

**Policies & Priorities Committee Meeting**  
**AGENDA**

Tuesday, September 27, 2016, 5:00 pm  
Tecumseh Town Hall  
www.tecumseh.ca

**Pages**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS**
  - a. Chris Hales, Chair, and Fred Stibbard, Member, Tecumseh Police Services Board  
Re: Police Services Board Term of Appointment
5. **COMMUNICATIONS**
6. **REPORTS**
  - a. Corporate Services & Clerk
    1. Director Corporate Services & Clerk, September 21, 2016, Report No. 32/16 3 - 8  
Re: Committee and Board Term of Appointments
    2. Director Corporate Services & Clerk, September 12, 2016, Report No. 34/16 9 - 17  
Re: Examination of Urban Chicken Control & Rodent Complaints
    3. Director Corporate Services & Clerk, September 08, 2016, Report No. 35/16 18 - 25  
Re: Travel Policy Amendment
  - b. Financial Services
    1. Director Financial Services & Treasurer, September 8, 2016, Report No. 16/16 26 - 31  
Re: Policy # 90 - Municipal Drain Policy
    2. Director Financial Services & Treasurer, September 19, 2016, Report No. 17/16 32 - 46  
Re: Corporate Credit Card Issuance & Use Policy #16 - Updated 2016

c. Planning & Building Services

1. Director Planning & Building Services and Development Co-ordinator, September 19, 2016, Report No. 28/16

47 - 70

Re: Summary of Draft New Sign By-law

7. NEXT MEETING

8. ADJOURNMENT



## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerks  
Report Number 32/16

**TO:** Mayor and Members of Council

**FROM:** Laura Moy, Director Corporate Services & Clerk

**DATE:** September 21, 2016

**DATE TO COUNCIL:** September 27, 2016

**SUBJECT:** Committee and Board Term of Appointments

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### **RECOMMENDATIONS**

It is recommended that:

1. Corporate Services & Clerks Report No. 32/16 regarding the term of appointments for the Committees and Boards, be received.

### **BACKGROUND**

The Committee/Local Board Application and Appointment Policy No. 4 (Policy) establishes timelines for calling and receiving applications for Committees and Local Boards and a process for reviewing the applications, as well as selecting persons to be appointed to the respective Committees and Local Boards.

Revisions to the Policy were approved in 2014 to change the term of Committee and Board Appointments to the full term of Council for consistency, as well as amending the date for an annual call for applications, in a non-election year, for filling of vacancies.

The Policy requires that applications for appointments, to fill any vacancies that may occur for any Committee or Local Board in a non-election year, be called in September by the Clerk.

A Notice of Call for Applications to fill the current vacancies on the following Committees, in addition to the Essex Power Board and Tecumseh BIA Board of Management has been published in the local newspapers and is posted on the Town's website. In addition, the Notice has been linked to the Town's social media and Town App:

- Committee of Adjustment
- Corn Festival
- Youth Advisory
- Senior Advisory
- Culture and Arts Advisory
- Heritage Committee
- Tecumseh Accessible Advisory (TAAC)

In accordance with the Policy, persons wishing to be appointed to a Committee or Board must complete and submit a prescribed Application Form for the Committee to which they are seeking an appointment. Original and complete Application Forms are to be submitted to the Clerk on or before October 31<sup>st</sup> annually.

Applicants must be:

- a resident, or owner/tenant of land in the Town of Tecumseh;
- a Canadian citizen; and
- at least 18 years of age, unless otherwise indicated [ie: Youth Advisory Committee members must be 13-23 years and Senior Advisory Committee members must be at least 65 years]

Applicants may not be:

- an employee of the Town, nor
- prohibited by law from voting in a municipal election.

## **COMMENTS**

### **Annual Policy Review**

The Policy is reviewed annually prior to the reporting on the current year's call for Committee and Board applications.

A review of the Policy was undertaken by Administration in preparation for the Annual Committee Application and Selection Process for the 2017 year. The following revisions to the Policy were recommended and approved at the August 9, 2016, Meeting of Council:

- amending the meeting date, time and frequency of the Heritage Committee to "monthly on the third Monday of the month at 6:00 pm"
- adding the Senior and Youth Advisory Committees under Advisory Committees;
- amending the meeting place of the Corn Festival Committee to the Horwood Room at the Tecumseh Arena; and
- amending the composition of the BIA Board of Management to two (2) directors appointed by Council and seven (7) directors selected by a vote of the members of the improvement area and appointed by Council; and that one (1) member of Council be selected to act as a liaison between the Board and Council

### **Term of Committee Appointments**

The term of appointments to Advisory and Statutory Committees was determined by Council at their Special Meeting held on December 9, 2014, to be the same as their term, or until such time as new members are appointed.

In accordance with the *Planning Act*, the term of the appointments to the Committee of Adjustment is the same as the term of the Council that appointed the members, or until such time as new members are appointed.

Applications to fill vacancies that may occur throughout each year are filled following the Call for Applications in September, annually. A Special Meeting of Council is held on the fourth Tuesday of November, annually to consider applications and decide on filling the vacancies.

As previously noted, applications are currently being received to fill Committee vacancies. The Chair and Co-chair of the Corn Festival Committee have asked to meet with Administration and the Corn Festival Committee applicants prior to appointments being made in order to best inform applicants of the Committee's responsibilities and duties, and to ensure applicants are able to commit to their obligations as a member of the Committee.

Council will consider Committee applications at their Special Meeting scheduled to be held on Tuesday, November 22, 2016.

#### Term of Appointments to Boards

##### **BIA Board of Management**

The term of appointments for the BIA Board of Management is the same as the term of Council, in accordance with the *Municipal Act, 2001*. Applications are being received to fill the two (2) current vacancies on the BIA Board arising from the changes made to the Board's composition at the August 9 Meeting of Council.

##### **Police Services Board**

The *Police Services Act* requires a municipality to appoint a Police Services Board. Tecumseh Council established a Police Services Board for the Town comprised of:

- the Head of Council (Mayor) or, if the Mayor chooses not to be a member of the Board, another Member of Council appointed by resolution;
- one Member of Council appointed by resolution;
- one person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the Town; and
- two (2) persons appointed by the Lieutenant Governor in Council.

The responsibilities of the PSB are set out in the *Police Services Act*. The PSB is responsible for the provision of adequate and effective police services in the Town.

The following is a list of the current PSB Members and future appointments:

<b><i>Police Services Board</i></b>	
<b>Council 2015-2016</b> <ul style="list-style-type: none"><li>• Mayor Gary McNamara</li><li>• Deputy Mayor Joe Bachetti</li></ul> Council Appointed Member <ul style="list-style-type: none"><li>• Fred Stibbard</li></ul> Lieutenant Governor Appointed Members <ul style="list-style-type: none"><li>• Eleanor Groh</li><li>• Chris Hales</li></ul>	<b>Council 2017-2018</b> <ul style="list-style-type: none"><li>• Mayor Gary McNamara</li><li>• Councillor Rita Ossington</li></ul> Council Appointed Member <ul style="list-style-type: none"><li>• Guy Dorion</li></ul> Lieutenant Governor Appointed Members <ul style="list-style-type: none"><li>• Eleanor Groh</li><li>• Chris Hales (<i>pending Ministry approval</i>)</li></ul>

The appointment of Chris Hales, by the Lieutenant Governor, expires on September 28, 2016. His re-appointment to the Board is anticipated, but is pending from the Ministry of Community and Correctional Services. A delay is reported due to a 'transition in the Minister's office.' Mr. Hales will be unable to sit as a member of the PSB until such time as his re-appointment is approved by the Ministry.

At the June 9, 2016, PSB meeting, the members passed the following motion (PSB 23-16):

*WHEREAS the Police Services Act of Ontario is currently undergoing a process of review and revision;*  
*AND WHEREAS it is anticipated that significant changes will be made to the Police Services Act, including an expansion in the governance role of Police Services Boards;*  
*AND WHEREAS extensive training is required for each Police Services Board member to maintain and fulfill their governance role effectively;*  
*AND WHEREAS continuity is essential for effective governance, particularly during times of change;*  
*THEREFORE BE IT RESOLVED that the Tecumseh Police Services Board request Tecumseh Town Council to amend By-Law 2015-10 in order to extend the term of the current Community Appointee to the Tecumseh Police Services Board through to and including December 1, 2018.*

Direction is requested on the PSB's request to extend the term of the current Community Appointee, Fred Stibbard, through to and including December 1, 2018.

### **Essex Power Board**

The Town of Tecumseh, along with the Towns of Amherstburg, LaSalle and the Municipality of Leamington, are the holders of record and the beneficial owners of issued and outstanding common shares in Essex Power Corporation. The municipalities entered into a Unanimous Shareholder Agreement, dated June 1, 2000, regarding certain aspects of the organization of the affairs of Essex Power Corporation and its subsidiaries and their respective rights and obligations to each other.

Article 3 of the Agreement sets out the structure for the Board of Directors and in particular paragraph 3.05 states that each Municipality shall ensure the election, or appointment of Directors, and shall ensure at all times that one of its nominees is an elected municipal representative and that the other nominee is a non-elected member of the business community.

Essex Power has requested that the term of appointment for the non-elected member be offset from the municipal representatives to avoid any transitional issues.

The following is a list of members on the Essex Power Corporation Board of Directors and their respective term of appointment:

<b><i>Essex Power Corporation Board of Directors</i></b>	
Mayor Gary McNamara	2015-2018
Tom Burton	2015-2016

Applications are currently being received to fill the non-elected member position, effective January 1, 2017.

## **CONSULTATIONS**

Director Parks & Recreation Services  
PSB Recording Secretary

## **FINANCIAL IMPLICATIONS**

The cost of advertising and calling of Applications for the Committees is included in the 2016 budget.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	✓

## **COMMUNICATIONS**

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Reviewed by:

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Laura Moy, Dipl.M.M., CMM III HR Professional  
Director Corporate Services & Clerk

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

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## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 34/16

**TO:** Mayor and Members of Council

**FROM:** Director Corporate Services & Clerk

**DATE:** September 12, 2016

**DATE TO COUNCIL:** September 27, 2016

**SUBJECT:** Examination of Urban Chicken Control & Rodent Complaints

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### **RECOMMENDATIONS**

It is recommended that:

1. Corporate Services & Clerk Report No. 34/16, titled "Examination of Urban Chicken Control & Rodent Complaints" be received.

### **BACKGROUND**

As a result of growing concern from the community, an examination of the Town of Tecumseh's (Town) urban chicken population is being undertaken, along with complaints relating to rodents and other wildlife. This report is submitted as information relative to these concerns and steps being taken to address the issues.

