



# Memo

## Infrastructure Service Department

To: Sign By-law Working Committee  
 From: Peter Nielsen  
 Date: May 23, 2019  
 Re: Sign By-law Enforcement Costs

### Revenues and Expenditures

The 2018 revenue of \$13,200.00 was collected.

The 5-year average for expenditures from 2014 to 2018 was \$23,950.03.

### Costing of By-law Enforcement Options

	<b>Current</b>	<b>Full Cost Recovery</b>	<b>County staff &amp; 50% of F/T By-law Enforcement Officer</b>	<b>County staff &amp; 50% of Contracted Enforcement Officer</b>
Revenue	\$13,200.00	\$23,950.03	\$73,950.03	\$73,950.03
	<i>(132 permits at \$100 ea.)</i>	<i>(132 permits at \$181.44 ea.)</i>	<i>(est. fees required)</i>	<i>(est. fees required)</i>
Expenditures	\$23,950.03	\$23,950.03	\$23,950.03	\$23,950.03
	<i>1 f/t staff, 1 student &amp; equipment</i>	<i>1 f/t staff, 1 student &amp; equipment</i>	<i>2 f/t staff, 1 student &amp; equipment</i>	<i>1 f/t staff, 1 student &amp; equipment</i>
By-law Enforcement Officer	\$ -	\$ -	\$50,000.00	\$50,000.00
			<i>(50% of salary, benefits, equip)</i>	<i>(50% of estimated contract service)</i>

Sign Fee	\$100.00	\$181.44	\$493.00	\$ 493.00
		<i>(5 yr ave. expenditures)</i>	<i>(assumed 150 annual permits)</i>	<i>(assumed 150 annual permits)</i>

## By-law 2007-55

Section 3 of County Sign By-law 2007-55 includes the following prohibitions:

### 3.1 No person shall place, erect, display or use any sign within the County road allowance.

Notes:

- Area of consideration includes all County road allowances;
- Section 3.1 dictates that signs may not be installed within a County road allowance by any person;
- Minimal By-law enforcement activities are required as privately owned signs installed within a County road allowance are considered to be illegal and are removed and disposed of without tracing ownership of illegal signs.

### 3.2 No person shall place, erect, display or use any sign within 400 metres (1,312 ft.) of the road allowance of any road under the jurisdiction of the County of Peterborough, unless such person has obtained a permit to do so from with the Road Authority.

Notes:

- Area of consideration includes lands under private ownership
- Section 3.2 dictates that no sign may be installed within 400 metres a County road allowance without obtaining a permit;
- Section 7.1 of By-law 2007-55 exempts Urban and Built-up Areas with a posted speed limit of 50 km/hr from this requirement provided signs are in compliance with the by-laws and policies of the local municipality;
- Minimal By-law enforcement activities are undertaken due to the requirement for a By-law Enforcement Officer to enter onto private property;
- Occasional letters/emails/phone calls are directed to owners of illegal signs to advise of non-conformity to the Sign By-law and of the requirement to remove the sign or, alternatively, obtain an appropriate Sign Permit.

### 3.3 Notwithstanding Paragraph 3.1 of Section 3 of this By-law, signs may be erected within the road allowance of any road under the jurisdiction of the County of Peterborough identified as being in the Bush Country area and in accordance with the conditions set out in Section 4 - Bush Country.

Notes:

- Area of consideration includes all County road allowances in the municipalities of North Kawartha, Trent Lakes and Havelock-Belmont-Methuen
- Section 3.3 requires that applicants obtain a permit to install a Bush Country Sign within a County road allowance;
- The majority of staff time is expended in administering and regulation this section of the Sign By-law.

### **Option – Amend By-law Scope to County Property Only**

The option for the County Sign By-law to be amended to limit the scope of the Sign By-law to County property only may be a consideration for the Committee.

Section 3.2 of the Sign By-law (noted above) establishes that all signs on private property placed within 400 metres of a County roadway must secure a permit from the County.

