2019 008 - Sign By-law Working Committee - Bush Country Signs Amendments to Committee Mandate and Scope of Review

Recommendation:

Be it resolved that Council authorizes the Sign By-law Working Committee to amend the mandate and scope of review to be performed by the Committee, should the Committee determine that amendments will result in the betterment of strategic advice to be provided to Council throughout the review of Sign By-law 2007-55.

Overview

At the regular Council meeting of August 1, 2018, Council approved the Terms of Reference for the Sign By-law Working Committee (Committee) with the mandate of the Committee to:

Provide strategic advice to the County of Peterborough Council (Council) on aspects of the sections of Sign By-law No. 2007-55 (By-law) related to Bush Country Signs and of the benefits and/or disadvantages of third party advertising billboard signage placed within and adjacent to County of Peterborough road allowances with consideration for development of equitable solutions intended to support small businesses located in the County of Peterborough.

The County completed a recruitment of members of the public and business owners to establish the Committee in 2018.

The first Committee meeting was held on March 14, 2019 which included a review of the mandate and scope of the review to be completed by the Committee.

Background

The first meeting of the Sign By-law Working Committee - Bush Country Signs was held on March 14, 2019.

As reflected in the attached minutes, the accomplishments from the first meeting included the following items:

- Election of Chair and Vice-Chair
- Confirmation of mandate
- Overview of the By-law review completed by Council from 2015 to 2018
- Review of components of current By-law 2007-55 related to Bush Country Signs
- Review of existing inventory of Bush Country Signs
- Discussion of scope of review as presented in the Terms of Reference

The Committee requested clarification from County staff as to whether the mandate and scope presented in the Terms of Reference could be revised for the purpose of improving the strategic advice that will be provided by the Committee to County Council.

Staff advised that the Sign By-law Working Committee is a Committee of County Council and that the endorsement of County Council would be required to allow for amendments to the Terms of Reference to be introduced into the review process.

Committee members acknowledged the term of the Committee, being up to one (1) year, and agreed to achieve this timeline.

Financial Impact

n/a

Anticipated Impacts on Local and/or First Nations Communities

There are no Impacts on Local and/or First Nations Communities anticipated to result should this report be approved by County Council.

Link to County of Peterborough Strategic Plan Priorities

Improved Essential Infrastructure

In consultation with:

1. CAO Troy Speck
2. Grant Murphy, Director, Infrastructure Services Department
3. Sheridan Graham, Director, Corporate Projects & Services

Communication Completed/required:

The outcome of the review of this report to Council will be presented to the Committee at the next meeting on April 10, 2019.

Attachments

1. Draft minutes of Committee meeting of March 14, 2019

Respectfully Submitted,
Peter Nielsen, C.E.T.
Manager of Engineering and Design

For more information, please contact:

Peter Nielsen, C.E.T., Manager of Engineering and Design
pnielsen@ptbocounty.ca
705-775-2737 ext. 3200

1. Attachment 1- Draft minutes of Committee meeting of March 14, 2019

**County of Peterborough
Sign By-law Working Group
Minutes - DRAFT
Thursday, March 14, 2019 at 2:30 p.m.
Committee Room, County Court House**

Present: Tedd Bell, Tracie Bertrand, Sherry Boyce-Found, John Eisinga, Ron Gerow, Brian Grattan, Bev Matthews, Garnet Northey, Alana Solman

Regrets: Randy Hinton, Brian Raymond, Alyssa Cook, Adele Arbour

Staff: Sheridan Graham, Peter Nielsen, Martin O'Grady, Heather Wrightly

1. Welcome & Call to Order **Sheridan Graham**

Mrs. Graham called the meeting to order at 2:36 pm, welcoming everyone and thanking them for attending the meeting.

2. Round Table Introductions **All**

3. Election of Chair **Sheridan Graham**

Mrs. Graham opened the floor to nominations for the position of Chair.

Mr. Gerow nominated Ms. Boyce-Found was nominated for the position of Chair. Ms. Boyce-Found declined the nomination.

Mr. Northey was nominated for the position of Chair.

Mrs. Graham called for further nominations a second and third time and, after receiving no further nominations, congratulated Mr. Northey on his acclamation as Chair.

4. Election of Vice Chair **Sheridan Graham**

Mr. Northey opened the floor to nominations for the position of Vice Chair.

Ms. Boyce-Found was nominated for the position of Vice Chair.

Moved by: Mr. Gerow

Seconded by: Ms. Matthews

Be it resolved that Ms. Boyce-Found be nominated for the position of Vice Chair of the Sign By-law Working Group.

Carried.

**County of Peterborough
Sign By-law Working Group
Minutes
Thursday, March 14, 2019**

Mr. Northey called for further nominations a second and third time and, after receiving no further nominations, congratulation Ms. Boyce-Found on her acclamation as Vice-Chair.

5. Adoption of Agenda **Chair**

Be it resolved that the Sign By-law Working Committee adopt the agenda as circulated.

Moved by: Ms. Matthews
Seconded by: Ms. Bertrand

Carried.

6. Mileage Reporting **Sheridan Graham**

Mrs. Graham advised that any volunteer committee members were eligible to claim mileage for attending meetings and would provide the required form to those who requested it. It is recommended that claims are submitted periodically, rather than for every meeting.

7. Confirm Mandate of Committee **Chair**

Mr. Northey reviewed the Mandate of the Committee, which is located at the beginning of the Terms of Reference document.

8. Overview of History and Project Scope **Peter Nielsen**

Mr. Nielsen provided a brief history, including a recap of the reports to council that have been made in response to concerns raised by local Townships. These reports will be available on the committee's webpage. In February 2017, a public survey was conducted, garnering over 100 responses. As a result of this survey and the reports to Council, Council directed a committee to be formed to provide recommendations.

9. By-law Review & Current Challenges **Peter Nielsen/Martin O'Grady**

Mr. Nielsen and Mr. O'Grady reviewed the portions of By-law 2007-55 that pertain to Bush Country Signs and responded to questions from the committee. There are roughly 143 permitted signs at this time. There has been a moratorium on new signs since 2015; no permits have been issued since then, however staff believe that there are a number of non-permitted signs in place. Approximately 1500 temporary signs were removed by County staff during

**County of Peterborough
Sign By-law Working Group
Minutes
Thursday, March 14, 2019**

Summer 2018. Mr. Nielsen and Mr. O'Grady also responded to questions regarding the process of handling damaged signs, signs on private property and by-law enforcement. A copy of the legal opinion obtained by the County related to the removal of existing Bush Country Signs will be circulated, for reference by Committee members only.

10. Requests from Committee for Clarification

Chair

The Committee asked for clarification regarding Council's view of the Committee Mandate. Mr. Nielsen advised that Council has been specific in their mandate approval, however should the committee decide to recommend changes, they would be included in the report back to Council.

11. Future Meeting Schedule

The Committee decided that the next meeting should be held within two to three weeks' time, with regular meetings occurring approximately every three weeks. Ms. Wrightly will make arrangements and send the appropriate notifications.

A discussion was held regarding Agenda Items for the next meeting.

12. Adjournment

Be it resolved that the Sign By-law Working Group Committee meeting adjourn at 3:34 pm.

Moved by: Ms. Bertrand
Seconded by: Ms. Matthews

Carried.

Garnet Northey, Chair

Heather Wrightly, Recording Secretary