"Urban chickens" have become a growing trend across North America. In an effort to be more involved in their own food production, urban residents across Canada are opting to raise and keep chickens in their backyards. Chickens raised on urban residential dwellings are therefore referred to as "urban chickens" or "backyard chickens".

Growing your own food can be very rewarding and many people are looking at the opportunity they have right in their own backyards. Vegetable gardens and fruit trees are already a part of the urban environment for many people, but others are looking for more ways to bring the farm to towns and cities. Some, for example, choose to raise chickens in their backyards, which can be a source of both eggs and meat. This brings its own unique set of challenges for municipalities across Canada.

As a result of the growing trend of keeping chickens in urban areas, municipalities are left deciding whether to regulate or restrict backyard chickens.

The responsibly humane and sanitary keeping of backyard chickens relies both on the owners, as well as municipalities. Before developing any by-laws surrounding the keeping of chickens in urban areas, several issues should be considered:

- I. **Animal & Public Health:** Poultry can host diseases that can be passed on to humans. These animals require health management and veterinary care, as well as basic biosecurity measures, to minimize the occurrence and spread of diseases.

- II. **Animal Care:** Basic hygiene is essential when caring for these animals, which also need proper shelter, food, water and adequate space to stay healthy. Manure must be disposed of in a safe and environmentally responsible manner. Even with the best of care, some animals will die, which means there have to be plans for the disposal of dead chickens.
- III. **Predators:** Poultry can attract predators such as coyotes, rats, skunks, raccoons, foxes and neighbourhood pets.
- IV. **Food Safety:** Municipalities should also be aware of provincial and federal regulations regarding food safety. For example, regulations under the *Food Safety and Quality Act, 2001* govern the sale of ungraded eggs.
- V. **Nuisance:** While there are potential benefits to permitting backyard chickens, there is also the potential for disease, food safety and nuisance issues to take into consideration. These nuisance issues include increased noise, unpleasant odors, and the attraction of rodents and wildlife [ie: skunks, racoon, opossum...].

Persons who wish to keep chickens must consider a variety of factors, which include but are not limited to the following:

- I. The keeping of chickens is a long term commitment— they can live up to ten (10) years, but most only produce eggs for up to five (5) years;
- II. For shelter and protection from predators, chickens need an enclosed house with a locking door, which is known as a coop;
- III. Chickens are also social creatures. This means those who wish to keep chickens need to keep more than one (1) so that the chickens are able to socialize and engage in fundamental behaviours;
- IV. Chickens also require adequate space. Too little space can be a stressor for chickens, who may respond with aggressive behaviours such as egg eating, pecking at each other, and even cannibalism;
- V. Chickens require diligent care and upkeep, including proper care in the winter months.

The list above is not exhaustive. There are many other factors which need to be considered before a person decides to take care of chickens, as there are both benefits and risks associated with the keeping of backyard chickens.

Some Tecumseh residents have voiced their concerns in regards to the rodent population within the Town. As a result of these concerns, a public education notice entitled “*Pest Control—Dealing with Rodents*” was developed and released earlier this year [[Appendix 1](#)]. This educational notice is available on the Town’s website, and was linked to social media and the Town App. It describes what a rodent is and looks like, how to prevent pests such as rodents from appearing on your property, and how to safely remove unwanted pests.

The Town is not the only municipality currently dealing with an increased volume of complaints regarding unwanted pests, such as rodents. The City of Windsor is currently experiencing a seemingly growing rodent problem.

Preliminary research does not clearly indicate a direct correlation between the keeping of backyard chickens and rodents. Research indicates rodents are attracted to food sources. Chicken feed, if not stored properly, may offer rodents a food source, as well as backyard gardens and bird feeders.

The concerns of Tecumseh residents regarding urban chickens and rodents has not gone unnoticed. Administration is working diligently to find potential cause(s), as well as alternative ways to address the concerns.

## **COMMENTS**

In an effort to keep up with the growing popularity of urban chickens, Administration has been working to better understand its role in dealing with this trend. Currently, the Town's Animal Control Bylaw No. 1999-07 does not regulate the keeping of urban chickens.

The Town's current zoning by-laws do not provide specific regulations pertaining to the keeping of urban chickens (or any other type of animal/pet) within residential areas. As a result, and in an attempt to provide some reasonable application of the by-law, there has been reliance upon a simplified interpretation of other provisions in the zoning by-laws as a means to ensure that the noted use does not become an incompatible use within residentially zoned areas.

More specifically, with respect to urban chickens (and the associated structures which house them) the Planning and Building Services Department has relied upon the definition of "accessory" when dealing with the introduction of urban chickens on a residentially zoned property. Currently, the use is being interpreted as an accessory use to the permitted residential use provided it meets the zoning by-law's definition of "accessory" (*"being a use that is normally incidental, subordinate and exclusively devoted to a main use..."*) along with the associated accessory use provisions (building size, minimum side and rear yards, building height, etc.).

As the demand for urban chickens has increased over the past several years, the above noted interpretation was applied to any property complaint received by the Town. The approach consistently being used is that in order to meet the "accessory" definition of the zoning by-law, a maximum of three (3) urban chickens could be deemed a permitted accessory use on the basis that the Animal Control By-law establishes the number "three" as the maximum number of cats or dogs that are permitted on an individual property, provided once again that the definition and associated provisions regarding accessory uses/buildings/structures are met.

Neighboring municipalities were surveyed for the purpose of this report, most of which ban the keeping of chickens on residential property. The municipalities surveyed for the purpose of this report that restrict the keeping of chickens on residential property, within their respective Animal Control By-laws, are: the Towns of LaSalle, Lakeshore, and Kingsville and the City of Windsor. Like Tecumseh's Animal Control By-law this matter is silent in the Town of Essex and Municipality of Leamington by-laws.

Although there are some Canadian cities which allow for and regulate urban chickens [i.e. Vancouver, Victoria, and Montreal], most municipalities either ban the practice or do not currently have a policy in place to deal with this issue.

When deciding whether or not to regulate or restrict the keeping of chickens on residential property within the Town, a variety of factors must be taken into consideration as previously commented, in addition to enforcement, inspection and monitoring.

As noted earlier in this report, research has shown urban chickens, and improperly stored food, have the potential to attract rodents and other wildlife. The Corporate Services & Clerks, Public Works & Environmental Services, Planning & Building Services and Information and Communication Services Departments are working collaboratively to establish where urban chickens are known to be located within the Town in relation to where complaints have been received about rodents, in order to see if a correlation between the two can be established. Based on preliminary analysis, it is not clear that such a correlation will be revealed.

Consultation has also taken place with the Windsor Essex County Humane Society (WECHS) which could not offer any support on the correlation of urban chickens to the perceived increase in the rodent population. A variety of factors can attract rodents to an area including, as already mentioned, food sources and shelter, in addition to predators in the area [ie: cats, raccoons, skunks, fox, coyote, etc...]. With respect to urban chickens, the WECHS advises they receive very few chicken in-takes. In-takes are generally surrendered male chickens [non-egg producing], strays; or in one case, seized for improper care.

Residents often look to their local municipality for assistance in rodent and wildlife control, for which they have no obligation to provide. Locally, the City of Windsor (City) has a rat baiting program. Through this service, the City contracts a pest exterminator. Residents who have rodents on their property pay a \$100 fee for a maximum of four (4) baitings per session, for each residential address. In regards to the extermination of rodents, the Town does not currently offer its residents any extermination services, but may wish to explore offering a similar baiting program as the City, at the full cost to the resident.

In terms of the prevention of pests such as rodents, the Town previously released a public education notice, "*Pest Control—Dealing with Rodents*", informing residents all about rodents and how to prevent them. By providing Tecumseh residents with the necessary information and educational tools to deal with rodents, we can help to discourage unwanted pests within the community.

Also in regards to the prevention of pests within the Town, Administration has reviewed and will be making recommendations to update the Refuse Control Bylaw (2003-40). In 2014, the City of Windsor introduced a bylaw which mandates that all curb-side garbage be placed in hard-sided containers. As a result of this measure, the City has reported a noticed a reduction in the number of urban wildlife, including skunks and rodents. Rodents, including rats, are attracted to garbage, and it is imperative that the Town stay up to date with the necessary measures, including updating by-laws, to keep any unwanted pests at bay.

Administration is continuing to work to understand how to best deal with urban chickens and keep unwanted pests out of our community. To date, the following steps are being taken:

- A public education notice has been developed and promoted on ways to deal with unwanted pests as a proactive measure to combat the issue of rodents in the community;
- Exploring whether there is a correlation between urban chickens in the community and the increase of complaints in regards to rodents;
- Consulting with the Windsor-Essex County Humane Society to better understand the keeping of urban chickens, in relation to regulating or restricting; and
- Reviewing by-laws and potential amendments to by-laws that pertain to the regulating or keeping of animal [ie: Animal Control and Zoning By-laws] and that may help prevent the attraction of rodents and wildlife [ie: Property Standards and Refuse Control By-laws].

## **CONSULTATIONS**

Planning & Building Services Department  
Public Works & Environmental Services Department  
Essex County Municipalities  
City of Windsor  
Windsor Essex County Humane Society  
Ontario Ministry of Agriculture, Food and Rural Affairs

## **FINANCIAL IMPLICATIONS**

There are no financial implications. This is an informational report.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	

## **COMMUNICATIONS**

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Reviewed by:

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Tina Savic, BA  
University of Windsor Master's Student,  
Student Intern

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Laura Moy, Dipl. M.M, CMM III HR Professional  
Director Corporate Services & Clerk

Reviewed by:

Reviewed by:

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Brian Hillman, BA, MA  
Director Planning & Building Services

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Dan Piescic, P.Eng.  
Director Public Works & Environmental  
Services

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

**Appendix 1:** Public Notice: "Pest Control—Dealing with Rodents"

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## Appendix 1



Public Notice

### Pest Control — Dealing with Rodents

#### Pests:

##### *What is a Pest?*

A pest, as defined by the *Federal Pest Control Products Act*, means “an animal, a plant or other organism that is injurious, noxious or troublesome, whether directly or indirectly, and an injurious, noxious or troublesome condition or organic function of an animal, a plant or other organism.”

There are many common pests including rodents (rats and mice), moles, skunks, raccoons, etc. There are easy ways to both identify whether you might have pests and ways to prevent them from living or returning to your property.