Removal of this section from the By-law would establish the scope of authority to apply to County road allowances only.

Lower tier municipalities would need determine the requirement to regulate the installation of signs on private lands as a local municipal interest.

Alternatives for the regulation of signs installation that are currently available to the lower tier municipalities are presented in this memo as Attachment 1.

### **Sign Types**

A list of the types of signs that will need to be considered in a new or amended Sign By-law is included in this memo as Attachment 2.

## Attachment 1

### Signage on Private Property

#### Municipal Sign By-laws, Property Standards By-laws & Site Plan Control

The following is a summary list of regulation mechanisms and by-laws that may be available to lower tier municipalities for the regulation and enforcement of sign installations on private property.

1. Township of Asphodel/Norwood
  - a. Property Standards By-law No. 2010-01
    - <https://www.asphodelnorwood.com/en/township-services/resources/Documents/By-laws/By-Law2010-01PropertyStandards.pdf>
    - Enforced by Property Standards Officer
    - By-law amendment required to reference ground/pylon signs
  - b. Site Plan Agreements under Section 41 of Planning Act
    - <https://www.asphodelnorwood.com/en/township-services/resources/Documents/PDF-Docs/SitePlanAgreementApplication.pdf>
    - Administered by Building and Planning Department
    - Traffic direction signs, exterior fascia signs, pylon and other signage, sign illumination
  - c. Community Improvement Plan
    - <https://www.asphodelnorwood.com/en/business-development/resources/By-laws/By-law-2017-56CommunityImprovement.pdf>
    - maintenance and rehabilitation of commercial buildings in downtown Norwood
2. Municipality of Cavan Monaghan
  - a. Property Standards By-law No. 2017-61
    - <http://cavanmonaghan.net/en/servingyou/resources/By-law-No.-2017-61-being-a-by-law-to-prescribe-standards-for-the-maintenance-and-occupancy-of-property-within-the-Township-of-Cavan-Monaghan.pdf>
    - Enforced by Chief Building Official and By-law Enforcement Officer appointed as Property Standards Officer
    - By-law amendment required to reference ground/pylon signs
  - b. Site Plan Agreements under Section 41 of Planning Act

- <http://cavanmonaghan.net/en/resources/Application-for-Site-Plan-Approval-June-2018-Fillable.pdf>
  - Administered by Planning Department
  - Free standing, fascia and all other signs
3. Township of Douro Dummer
- a. Property Standards By-law No. 1999-78
    - <http://www.dourodummer.on.ca/wp-content/uploads/2015/11/1999-78-Standards-for-the-Maintenance-and-Occupancy-of-Property-within-the-Municipality.pdf>
    - Enforced by Property Standards Officer
    - Dwelling and their components free of unauthorized signs
  - b. Site Plan Control under Section 41 of Planning Act
    - <http://www.dourodummer.on.ca/wp-content/uploads/2015/11/2002-71-Designation-of-Township-as-Site-Plan-Control-Area.pdf>
    - Approval of Clerk or Chief Building Official
4. Township of Havelock-Belmont-Methuen
- a. Sign By-law No. 2008-75
    - <https://www.hbmtwp.ca/en/township-services/resources/By-Laws/2008-75-Sign-By-Law.pdf>
    - Administered by Superintendent of Public Works
    - Signs on public or private property
  - b. Building Permit Inspection and fees By-law No. 2010-38
    - <https://www.hbmtwp.ca/en/living-here/resources/Documents/Building-By-law-2010-38.pdf>
    - Site plan to include proposed signs and locations
    - Fee for sign permit
  - c. Community Improvement Plan
    - [https://www.hbmtwp.ca/en/doing-business/resources/Documents/Village-of-Havelock-CIP-Appendices\\_March-2017.pdf](https://www.hbmtwp.ca/en/doing-business/resources/Documents/Village-of-Havelock-CIP-Appendices_March-2017.pdf)
    - Signage guidelines
5. Township of Otonabee South Monaghan
- a. Property Standards By-law No. 2014-21