*Pest Control – Dealing with Rodents* will focus on ways to identify and prevent rodents. To learn more about dealing with other pests and wildlife in urban areas, please visit the Town's website at [www.tecumseh.ca](http://www.tecumseh.ca).

##### *What Does a Rat Look Like?*

The rat has a stocky body, weighing 200 to 500 grams. Their fur is black or brown, and the tail is scaly. It has a blunt nose with small ears and eyes.



##### *What Does a Mouse Look Like?*

A mouse is a small rodent with a pointed nose, furry round body, large ears and a long often hairless tail. Mice come in a variety of colours and sizes.





### ***Where Am I Most Likely to Find Rodents on my Property?***

Rodents are pests that are found year round. Rodents typically live outdoors and then migrate inside when cool weather approaches. They are found around buildings, in gardens, near garbage or composters, and within homes, including in the roof and in drains.

Rodents are nocturnal animals, meaning that they are most active at night. However, if food and water sources are scarce, or if large infestations occur, rodents will become active during the day.

### ***How Can I Tell if I Have Rodents on my Property?***

1. Look for places where rodents live - most rodents tend to live in nests or burrows. Burrows are holes in dirt or concrete from one to four inches wide, with smooth edges, and can also be found under bushes and plants. They will often have an entrance and exit hole. They will burrow into the ground close to their food source.
2. Look for nests. Rodents nest in any safe location where food and water are available, such as under wood piles, in abandoned vehicles, between walls or under floors in garages or sheds.
3. Look for droppings. For rats, they are 1/4 to 1/2 inch in length, capsule shaped, with blunt ends and are usually a shiny black (though variable according to diet). They are often times found close to garbage. For mice, they are approximately 3 to 6 mm in length; they are granular in shape and black in colour.
4. Look for holes and gnaw marks on wood and plastic garbage cans.
5. Check walls and grass for signs of runways. Rodents run along the same path many times a day, leaving dark greasy track marks along walls and worn down paths in grass.

### ***Preventing Rodents:***

There are several simple steps you can take to prevent rodents on your property:

#### **Remove Clutter**

- This is an important step as clutter gives rodents lots of places to hide, sleep, nest and reproduce.
- Remove (and recycle) piles of newspapers, paper bags, cardboard and bottles.
- Clear out your basement and yard.
- Try to store items away from walls and off the ground.



#### **Maintain Your Yard**

- Control weeds, shrubs and bushes as pests are often found in burrows under bushes and plants.
- Keep tall grass, bushes, shrubs and mulch away from building foundations.
- Make space between plants and avoid dense planting.
- Keep gardens free of weeds and trash.



### Manage Your Garbage

- Bring garbage cans and bags to the curb as close to pick-up time as possible.
- Use hard plastic or metal cans with tight fitting lids.
- Always put garbage inside pest proof containers with tight fitting lids.
- If you compost, remember to follow good composting practices:
  - Do not throw food scraps into backyard compost without covering them.
  - Have a pest proof compost container.



### Keep Food Away

- Do not put food out for stray cats, pigeons or squirrels.
- Remove fallen fruit and nuts from your yard.
- Remove pet food right after feeding and do not leave it outside overnight.
- Clean out waste and food from pet enclosures.
- Equip bird feeders with trays and clean spilled seeds often.
- Repair any plumbing leaks to remove a water source, and remember to always cover pools when not in use.

### Eliminate Potential Hiding and Living Places

- Trim plants near buildings so that 15 to 20 cm (6 to 8 inches) above ground is clear. Trim branches of trees or shrubs to prevent access to roofs or balconies.
- Remove unused piles of lumber and old sheds.
- Do not store old cars or furniture outside.
- Store lumber and firewood on stands high-off the ground.

### Keep Rodents Out (Pest-Proofing Your Home)

- Be sure to seal cracks and small holes (usually with caulk).
- Close gaps under doors with rodent-resistant metal door sweeps.
- Close window gaps with metal flashing.
- Put screens on vents, especially on lower floors.



### Removing Pests:

The most effective way to thoroughly eliminate pests from your property is to contact your local pest control agency. These agencies are equipped with the necessary resources to effectively and safely remove any unwanted pests.





## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 35/16

**TO:** Mayor and Members of Council

**FROM:** Laura Moy, Director Corporate Services & Clerk

**DATE:** September 8, 2016

**DATE TO COUNCIL:** September 27, 2016

**SUBJECT:** Travel Policy Amendment

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### **RECOMMENDATIONS**

It is recommended that:

1. Corporate Services & Clerk Report No.35/16 regarding amendments to the Travel Policy, be received; and that
2. The amendment to the Travel Policy shown in Appendix 1, be approved.

### **BACKGROUND**

The Town has adopted certain policies in respect of allowable expenses related to travel, as well as attendance at externally offered job-related workshops/seminars and conferences for Council Members, Municipal Employees and Appointed Officials.

The Travel Policy No. 14 (Policy) provides for allowable expense to Council Members, Employees and Appointed Officials and promotes fiscal responsibility for allowable expenses in the most economical manner and practical way possible.

The Travel Policy was last reviewed by Administration in 2011, in conjunction with the Education and Professional Development Policies. Recommended changes to these policies were approved by Council in September 2011.

The purpose of this Report is to recommend further amendments to the Travel Policy that are intended to clarify when meal allowances and per diems are paid, and to grant payment of allowable expenses [ie: travel, accommodation, meal and per diems] following attendance at a job-related workshop/seminar and conference upon submission of the requisite Travel Expense Account form and supporting receipts as necessary.

## **COMMENTS**

The Policy covers expenses that will be paid/reimbursed by the Corporation to Council Members, Municipal Employees and Appointed Officials for attendance at externally offered job-related workshops/seminars and conferences.

Expenses include:

1. Transportation
2. Accommodation
3. Daily Allowance (meals)
4. Parking, and
5. Per Diems.

A copy of the Policy [\[Attachment 1\]](#) is attached reflecting recommended amendments to the Policy:

1. to clarify the practice that the Daily Allowance and Per Diems are paid for days on which a Council Member or Appointed Official is **actually in attendance** at an authorized workshop/seminar and conference outside of Essex County;
2. to clarify the practice that the Daily Allowance is paid for days on which an Employee is **actually in attendance** at an authorized workshop/seminar and conference outside of Essex County;
3. to clarify the actual amount of overnight accommodations, **outside of Essex County**, will be allowed at a rate in accordance with the room rates charged for the function, or at the hotel's corporate/government rate for a standard room, whichever is less.

Section 8 of the Policy covers 'Payment in Advance' for "registration, transportation and/or accommodation" expenses covered in the Policy. Registration expenses are paid directly by the Corporation and are addressed in the Education and Professional Development Policies.

To streamline processing payment of expenses, and to eliminate the need to reconcile pre-payments to actual expenses incurred, the attached amended Policy reflects the following changes:

4. payment/reimbursement of actual expenses [Transportation, Accommodation, Parking] **following attendance** at the authorized workshop/seminar and conference outside of Essex County and submission of the requisite Travel Expense Account form and supporting receipts, along with payment of the Daily Allowance and Per Diem, if applicable;
5. payments in advance may be approved by the Chief Administrative Officer, under exceptional circumstances.

In addition to the travel related expenses provided to Council, a one third tax exemption is granted through by-law, approved during each term of Council, and provides compensation through the deeming of one-third of the remuneration paid to Members of Council to be for expenses incident to the discharge of the members' duties.

## **CONSULTATIONS**

Director Financial Services & Treasurer  
Executive Assistant to the Chief Administrative Officer

## **FINANCIAL IMPLICATIONS**

There are no financial implications other than providing a more efficient process for payment of travel-related expenses and setting a consistent practice for entitlement to Daily Allowance and Per Diem.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	✓

## **COMMUNICATIONS**

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Reviewed by:

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Laura Moy, Dipl. M.M, CMM III HR Professional  
Director Corporate Services & Clerk

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Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s): 1. Travel Policy, as amended

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## The Corporation of the Town of Tecumseh

### POLICY MANUAL

<b>POLICY NUMBER:</b> 14	<b>EFFECTIVE DATE :</b> September 27, 2016
<b>SUPERCEDES:</b> PC 64/2001 – May 15, 2001 - Adopted by Council June 12, 2001 PC 77/2001 – June 20, 2001 - Adopted by Council June 26, 2001 PC 16/2002 – February 19, 2002 - Adopted by Council February 26, 2002 PPC 48/2004-August 5 <sup>th</sup> , 2004 - Adopted by Council-August 10 <sup>th</sup> , 2004 PPC 45-/05 – October 6, 2005 PPC 13/07 – January 23, 2007 - Adopted by Council - February 13, 2007 PPC 15/08 – May 27, 2008 - Adopted by Council – June 24, 2008 PPC-01/11 February 22, 2011 - Adopted by Council – March 8, 2011 PPC-14/11 September 13, 2011 - Adopted by Council – September 27, 2011	<b>APPROVAL:</b> -
<b>SUBJECT: Travel Policy</b>	

#### PURPOSE:

- 1.1 The purpose of the Travel Policy is to provide allowable expenses to Council Members, Municipal Employees and Appointed Officials of the Corporation. The Corporation promotes fiscal responsibility and will provide allowable expenses in the most economical manner and practical way possible.

#### DEFINITIONS:

- 2.1 “Town Vehicle” is defined as any vehicle owned and maintained by the Corporation.

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## TRANSPORTATION:

- 3.1 For use of an employee's personal vehicle **outside of Essex County** for the purpose of the Corporation's business, the Corporation will reimburse the employee's approved mileage claim as set out in 3.3.
- 3.2 For the use of an employee's personal vehicle **within Essex County** for the purpose of the Corporation's business, a mileage claim, as set out in 3.3, **will only** be provided where a Town vehicle is not available when required, provided the scheduling of such use cannot be altered.
- 3.3 A mileage claim will be paid [Mileage Expense Form Schedule A] at the rate per kilometre travelled, as established annually by the Canada Revenue Agency, Automobile Deduction Limits, as the rate allowable as a tax-exempt allowance, or actual expenses for economy air, train or bus fare, with the most practical and economical cost.
- 3.4 A mileage claim for the use of an employee's personal vehicle, if air travel is available, may not exceed the equivalent of the economy air fare. If air travel is not available, the mileage claim may be based on the actual distance travelled.
- 3.5 Taxis, shuttles or other in-city transportation expenses, highway tolls and miscellaneous sundry items shall be actual amounts, upon submission of receipts.
- 3.6 Expenses associated with the use of a rented automobile for travel to and from a function, may be an allowable expense, provided the expense does not exceed the cost of taxi fares for the same purpose. The use of the rented automobile for personal business is not an allowable expense.

## ACCOMMODATION:

- 4.1 The actual amount of overnight accommodations **outside of Essex County** will be allowed at a rate in accordance with the room rates charged for the function, or at the hotel's corporate/government rate for a standard room, whichever is less.
- 4.2 Confirmation of room rental and the cost should be obtained before requesting payment.
- 4.3 A receipt for payment must be obtained and submitted upon return.
- 4.4 Any room charges for meals or other miscellaneous costs should be deducted and paid from the daily allowance.

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## DAILY ALLOWANCE:

- 5.1 A daily allowance may be claimed for days actually in attendance at all authorized conferences, workshops/seminars, etc... **outside** of Essex County. This rate shall be established at \$80.00 per day, payable in either Canadian or U.S. funds, at a currency to be determined by the location of the conference, workshop/seminar or meeting, with no receipts for actual expenses necessary.
- 5.2 An allowable expense for lunch may be claimed for attendance at all authorized conferences, workshops/seminars, etc... **within** Essex County, provided receipts for actual expenses are submitted.

## PARKING:

- 6.1 The actual cost of parking incurred shall be paid by the Corporation upon submission of receipts.

## PER DIEMS:

- 7.1 A daily per diem will be paid to a **Member of Council** for each day actually attending a full day or multiple day conference, workshop/seminar as authorized by Council in the amount of \$200.00.
- 7.2 **Municipal Employees** when engaged in authorized civic affairs on Saturdays, Sundays, vacations or holiday may be granted time in lieu as follows:
  - i) a half day (3.5 hours) in lieu for travel of 350 km or less;
  - ii) a day in lieu (7.0 hours) for travel greater than 350 km.
- 7.3 A daily per diem will be paid to **Appointed Officials** for each day actually attending a full day or multiple day conference, workshop/seminar, as approved by the Committee and within their budget, in the amount of \$200.00.

## PAYMENT:

- 8.1 Whenever possible, transportation and accommodation expenses will be paid directly by the Corporation.
- 8.2 If it is not possible for the Corporation to pay directly, a payment will be provided to the attendee for transportation and/or accommodation costs for actual expenses incurred upon the attendee's return.
- 8.3 Reimbursement requests for transportation, accommodation, and parking, along with claims for Daily Allowance and Per Diems must be made on the Travel Expense



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Account Form (Schedule B). Claims should be submitted within one (1) week of the attendee's return.

- 8.4 Payments in advance may be approved by the Chief Administrative Officer, under exceptional circumstances.

**BUDGETING:**

- 9.1 All costs associated with travel expenses are to be budgeted annually by the Department.



## THE CORPORATION OF THE TOWN OF TECUMSEH

### Financial Services Report 16/16

**TO:** Policies & Priorities Committee

**FROM:** Director Financial Services & Treasurer

**DATE:** September 8, 2016

**DATE TO COUNCIL:** September 27, 2016

**SUBJECT:** Policy # 90 - Municipal Drain Financing

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### **RECOMMENDATIONS**

It is recommended that:

1. The draft Policy # 90 Municipal Drain Financing, as appended to Financial Services Report 16/16 be approved.

### **BACKGROUND**

A municipal drain is a regulated drainage system that is necessary in order to regulate the water table or water level within or on any lands. Municipal drains improve drainage of agricultural land. Most are either ditches or closed pipe or tile systems buried underground. Municipal drains can also include pumping stations, grassed waterways, buffer strips, culverts, bridges, or even creeks or small rivers.

The Ontario *Drainage Act*, R.S.O. 1990, c.D.17 ("*Drainage Act*") is provincial legislation that provides a legal outlet for landowners with drainage problems to create, repair, maintain or improve lands to be drained. The creation or repair and improvement of a municipal drain is a statutory public communal process that includes: a petition/request from affected landowners to create/maintain or improve a municipal drain, public meetings, a final engineering report, an appeal process and a municipal by-law adopting the Appointed Engineer's final report.

The Town of Tecumseh is responsible for the repair, maintenance and/or improvements to the municipal drainage systems located within the Town boundaries on behalf of the community of affected landowners involved. The Drainage Superintendent is Council's agent responsible for the management of municipal drains for the benefit of its users. All costs to repair or improve municipal drainage systems are assessed to the affected upstream landowners who benefit from the drains. The Town, as a landowner, has no greater rights and is subject to no greater obligations than any other private landowner.

### **COMMENTS**

Section 61(1) of the *Drainage Act* reads as follows:

*The council of each local municipality that is required to raise the whole or any part of the cost of the drainage works shall by by-law impose upon the land assessed for the drainage works the assessment with which it is chargeable, and the amount so imposed is payable in such instalments as the council may prescribe. R.S.O. 1990, c. D.17, s. 61 (1).*

Administration has formulated a municipal drain financing policy for Council's consideration. The purpose of the policy is to set out payment options for landowners assessed a municipal drain charge as well as formalize terms of financing as per Section 61 (1) of the *Drainage Act*.

As per the policy:

- The Appointed Engineer and/or Drainage Superintendent shall prepare a final assessment schedule based on the allocations set out in the adopted by-law once the drainage project has been completed.
- A notice of assessed charges shall be mailed to each benefitting landowner. This notice shall include an invoice and letter outlining payment options.
- Landowners with an assessment are required to submit payment in full by the invoice due date. If payment is not received, the outstanding amount shall be considered a charge against the land, added to the tax roll and collected in the same manner as property taxes.
- For assessed charges over \$5,000, the landowner has the option of financing the amount over a five year term. Payments are added to the property tax roll as a local improvement charge. The interest rate shall be equal to the interest rate earned on reserves + 1%. Accordingly, the interest rate will fluctuate on a loan by loan basis.
- The Town does not provide financing to government agencies for drainage assessments.

The proposed interest rate charged to landowners is favourable, much lower than what individuals could negotiate with lending institutions. The 1% charge over what the Town earns on reserves is compensation for the administrative time spent on administering and managing these drainage loans.

Administration recommends that Council approve Policy # 90 in order to formalize the terms of municipal drain financing in accordance with Section 61 (1) of the *Drainage Act*.

## **CONSULTATIONS**

Drainage Superintendent

## **FINANCIAL IMPLICATIONS**

Assuming a constant bank rate, the Town earns a nominal \$302 total in interest income over a five year term for every \$10,000 of drain financing that is administered.

## **LINK TO STRATEGIC PRIORITIES**

<b>No.</b>	<b>2015-16 Strategic Priorities</b>	<b>Applicable</b>
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	No
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	No
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	No
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	Yes
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	No

## **COMMUNICATIONS**

<b>No.</b>	<b>Communications</b>	<b>Applicable</b>
1.	Website	No
2.	Social Media	No
3.	Tecumseh App	No
4.	News Release	No
5.	Local Newspapers	No

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Zora Visekruna, MBA  
Financial Analyst

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Reviewed by:

Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

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Recommended by:

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

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Attachment(s): 1. Policy # 90 – Municipal Drain Financing

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## The Corporation of the Town of Tecumseh

### POLICY MANUAL

<b>POLICY NUMBER: 90</b>	<b>EFFECTIVE DATE:</b>
<b>SUPERCEDES: N/A</b>	<b>APPROVAL:</b>
<b>SUBJECT: Municipal Drain Financing</b>	

#### PURPOSE:

- 1.1 To set out payment options for landowners assessed a municipal drain charge.

#### SCOPE:

- 2.1 This policy applies to the financing of municipal drainage works assessed under the Ontario *Drainage Act*, R.S.O. 1990, c.D.17 ("*Drainage Act*").

#### BACKGROUND:

- 3.1 A municipal drain is a regulated drainage system that is necessary in order to regulate the water table or water level within or on any lands. Municipal drains improve drainage of agricultural land. Most are either ditches or closed pipe or tile systems buried underground. Municipal drains can also include pumping stations, grassed waterways, buffer strips, culverts, bridges, or even creeks or small rivers.
- 3.2 The *Drainage Act* is provincial legislation that provides a legal outlet for landowners with drainage problems to create, repair, maintain or improve lands to be drained. The creation or repair and improvement of a municipal drain is a statutory public communal process that includes: a petition/request from affected landowners to create/maintain or improve a municipal drain, public meetings, a final engineering report, an appeal process and a municipal by-law adopting the Appointed Engineer's final report.
- 3.3 The Town of Tecumseh is responsible for the repair, maintenance and/or improvements to the municipal drainage systems located within the Town boundaries on behalf of the community of affected landowners involved. The Drainage Superintendent is Council's agent responsible for the management of municipal drains for the benefit of its users. All costs to repair or improve municipal drainage systems are assessed to the affected

upstream landowners who benefit from the drains. The Town, as a landowner, has no greater rights and is subject to no greater obligations than any other private landowner.

- 3.4 As per Section 61(1) of the *Drainage Act*, Council shall pass a by-law that sets out the allocations to each property for the cost of the drainage works. Assessed amounts are payable in installments stipulated by Council.

#### **PROCEDURE:**

- 4.1 Once a drainage project has been completed, the Appointed Engineer and/or Drainage Superintendent shall prepare a final assessment schedule based on the allocations set out in the adopted by-law.
- 4.2 A notice of assessed charges shall be mailed to each benefitting landowner. This notice shall include an invoice and letter outlining payment options.
- 4.3 Landowners with an assessment are required to submit payment in full by the invoice due date. If payment is not received, the outstanding amount shall be considered a charge against the land, added to the tax roll and collected in the same manner as property taxes.
- 4.4 For assessed charges over \$5,000, the landowner has the option of financing the amount over a five year term. Payments are added to the property tax roll as a local improvement charge. The interest rate shall be equal to the interest rate earned on reserves + 1%. Accordingly, the interest rate will fluctuate on a loan by loan basis.
- 4.5 The Town does not provide financing to government agencies for drainage assessments.

#### **RESPONSIBILITY:**

- 5.1 The Drainage Superintendent or designate shall notify the Director Financial Services & Treasurer upon completion of the final assessment schedule.
- 5.2 The Director Financial Services & Treasurer or designate shall ensure that benefitting landowners have been invoiced their assessed charges as per the final assessment schedule in accordance with this policy.