- [http://www.osmtownship.ca/en/township-hall/resources/Documents/2014-21\\_Property\\_Standards.pdf](http://www.osmtownship.ca/en/township-hall/resources/Documents/2014-21_Property_Standards.pdf)
  - Enforced by authorized employees of the Township
  - By-law amendment required to reference ground/pylon signs
  - “Graffiti” exempts signs authorized by Township, County or Provincial or Federal legislation
  - b. Official Plan
    - <http://www.osmtownship.ca/en/doing-business/resources/OSM-OP-Office-Consolidation--October-2017.pdf>
    - Administered by Planning Department
    - Site Plan Agreements under Section 41 of Planning Act
    - Regulation of signs through Site Plan Agreements, zoning by-laws, etc.
  - c. Electronic Information Sign By-law No. 2014-57
    - [http://www.osmtownship.ca/en/township-hall/resources/Documents/2014-57\\_LED\\_Sign\\_Usage.pdf](http://www.osmtownship.ca/en/township-hall/resources/Documents/2014-57_LED_Sign_Usage.pdf)
    - Use of sign for community events, etc.
  - d. Authorization Form - Commercial signs
    - [http://www.osmtownship.ca/en/doing-business/resources/Authorization\\_Form\\_Commercial\\_Signs.pdf](http://www.osmtownship.ca/en/doing-business/resources/Authorization_Form_Commercial_Signs.pdf)
    - Administered by Building Department
6. Township of Selwyn
- a. Sign By-law No. 2012-092
    - <http://www.selwyntownship.ca/en/resources/2012-092-SignBy-law.pdf>
    - Enforced by Municipal law Enforcement Officer
    - Billboard signs permitted on rural and agriculturally zoned parcels with frontage on County roads and Provincial highways subject to permits
    - Ground signs permitted within commercial zones
  - b. Sign Permit Guidelines
    - [http://www.selwyntownship.ca/en/townshiphall/resources/Building\\_Planning/Sign\\_Permit\\_Guidelines.pdf](http://www.selwyntownship.ca/en/townshiphall/resources/Building_Planning/Sign_Permit_Guidelines.pdf)
    - Guideline of standards
  - c. Site Plan Control under Section 41 of Planning Act

- [http://www.selwyntownship.ca/en/townshiphall/resources/Building\\_Planning/2019/2019-Guide-to-Submitting-Site-Plan-Applications.pdf](http://www.selwyntownship.ca/en/townshiphall/resources/Building_Planning/2019/2019-Guide-to-Submitting-Site-Plan-Applications.pdf)
  - Administered by Building & Planning Department
  - Traffic direction signs, other signage, sign illumination
- d. Community Improvement Plan
- <http://www.selwyntownship.ca/en/businesscentre/resources/CIP/Selwyn-Township-CIP-Final-Draft.-April-17-2018.-Clean.pdf>
  - Business facades, fascia, ground and other signage within commercial zones
  - Signage grant program
  - Entrance and directional signage
  - Ground signage improvement grant
7. Township of North Kawartha
- a. Property Standards By-law No. 46/01
- <https://www.northkawartha.ca/en/our-services/resources/Building-and-Planning/2001-0046.pdf>
  - Enforced by Property Standards Officer
  - Exterior walls free of unauthorized signs
- b. Site Plan Agreement pursuant to provisions of Planning Act
- <https://www.northkawartha.ca/en/our-services/resources/Building-and-Planning/SitePlanApproval.pdf>
  - Administered by Municipal Engineer
  - Sign permit
- c. Site Plan Control Guidelines
- [https://www.northkawartha.ca/en/our-services/resources/Building-and-Planning/Site\\_Plan\\_Guidelines2014.pdf](https://www.northkawartha.ca/en/our-services/resources/Building-and-Planning/Site_Plan_Guidelines2014.pdf)
  - Site plans to show “Location and Building Code Classification of all buildings and structures, ....., ground signs, ....., etc.,” and “Location of all signs and any lighting thereof;”
- d. Community Improvement Plan
- [https://www.northkawartha.ca/en/our-services/resources/Building-and-Planning/Planning-Notices/North\\_Kawartha\\_CIP\\_Final\\_Oct25\\_2018\\_compressed.pdf](https://www.northkawartha.ca/en/our-services/resources/Building-and-Planning/Planning-Notices/North_Kawartha_CIP_Final_Oct25_2018_compressed.pdf)