## THE CORPORATION OF THE TOWN OF TECUMSEH

Financial Services  
Report No. 17/16

**TO:** Policies & Priorities Committee

**FROM:** Luc Gagnon, Director Financial Services

**DATE:** September 19, 2016

**DATE TO COUNCIL:** September 27, 2016

**SUBJECT:** Corporate Credit Card Issuance & Use Policy #16 - Updated 2016

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### **RECOMMENDATIONS**

It is recommended that:

1. Updated Policy #16 Corporate Credit Card Issuance & Use Policy be approved.

### **BACKGROUND**

The Town originally approved the Corporate Credit Card Issuance & Use Policy (Policy) in 2001 with various updates since that time, with the most recent update being in 2009.

Administration has recently noted issues with respect to card limits, use for certain purchases and the need for cards to be issued for certain managers in order to be more efficient and effective. Accordingly Administration is recommending changes to the Policy.

### **COMMENTS**

We have attached the proposed updated Policy as Appendix A and the most recent version of the Policy as Appendix B.

Please note that the Policy has been reformatted and reordered to more properly group together similar items and to make the Policy easier to follow and understand.

Substantive changes to the policy are outlined below.

#### **Eligibility**

- Added Manager as eligible for having a card with a maximum limit of \$5,000.
  - Certain managers make purchases on a regular basis that are not subject to normal purchasing cycles and could do so more efficiently with their own card, i.e. for Cornfest expenditures.
- Increased maximum limit for Mayor and Director's cards from \$2,500 to \$5,000.
  - Card limits are causing delays in making timely purchases in some cases.
- Director Financial Services & Treasurer to authorize credit limits up to the maximum allowed.
  - Allows flexibility for adjusting limits on a timely basis.



## Procedure

2. Added "2. Cards are to be used as a means of payment when an invoicing protocol cannot be facilitated including but not limited to registration fees, out of country purchases, internet purchases and one time vendors."
  - Provides additional guidance for when card should be used. The card is not intended for use for purchasing from regular suppliers.
4. Modified section dealing with alcoholic beverages:

### From:

"2. c. The purchase of alcoholic beverages is not permitted on Corporate Credit Cards with the exception of those purchased during a specific business related engagement that does not only include municipal officials or municipal employees; and that the Chief Administrative Office report annually on any exceptions (RCM-112/09 -March 24, 2009)."

### To:

"The purchase of alcoholic beverages is not permitted on Cards with the exception of those purchased:

- a. during a specific business related engagement that includes individuals other than Corporation officials, employees or family members,
- b. for Corporation hosted hospitality suites at conventions, or conferences,
- c. as gifts for attendees at official Corporation functions.

The Chief Administrative Office shall report annually on any exceptions"

- Provides additional guidance to reflect special circumstances where alcohol can be purchased on the card.
5. Expanded the section on personal expenses on the card to include provision for recovery from the card holder's pay, if not immediately reimbursed by cheque, or if there is no pay owing the credit card holder will owe the Town the amount with interest charged at the credit card rate of interest.
    - Gives administration greater ability to collect funds where personal expenses are charged to the card.
  6. Added this section to include the requirements for card holders to submit a Credit Card Expense Summary Form (CCESF) with receipts to the CAO for approval, Manager's to be approved by Director's, CAO's to be approved by the Mayor, on a monthly basis.
    - Reflects administrative practices currently in place.

12. Amended the section on usage of the card by someone other than the card holder:

From:

"11. A Corporate Credit Card is not to be used by anyone other than the person named therein. The only exception is the use of the Chief Administrative Officer's Corporate Credit Card by the Executive Assistant to the Chief Administrative Officer."

To:

"12. A Card is not to be used by anyone other than the Credit Card Holder without the expressed written approval of the Credit Card Holder. Proof that written approval is granted will be the Card Holder's signature on the CCESF approving all charges."

- Adds flexibility for utilization of the card without the card holder having to physically make the transaction. The wording is made broad enough to cover not only Assistants but also general clerical staff often tasked with making the purchases. However, the card holder is still held responsible for charges that are made to their card evidenced by their signature on the CCESF. Proposed change balances efficiency with maintaining proper financial control of card usage.

14. Added this section to replace instances of revocation of the card that appear in different parts of the original policy. New section reads:

"14. Any violation of these procedures shall be grounds for the revocation, subject to the discretion of the Director Financial Services & Treasurer, of the Card and may be grounds for disciplinary actions, up to and including dismissal of an employee."

- Consolidates into one clause the notice that cards can be revoked for not following appropriate procedures. However, discretion is given to the Director Financial Services & Treasurer to use discretion whether the transgression is of such a significant nature that the card should be revoked.

Appendix B Credit Card Expense Summary Form (CCESF) was added.

## **CONSULTATIONS**

Directors and Managers

## **FINANCIAL IMPLICATIONS**

There are no financial implications arising from recommended changes to the Corporate Credit Card Issuance & Use Policy #16.

## **LINK TO STRATEGIC PRIORITIES**

<b>No.</b>	<b>2015-16 Strategic Priorities</b>	<b>Applicable</b>
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	

## **COMMUNICATIONS**

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

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Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s):      1. Corporate Credit Card Issuance & Use Policy #16 - Updated 2016  
                             2. Corporate Credit Card Issuance & Use Policy #16 – Effective March 24, 2009

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# The Corporation of the Town of Tecumseh

## POLICY MANUAL

<b>POLICY NUMBER: 16</b>	<b>EFFECTIVE DATE:</b> September 27, 2016
<b>SUPERCEDES:</b> PC 107/2001 – October 22, 2001 Adopted by Council November 13, 2001 PC 75/03-December 22, 2003 Adopted by Council December 23, 2003 PC 15/05-April 26, 2005 RCM - March 24, 2009 - (RCM -112 /09)	<b>APPROVAL:</b> P&P – September 27, 2016 (PP-XX/16)
<b>SUBJECT: Corporate Credit Card Issuance &amp; Use Policy</b>	

### PURPOSE:

The purpose of this policy is to establish the procedure and protocol for the issuance and use of Corporate Credit Cards. The key objective is to ensure that Cards are utilized within approved guidelines or rules, in a cost-effective, transparent and fair manner within the municipality, avoiding any unauthorized transactions.

### DEFINITIONS:

**Corporate Credit Card (Card)** - Any credit card issued to the Corporation of the Town of Tecumseh.

**Municipal related Goods and/or Services** - Those items or functions that are a direct result of business conducted on behalf of the Corporation of the Town of Tecumseh.

**Credit Card Limit** – Shall mean the maximum total charges permitted on the credit card.

**Credit Card Statement** – Is the monthly statement outlining charges on account, payment due date, and total owing.

**Corporation** - The Corporation of the Town of Tecumseh.

## ELIGIBILITY:

Credit cards will be restricted to those that have a need for substantial expenditures on a regular basis for the purpose of conducting Town business.

The following positions shall be eligible to possess a Card with a maximum limit as detailed below:

	Maximum Limit
▪ Mayor	\$5,000
▪ Deputy Mayor	\$2,500
▪ Chief Administrative Officer	\$10,000
▪ Director	\$5,000
▪ Manager	\$5,000

The Director Financial Services & Treasurer will authorize credit limits up to the maximum limit allowed.

Requests for issuance of a Card shall be made to the Director Financial Services & Treasurer outlining who the card is for, the limit requested and the types of expenditures it is expected to be used for.

Before receiving a Card, the eligible person must complete and sign a “Request for Corporate Credit Card Form & Acknowledgement of Terms of Use”, a copy of which is attached hereto and forms part of this Policy marked as Appendix “A”.

## PROCEDURE:

1. Cards may only be used for the purchase of Municipal related goods and/or services where credit cards are deemed to be a more efficient and cost effective method of purchase and payment of goods and/or services, and shall only be used at establishments where the Corporation has no prior credit arrangements.
2. Cards are to be used as a means of payment when an invoicing protocol cannot be facilitated including but not limited to registration fees, out of country purchases, internet purchases and one time vendors.
3. Corporate Credit Cards may be used for meal charges:
  - a. where cardholders are involved in Corporation business (including Council and/ or Committee meetings) during normal meal times;
  - b. in connection with the above for other attendees involved in the aforementioned Corporation business and/or Council/Committee meetings;

Charges on the Card are not permitted where there is a provision for meal allowance given to a delegate for travel purposes. The Mayor and Deputy Mayor shall be exempt from this paragraph.

4. The purchase of alcoholic beverages is not permitted on Cards with the exception of those purchased:
  - a. during a specific business related engagement that includes individuals other than Corporation officials, employees or family members,
  - b. for Corporation hosted hospitality suites at conventions, or conferences,
  - c. as gifts for attendees at official Corporation functions.

The Chief Administrative Office shall report annually on any exceptions.

5. The Card is not to be used for any personal expenses.

In the event a personal expense is charged to the Card it will be identified on the Credit Card Expense Summary Form (CCESF) and reimbursed in the form of a cheque payable to the Town of Tecumseh accompanying the form.

If payment does not accompany the CCESF the Corporation will deduct the amount from the Credit Card Holder's subsequent pay. In the situation where no paycheck is owed, the Credit Card Holder will owe the Corporation any outstanding amounts. Interest will be levied on balances outstanding for more than thirty (30) days, at a rate equal to that of the Credit Card Company.

Use of the Card for personal expenses is grounds for revocation of the Card at the discretion of the Director Financial Services & Treasurer.

For any meal purchases the meeting purpose and attendees are to be indicated on the sales slip.

6. A (CCESF) (Appendix B) must be completed, signed, reconciled to the Credit Card Statement and submitted monthly for approval as follows:

<u>Credit Card Holder</u>	<u>Approval</u>
Manager	Director
Director	CAO
CAO	Mayor
Mayor	CAO

**All receipts must be attached to the CCESF.**

7. Each purchase on the Card must be accompanied by the original receipt/invoice showing a description of what was purchased and the related HST where applicable. A signed credit card slip with only a total sales figure,

which does not include an itemized account of goods and/or services purchased, is not considered an appropriate form of documentation.

8. In the unusual circumstance where a sales slip is not available, the individual must obtain from the vendor, another form of documentation indicating the cost of the item and any applicable taxes.
9. If a receipt or proper documentation is not provided an explanation for the missing support documentation including a description of the item, date of purchase and merchant's name shall be submitted. Frequent instances of missing documentation may result in the cardholder's privileges being revoked.
10. The card is the property of the Corporation and should be secured as a personal credit card would be. Upon the loss and/or theft of a Card, the Credit Card Holder shall be responsible for:
  - a. Calling the Credit Card Company to report the loss and/or theft of the Card;
  - b. Calling the police if applicable; and
  - c. Contacting the Director Financial Services & Treasurer to inform him/her of the situation.
11. All Cards are to be returned to the Director Financial Services & Treasurer immediately upon disability, retirement, or termination of employment from the Corporation.
12. A Card is not to be used by anyone other than the Credit Card Holder without the expressed written approval of the Credit Card Holder. Proof that written approval is granted will be the Card Holder's signature on the CCESF approving all charges.
13. No charges shall be incurred on the Card that would cause the Corporate Credit Card limit to be exceeded.
14. Any violation of these procedures shall be grounds for the revocation, subject to the discretion of the Director Financial Services & Treasurer, of the Card and may be grounds for disciplinary actions, up to and including dismissal of an employee.





## Request for Corporate Credit Card & Acknowledgement of Terms of Use

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### ACKNOWLEDGEMENT

I, the undersigned, accept the terms of this agreement and have read and understand the procedures of the Corporate Credit Card Issuance & Use Policy.

I acknowledge that any violation of these procedures shall be immediate grounds for the revocation of the credit card assigned to me.

I acknowledge that any personal expenses incurred on any assigned Corporate Credit Card will be deducted from my subsequent paycheck and may result in the immediate revocation of the Corporate Credit Card.

In the situation where no paychecks are owing to me, I will owe the Corporation of the Town of Tecumseh any outstanding amounts. Interest will be levied on balances outstanding for more than thirty (30) days, at a rate equal to that of the Credit Card Company.

I acknowledge that for any expenses incurred on my Corporate Credit Card, that I will submit original receipts to accompany the monthly statements, each receipt detailing the function for use.

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Director Financial Services, Luc Gagnon

\_\_\_\_\_  
Date

**Town of Tecumseh**

**Credit Card Expense Summary Form (CCESF)**



**Individual's Name:** \_\_\_\_\_ **Statement Date:** \_\_\_\_\_

***Please complete each section***

[illegible]

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Note: Form to be submitted to Accounts Payable one week prior to due date. Please attach all receipts.**



# The Corporation of the Town of Tecumseh

## POLICY MANUAL

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<b>POLICY NUMBER: 16/2009</b>	<b>EFFECTIVE DATE:</b> March 24,2009
<b>SUPERCEDES:</b> PC 107/2001 – October 22, 2001 Adopted by Council November 13, 2001 PC 75/03-December 22, 2003 Adopted by Council December 23,2003 PC 15/05-April 26, 2005	<b>APPROVAL:</b> RCM - March 24, 2009 - (RCM -112 /09)
<b>3. SUBJECT: Corporate Credit Card Issuance &amp; Use Policy</b>	

### PURPOSE:

The purpose of this policy is to establish the procedure and protocol for the issuance and use of Corporate Credit Cards.

### DEFINITIONS:

**Corporate Credit Card** - Any credit card issued to the Corporation of the Town of Tecumseh.

**Municipal related Goods and/or Services** - Those items or functions that are a direct result of business conducted on behalf of the Corporation of the Town of Tecumseh.

**Credit Card Limit** - The Credit Card Limit shall be \$2,500.00 for Elected Officials and Directors. The credit card limit for the Chief Administrative Officer shall be \$10,000.00.

**Corporation** - The Corporation of the Town of Tecumseh.

## **ELIGIBILITY:**

The positions listed below shall be eligible to possess a Corporate Credit Card: Mayor, Deputy Mayor, Chief Administrative Officer and any Director of the Corporation;

Before receiving a Corporate Credit Card, the eligible person must complete and sign a "Request for Credit Card Form & Acknowledgement of Terms of Use", a copy of which is attached hereto and forms part of this Policy marked as Appendix "A".

## **PROCEDURE:**

15. Corporate Credit Cards may be used only for the purchase of Municipal related goods and/or services, and shall only be used at establishments where the Corporation has no prior credit arrangements.
16. a. Corporate Credit Cards may be used for meal charges under circumstances where cardholders are involved in Corporation business (including Council and/ or Committee meetings) during normal meal times;  
b. Meals may also be purchased in connection with the above for other attendees involved in the aforementioned Corporation business and/or Council/Committee meetings;  
c. The purchase of alcoholic beverages is not permitted on Corporate Credit Cards with the exception of those purchased during a specific business related engagement that does not only include municipal officials or municipal employees; and that the Chief Administrative Office report annually on any exceptions (RCM-112/09 -March 24, 2009).
4. a. Each purchase on the Corporate Credit Card must be accompanied by the original receipt;  
b. A signed credit card slip with only a total sales figure, which does not include an itemized account of goods and/or services purchased, is not considered an appropriate form of documentation.
5. All receipts must be submitted to the Finance Department in a timely fashion, from the date of purchase, to facilitate the matching of charges against monthly statements.
6. That for any meal purchases, the purpose of the meeting be indicated on the reverse side of the sales slip.
7. In the unusual circumstance where a sales slip is not available, the individual must obtain from the vendor, another form of documentation indicating the cost of the item and any applicable taxes.

8. a. Where there is a provision for meal allowance given to a delegate for travel purposes, charges on Corporate Credit Cards are not permitted;
- b. The Mayor and Deputy Mayor shall be exempt from this paragraph in accordance with the Dec 22/03 Personnel committee minutes (PC-75/03).
9. The Corporate Credit Card is not to be used for any personal expenses, and if so, it shall be immediate grounds for revocation of the Corporate Credit Card.
10. That upon the loss and/or theft of a Corporate Credit Card, the individual responsible for same shall:
  - Call the Credit Card Company to stop any possible fraudulent charges against the card;
  - Call the police if applicable; and
  - Contact the Director, Financial Services/Treasurer to inform him/her of the situation.
11. All Corporate Credit Cards are to be returned to the Director, Financial Services/Treasurer immediately upon disability, retirement, or termination from the Corporation.
12. A Corporate Credit Card is not to be used by anyone other than the person named therein. The only exception is the use of the Chief Administrative Officer's Corporate Credit Card by the Executive Assistant to the Chief Administrative Officer.
13. No changes shall be effected on the Corporate Credit Card that would cause the Corporate Credit Card limit to be exceeded.



**APPENDIX "A"**  
Corporate Credit Card Issuance & Use Policy

**REQUEST FOR CORPORATE CREDIT CARD  
AND ACKNOWLEDGEMENT OF TERMS OF USE**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

I, the undersigned, accept the terms of this agreement and have read and understand the procedures of the Corporate Credit Card Issuance & Use Policy.

I acknowledge that any violation of these procedures shall be immediate grounds for the revocation of the credit card assigned to me.

I acknowledge that any personal expenses incurred on any assigned Corporate Credit Card will be deducted from my subsequent paycheck and will result in the immediate revocation of the Corporate Credit Card.

In the situation where no paychecks are owing to me, I will owe the Corporation of the Town of Tecumseh any outstanding amounts. Interest will be levied on balances outstanding for more than thirty (30) days, at a rate equal to that of the Credit Card Company.

I acknowledge that for any expenses incurred on my Corporate Credit Card, that I will submit original receipts to accompany the monthly statements, each receipt detailing the function for use.

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Director Financial Services, Luc Gagnon

\_\_\_\_\_  
Date:



**THE CORPORATION OF THE  
TOWN OF TECUMSEH**

**PLANNING AND BUILDING SERVICES  
DEPARTMENT  
Report No. 28/16**

**TO:** Members of the Policies and Priorities Committee

**FROM:** Brian Hillman, MA, MCIP, RPP  
Director, Planning and Building Services

Rick Wellwood, P.Eng.  
Development Co-ordinator

**DATE:** September 19, 2016

**DATE TO COUNCIL:** September 27, 2016

**SUBJECT:** Summary of Draft New Sign By-law

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**RECOMMENDATIONS:**

It is recommended that:

- 1) Planning and Building Services Report 28/16 entitled Summary of Draft New Sign By-law be received;
- 2) The Draft New Sign By-law be revised as necessary to reflect feedback from Council;
- 3) The Draft New Sign By-law, as revised, be circulated for further comment amongst Administration and the BIA;
- 4) An Open House be scheduled to receive public input; and
- 5) A further Report be provided to Council summarizing comments received and the submission of a new sign by-law for Council consideration for adoption.

**BACKGROUND:**

The regulating of signs within the Town is currently governed by Sign By-law 2004-66 ("Existing Sign By-law"). The enactment of the Existing Sign By-law was originally undertaken to address two key issues, as follows:

- 1) address the problem of unregulated mobile signs throughout the Town; and
- 2) provide a consolidated sign by-law for the whole of the Municipality subsequent to amalgamation.

Over the past decade a number of the provisions in the Existing Sign By-law have been found to be inadequate, outdated and/or inconsistent with current administrative and business community practices within the Municipality. Accordingly, an updated By-law is required to address the inadequacies of the Existing Sign By-law.

The purpose of this Report is to provide an overview of the structural and provisional changes being proposed in the Draft New Sign By-law (see Attachment No. 1) and to offer Council an opportunity to provide input.

## **COMMENTS:**

The Draft New Sign By-law has been formatted so that it flows in a much more logical manner than the Existing Sign By-law. Accordingly, the Draft New Sign By-law now contains two primary sections, as follows:

- 1) Permanent Signs: this section exclusively relates to permanent signs and is subdivided by Zoning Classification, with specific regulations pertaining to specific Zone Classifications from the Zoning By-law; and
- 2) Temporary Signs: this section exclusively relates to temporary signs and is subdivided by the type of sign or the use of the sign, with specific regulations pertaining to each type of sign. The types of Temporary Signs and examples of each are summarized as follows:
  - a) Portable Sign: A sign designed to facilitate movement from place to place;
  - b) Sandwich Board Sign: A folding sign designed to facilitate movement from place to place;
  - c) Placard Sign: A sign constructed of a poster supported in the ground by a wire frame;
  - d) Ground Flag Sign: A sign supporting a flag at ground level;
  - e) Banner Sign: A sign supported by a fence/rope/wires;
  - f) Construction Sign: A sign erected at a construction site/project;
  - g) Real Estate Sign: A sign for the purpose of identifying the sale of a property;
  - h) Election Sign: A sign erected advertising a political party during a government election; and
  - i) Public Information Sign: A sign erected for purpose of advertising special event for the community by an organization.