- upgrades or replacement of existing ground signage; installation of new ground signage; signage lighting
- Signage grant for replacement or new permanent ground signage

## 8. Municipality of Trent Lakes

### a. Sign By-law No. B2016-069

- <http://www.trentlakes.ca/wp-content/uploads/2014/08/B2016-069-Sign-By-law.pdf>
- Enforced by Manager of Building and Planning or designate
- No signs on Township roads
- 24 billboards on private property; 8 per 3 wards

### b. Fees and Charges By-law No. B2018-043

- <http://www.trentlakes.ca/wp-content/uploads/2018/04/B2018-043.pdf>
- Fees for sign permits (mobile, billboard, all other signs)

### c. Site Plan Control under Section 41 of Planning Act

- Official Plan Section 8.6
- Administered by Building and Planning Department

### d. Property Standards By-law No. 2017-099

- <http://www.trentlakes.ca/wp-content/uploads/2018/08/B2017-099-Property-Standards-By-law.pdf>
- Enforced by authorized employees of the Municipality
- By-law amendment required to reference ground/pylon signs



Attachment 2

Sign Types

Sign Permit Matrix - PRELIMINARY

Sign Types	Public (County) Property	Private Property (off-building)	Private Property (on/in building)	Prohibited
Animated Sign				X
Awning Sign			X	
Back-lit Sign		X	X	
Banner Sign	X			
Billboard (Pylon) Sign		X		
Building Sign		X	X	
Bush Country Sign	X			
Canopy Sign			X	
Civic (Street) Address Sign	X	X	X	
Contractor's Sign		X		
Developer's Sign		X		
Directional Sign, Off-premises	X			
Directional Sign On-premises		X		
Directory Sign		X	X	
Double Face Sign		X		
Election Sign	X	X		
Electronic Message (Readograph) Display Sign	X	X	X	
Farm Products Sign	X			
Fascia Sign			X	
Fence Sign		X		
Flashing Sign				X
Garage/Yard (residential contents) Sale Sign		X		
Ground Sign	X	X		
H Bracket/Frame Lawn Stake Sign		X		
Hanging Sign			X	
Home Occupation Sign			X	
Illuminated Sign		X	X	
Inflatable Sign				X
Information Sign		X		
Interior Sign			X	
Institution Sign	X	X		
Memorial/Commemorative Sign	X	X		
Menu Board Sign		X		
Mobile/Portable Sign	X	X		
Multi-faces Sign				
Mural Sign			X	
Nuisance Sign				X
No Trespassing Signs		X	X	
Off-premises Sign				X
Official (Government) Sign	X			
On-premises Sign		X		
Open House Directional Sign		X		
Personal Identification Sign		X		
Poster/Panel Sign		X	X	
Private Warning Sign		X	X	
Projecting or Overhanging Sign	X			
Public Information/Notice Sign	X			
Real Estate Advertising Sign	X	X	X	
Regulatory/Warning (public road conditions) Sign	X			
Roof Sign			X	
Sandwich Board Sign		X		
Special Events (patriotic, religious, charitable organization) Sign	X			
Temporary Sign		X	X	
Third Party Advertising Sign		X	X	
Utility Pole/Tree Mounted Sign				X
Video Display Sign				X
Wall Sign			X	
Wayfinding Sign	X			
Window Sign			X	