While there are numerous new definitions, particularly for the new types of Temporary Signs proposed to be regulated, there are also a number of provisional and structural changes proposed in the Draft New Sign By-law undertaken to address the concerns that have arisen over the past several years, which are summarized as follows:



- 1) General provisions for Temporary Signs to permit one sign per tenancy as opposed to one sign per owner for several subsections in the Draft New Sign By-law;
- 2) Provisions to permit portable signs to be displayed twice for 30 days in a calendar year (or once for 60 days as is permitted currently) and provisions to allow one sign per tenancy;
- 3) Temporary Sign provisions for Elections Signs;
- 4) Temporary Sign provisions for Public Information Signs (a sign erected for the purpose of advertising special events for community causes and charitable fund-raising campaigns sponsored by recognized civic, philanthropic, educational, governmental or religious organizations);
- 5) Provisions to permit businesses to display Banner Signs; and
- 6) Provision for the care and maintenance of Signs.

### **Conclusion**

Given the evolving nature of advertising and advertising methods, along with the sometimes competing interests of the “public good” and the business community, the regulating of signs presents a difficult challenge for any municipality. Regard should be given to striking a balance between achieving an urban landscape that is not inundated and overwhelmed with signage and recognizing the value that signage provides to businesses and events. The proposed Draft New Sign By-law attempts to achieve this balance in a manner that satisfies the needs of the Town and its residents by providing direction that addresses the majority of situations occurring presently.

### **Next Steps**

Once Council has offered input on the Draft New Sign By-law, it is recommended that a draft be circulated to the Tecumseh BIA for review and comment and further that an Open House be held by Town Administration to seek input from the public. The input garnered could then be summarized and the draft by-law revised where deemed appropriate. Consideration could then be made for the adoption of a new sign by-law.

### **CONSULTATIONS:**

Parks and Recreation Services

### **FINANCIAL IMPLICATIONS:**

There are no financial implications.

### **LINK TO STRATEGIC PRIORITIES:**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	

### **COMMUNICATIONS**

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Prepared by:

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Rick Wellwood, P.Eng.  
Development Co-ordinator

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Brian Hillman, MA, MCIP, RPP  
Director, Planning and Building Services

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s):     1. Draft New Sign By-law, as of Sept 19, 2016

File Name (R:\Sign By-law\Planning Report 28-16 - Summary of Draft New Sign By-law Sept 2016.docx)

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW 2016-XX

Draft as of September 19, 2016

Being a by-law to regulate and govern  
signs within the municipality.

**WHEREAS** Sections 8, 9, 11 and 99 of the Municipal Act 2001, S.O. 2001, c.25 **as amended** provides that a municipality may prohibit or regulate *signs* and as part of the power to regulate or prohibit, may require persons to do things respecting *signs*, provide for a system of permits, approvals, registrations and impose conditions as a requirement of obtaining, continuing to hold or renew a permit, approval or registration; and may be general or specific in its application and may differentiate in any way and on any basis a municipality considers appropriate;

**AND WHEREAS** Section 446 of the Municipal Act 2001, S.O. 2001, c.25 **as amended** provides that if a municipality has the authority under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that that, in default of its being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

**AND WHEREAS** the Council of The Corporation of the Town of Tecumseh considers it desirable to pass such a By-law;

**NOW THEREFORE** the Council of The Corporation of the Town of Tecumseh enacts as follows:

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**SECTION 1 – DEFINITIONS**

**1.1 DEFINITIONS**

“Area” shall mean the surface area on one side of a *sign* including the border and frame.

“Average Finished Grade” shall mean the average elevation of the whole of a lot. The determination of the *average finished grade* shall be solely at the discretion of the *Town*.

“By-law Enforcement Officer” shall mean any individual charged with the responsibility of enforcing the by-laws of the *Town*.

“Council” shall mean the Council of the Corporation of the *Town* of Tecumseh.

“Defined Area” shall have the same meaning as found in the applicable zoning by-law of the *Town*.

“Exposed Building Face” shall mean a building face that is visible from an adjacent street or highway or from a primary parking area or internal roadway on a property. The determination as to which faces of a building are *exposed building faces* shall be at the *Town’s* sole discretion.

“Erect” shall mean to attach, build, construct or reconstruct, enlarge, locate or relocate any *sign* or paint a wall *sign* or to maintain any *sign* but does not include copy changes on a *sign*.

“Legal Non-Conforming Use” shall mean a use that legally existed on a *property* prior to the passing of a zoning by-law governing the property, and that continues to operate out of conformity with the governing zoning by-law regulations.

“Owner” when used in reference to a property shall mean that person whose name appears on the last revised assessment role of the *Town*.

“Property” shall mean a property as listed on the last revised assessment roll of the *Town*.

“Sign” shall mean any device, including all its component parts and supporting structure, erected for the purpose of conveying information or attracting the attention of the public by means of letters, numerals, symbols, characters, logos, lights, colours, *designs*, textures or objects. Without limiting the generality of the foregoing, *signs* may be classified by their *design*, means of support,

ownership, or purpose as follows:

“*Banner Sign*” shall mean any *sign* made of wood, plastic, fabric or other material similar in nature, with its main body supported by a fence, ropes, posts, wires or cords.

“*Billboard Sign*” shall mean any *sign* that is rented or leased but does not include a *portable sign*.

“*Construction Sign*” shall mean a *sign* erected for the for the purpose of identifying or advertising a major construction project, the determination of which shall be at the *Town’s* sole discretion.

“*Election Sign*” shall mean any *sign* erected for the purpose of identifying or advertising a political party (during an election) or a candidate for election in any Federal, Provincial, Municipal election or election to any local board.

“*Exempt Sign*” shall mean any *sign* exempted pursuant to subsection 2.5 of this By-law.

“*Existing Sign*” shall mean a *sign* that legally existed prior to the date of the adoption of this By-law.

“*Fascia Sign*” shall mean a *sign* painted on or attached to and parallel to an exposed building face.

“*Flashing Sign*” shall mean an illuminated *sign*, upon which the source of artificial light is not stationary or the intensity or colour is not constant or where the illumination is projected in an intermittent sequence.

“*Gateway Sign*” shall mean a sign erected by the Municipality at an entrance to the Municipality for the purpose of identifying the entrance and may include an area provided by the Municipality for the attachment of a *Public Information Sign*.

“*Ground Sign*” shall mean any *sign*, with its main body supported by posts, a foundation, or the ground.

“*Ground Flag Sign*” shall mean any *sign*, supporting a flag at ground level or otherwise.

“*Illuminated Sign*” shall mean a lighted *sign* which emits light from the *sign* face or a *sign* which reflects light from a source intentionally directed upon it.

“*Inflatable Sign*” means a *sign* filled with air or gas and designed to be airborne and tethered to the ground a vehicle or any other structure and shall include balloons and any other inflatable advertising device.

“*Institutional Accessory Sign*” shall mean a *sign* indicating the location of or directions to be followed to an institutional use as defined in the Zoning By-law.

“*Light Standard Banner Sign*” shall mean a *Banner Sign* designed to be attached to that area of a Municipal Light Standard provided for the accommodation of a *Banner Sign*.

“*Off Site Sign*” shall mean a *sign* identifying a property or displaying advertising related to a property other than the property on which the *sign* is located.

“*Placard Sign*” shall mean a *sign* constructed of a poster supported in the ground by means of a wire frame or other similar material or attached to any other structure including a fence.

“*Portable Sign*” shall mean any *sign* which is designed to facilitate its movement from place to place, including but not limited to inflatable *signs*.

“*Projecting Sign*” shall mean a *sign* attached and perpendicular to the main wall of the building.



“*Public Information Signs*” shall mean a *sign* erected for the purpose of advertising special events for community causes and charitable fund-raising campaigns sponsored by recognized civic, philanthropic, educational, governmental or religious organizations.

“*Real Estate Sign*” shall mean a *sign* erected for the purpose of identifying the sale or lease of a *property* or advertising a major Development on a *property*.

“*Sandwich Board Sign*” shall mean a folding *sign* which is designed to facilitate its movement from place to place.

“*Temporary Sign*” shall mean a *sign*, or advertising device which is intended to be displayed for a limited time period.

“*Street*” shall mean a highway as defined in the Municipal Act.

“*Structure*” shall mean the foundation, supports, uprights, bracing and framework of a *sign*.

“*Town*” shall mean the Corporation of the Town of Tecumseh.

“*Zone*” shall have the same meaning as it has in the applicable *Town* of Tecumseh Zoning By-law.

## SECTION 2 – GENERAL

- 2.1 This By-law may be referred to variously as the “Sign By-law” or the “By-law”.
- 2.2 The provisions of this By-law shall apply to all lands within the boundaries of the *Town* as are now or hereafter legally constituted.
- 2.3 References in this By-law to *zones*, zoning terms, classification or uses permitted on a property shall have the same meaning and attributes as determined by reference to the applicable *Town* of Tecumseh Zoning By-law.
- 2.4 No *signs* shall be erected, displayed, structurally altered or used except in conformity with the provision of this By-law.
- 2.5 Notwithstanding subsection 2.4 the following *signs* shall be exempt from the provisions of this By-law; flags, emblems or insignias of any nation or political subdivision, crop identification plates, garage and yard sale *signs*, holiday decorations, municipal numbers, plaques or nameplates, building corner stones, grave markers, trademarks or brand names incidental to the structure or equipment on which they are located, *signs* erected by the *Town*; *signs* erected by the Corporation of the County of Essex, *signs* erected by the Government of the Province of Ontario, *signs* erected by the Government of Canada. All *signs* erected pursuant to the provisions of this subsection shall not be erected or displayed on a highway, property owned by the *Town* or property managed or controlled by a public utility or local board.
- 2.6 Nothing in this By-law shall serve to relieve any person from the obligation to comply with all other applicable law.
- 2.7 This By-law shall not apply to *signs* that were lawfully erected or displayed on the date of the coming into force of this By-law unless the *sign* is substantially altered.
- 2.8 If any court of competent jurisdiction finds any provision of this By-law invalid or ultra vires of the jurisdiction of the *Town*, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of this By-law.
- 2.9 Council may upon an application from the *owner* of a *property*, authorize minor variances from this By-law if in the opinion of Council the general intent and purpose of the By-law is maintained and the impact on abutting properties is minor in nature.

- 2.10 The *Town* may by agreement permit any *sign* within the *Town* that does not otherwise comply with the provisions of the By-law.
- 2.11 By-law No. 2004-66 and any portions of any By-law of the *Town* that is inconsistent with this By-law is hereby repealed.
- 2.12 Imperial measurements, provided in brackets, are shown for convenience only and do not form part of this By-law.
- 2.13 This By-law comes into full force and effect on the day it is finally passed.
- 2.14 All schedules affixed to this By-law are included in this By-law and form part of this By-law by reference.
- 2.15 Only *signs* that can be categorized within the provisions of this By-law may be a permitted *sign*, and any *sign* that cannot be categorized in accordance with the provisions of this By-law shall be a prohibited *sign*, at the sole determination of the *Town*.
- 2.16 Any determination required in the application of this By-law shall be at the sole determination of the *Town* and such determination shall be final and binding.

### SECTION 3 – ADMINISTRATION AND ENFORCEMENT

- 3.1 This By-law shall be administered and enforced by the Chief Building Official, a By-law Enforcement Officer or such other person as the Council of the *Town* designates.
- 3.2 Where any matter or thing is to be determined in the application of or enforcement of this By-law the determination of such matter or thing shall be at the sole discretion of the *Town*.
- 3.3 A By-law Enforcement Officer may enter upon any lands and into buildings at any reasonable time to inspect any *sign* for the purposes of determining or effecting compliance with this By-law.
- 3.4 If, after inspection, the By-law Enforcement Officer is satisfied that there is a contravention of this By-law, or the conditions of a permit issued pursuant to this By-law, the By-law Enforcement Officer may issue an order to the *owner* and may, at the same time, provide the *sign* owner and occupants of the land with a copy of such order.
- 3.5 An order issued under subsection 3.4 shall contain:
  - (a) the municipal address and or the legal description of the *property*;
  - (b) notice that the *sign* must comply with the provisions of this By-law or the *sign* shall be removed within the time period specified; and
  - (c) notice that if compliance with the order is not achieved, the *sign* may be pulled down, removed, stored and disposed of at the expense of the owner, and that the *Town*, in addition to all other remedies it may have, may enter onto the lands with its employees and agents for this purpose.
- 3.6 An order issued pursuant to subsection 3.4 shall be served personally on the owner or by prepaid registered mail to the last known address of the owner.
- 3.7 If a notice or order is served by registered mail, the service shall be deemed to have been made on the fifth day after the day of the mailing unless the person to whom the notice or order is given or that person or their agent for service establishes that, acting in good faith, through absence, accident, illness or other unintentional cause the notice was not received until a later date.

- 3.8 Any costs incurred by the *Town* in the enforcement of this By-law shall be recovered in like manner and with the same priority as municipal taxes or alternatively as a lien in accordance with the Repair and Storage Liens Act, 2006, c. 32, Schedule A, s. 39, as a debt owed by the owner of the *sign*.
- 3.9 Any *sign* erected on property owned by the *Town* or property managed or controlled by a public utility or local board without consent of the *Town*, public utility or local board, may be pulled down, removed, stored or disposed of by the *Town* or its agents without prior notice, at the expense of the *Owner* and/or the *sign* owner.
- 3.10 No person shall obstruct a By-law Enforcement Officer or any agent of the *Town* while they are carrying out their duties under this By-law.
- 3.11 Every person who contravenes a provision of this By-law is guilty of an offence and upon conviction thereof is liable to a fine in the maximum amount provided for by the Provincial Offences Act, R.S.O. 1990, c.P.33 as may be amended from time to time.
- 3.12 Notwithstanding subsection 3.11 above, every person who contravenes any provision of this By-law is guilty of an offence and may, at the option of the *Town* be prosecuted pursuant to the provisions of Part 1 of the Provincial Offences Act, R.S.O. 1990, c.P.33, as may be amended from time to time and upon conviction thereof is liable to a set fine as determined in accordance with the procedure delineated in the Act and regulations passed thereunder.

#### **SECTION 4 – GENERAL SIGN PROVISIONS**

- 4.1 The provisions of this section shall apply to all *signs* within the limits of the *Town*.
- 4.2 No person shall erect, display, alter or repair any *sign*, unless it is in conformity with the provisions of this By-law, the provisions of the applicable Zoning By-law of the *Town*, the provisions of the Ontario Building Code and all other applicable law.
- 4.3 No person shall erect, display, alter or repair any *sign* without a permit unless the requirement for a permit has been specifically waived by this By-law.
- 4.4 To apply for a permit, an applicant shall submit an application to the *Town*, which shall be accompanied by the following unless deemed unnecessary by a By-law Enforcement Officer or Building Official:
  - (a) drawings and specifications showing:
    - (i) the major (permanent or temporary) and minor type, number of and location of the *sign/signs* to be erected;
    - (ii) the construction details, including the type of materials;
    - (iii) the supporting framework;
    - (iv) the foundation;
    - (v) illumination details;
    - (vi) the height and weight of the *sign*;
    - (vii) the length and width of the *sign* face;
    - (viii) the location of the *sign* on the lot;
    - (ix) the elevation of the *sign*;
    - (x) the location of the *sign* in relationship to adjacent buildings;
    - (xi) the *sign* type;
    - (xii) the zoning classification of the property;
  - (b) in the case of *signs* affixed to any wall, plans showing the elevation of the wall of the building on which the proposed *sign* is to be erected showing all doors, windows and other openings, and the location of the proposed *sign*;
  - (c) where a proposed *sign* will front on a provincial or county road, a copy of the approval from the appropriate authority; and
  - (d) the permit fee as prescribed in Schedule “A” to this By-law.

- 4.5 The *Town* shall issue a permit for any *sign* if the application complies with this By-law and other applicable law.
- 4.6 A *sign* permit that has been issued may be revoked after a period of one year from the date of the issuance if the *sign* has not been erected and completed.
- 4.7 Every person who has been issued a *sign* permit to erect, display, alter or repair a permanent *sign*, shall notify the *Town* within seven days that such erection, display, alteration or repair has been completed.
- 4.8 No *sign* shall be located or constructed in such a manner that it creates an unsafe condition. Any *sign* deemed unsafe, said determination being at the sole discretion of the *Town*, may be removed and disposed of, without notice by the *Town*.
- 4.9 No person shall erect and/or display anywhere within the limits of the *Town*:
- (a) a *sign* on any municipal, county or provincial highway, street, alley or right of way, or *projecting* over any municipal, county or provincial highway, street, alley or right-of-way;
  - (b) a *sign* on *property* owned by the *Town*;
  - (c) a *sign* attached to a tree, utility pole or light standard;
  - (d) a *sign on a roof*;
  - (e) a *sign* erected or painted on a vehicle where the vehicle is parked or located in such a manner so to make the vehicle visible from a street and such vehicle functions as a *sign*;
  - (f) a *sign* located in a side or rear yard, except a side or rear yard which abuts a street;
  - (g) a *sign* that is not in conformity with a By-law of the County of Essex, a policy of the Ministry of Transportation or any other applicable law;
  - (h) a *billboard sign*;
  - (i) an *offsite sign*;
  - (j) a *sign* that will encroach upon any spatial clearance required by Ontario Hydro, Essex Power or the *Town*, vertically or horizontally for any electrical wires, poles, or light standards; or
  - (k) a *sign* on *property* managed or controlled by a public utility or local board.
- 4.10 The owner of a *property* on which is erected or displayed a *sign* which no longer relates to a permitted use operating on the *property*, shall remove the *sign* or cause the *sign* to be removed within 30 days of the mailing of an order to remove the *sign* by the *Town*.
- 4.11 All permitted illuminated *signs* shall be constructed so as to direct light away from any adjacent *property*.
- 4.12 All *signs* shall be maintained in good repair, be structurally sound and not exhibit signs of weathering. *Signs* not conforming to the requirements of this section shall be repaired to bring them into compliance with this subsection or be removed from the property.

## SECTION 5 – PERMANENT SIGNS

### 5.1 - RESIDENTIAL ZONE SIGNS

- 5.1.1 In addition to all other requirements of this By-law, the requirements of this section shall apply to all permanent *signs* erected or displayed on a *property* in a Residential Zone.
- 5.1.2 Permanent *signs* shall be permitted on a *property* in a Residential Zone for the purpose of:
- (a) identifying a permitted home occupation use operating on a *property*; and
  - (b) identifying or advertising a permitted *Defined Area* use or *Legal Non-Conforming* use operating a *property*.

5.1.3 The following *signs* shall be permitted on a property for the purpose of subsection 5.1.2(a):

- (a) one (1) *fascia sign*; or
- (b) one (1) *ground sign*.

5.1.4 *Signs* permitted by subsection 5.1.3 shall:

- (a) not be illuminated;
- (b) not contain flashing components;
- (c) identify, but not advertise the permitted home occupation;
- (d) not exceed 0.8 square metres (8.62 square feet) in area; and
- (e) if a *ground sign*:
  - (i) not exceed 1.2 metres (3.94 feet) in height above the *average finished grade*; and
  - (ii) not be closer than 3.0 metres (9.84 feet) to any lot line.

5.1.5 The following *signs* shall be permitted on a *property* for the purposes of subsection 5.1.2(b):

- (a) one (1) *fascia sign*;
- (b) one (1) *projecting sign*; and
- (c) one (1) *ground sign*.

5.1.6 *Signs* permitted by subsection 5.1.5 shall:

- (a) not be illuminated;
- (b) not contain flashing components;
- (c) if a *fascia sign* shall:
  - (i) not exceed 2 square metres (21.53 square feet) in area;
  - (ii) not extend above the top of the *exposed building face* to which it is attached;
  - (iii) not extend beyond the ends of the *exposed building face* to which it is attached;
- (d) if a *projecting sign* shall:
  - (i) not project more than 1.5 metres (4.92 feet) from the *exposed building face* to which it is attached;
  - (ii) not be less than 3.0 metres (9.84 feet) above finished grade; and
  - (iii) not exceed 1.0 square metre (10.76 square feet) in area;
- (e) if a *ground sign* shall:
  - (i) not exceed 2.0 square metres (21.53 square feet) in area;
  - (ii) not exceed 2.0 metres (6.56 feet) in height from the average finished grade; and
  - (iii) not be closer than 3.0 metres (9.84 feet) to any lot line.

## 5.2 – AGRICULTURAL AND HOLDING ZONE SIGNS

5.2.1 In addition to all other requirements of this By-law, the requirements of this Subsection shall apply to all permanent *signs* erected or displayed on property in an Agricultural Zone or Holding Zone.

5.2.2 Permanent *signs* shall be permitted on a *property* in a Holding Zone or Agricultural Zone for the purpose of:

- (a) identifying or advertising a permitted home occupation or agricultural home occupation use operating on a *property*;
- (b) identifying or advertising a permitted Agricultural Zone use operating on a *property*;
- (c) identifying or advertising a permitted *Defined Area* use or *Legal Non-Conforming* use operating on a *property*; and
- (d) identifying or advertising a permitted Holding Zone use operating on a *property*.

5.2.3 The following *signs* shall be permitted on a *property* for the purposes of subsection 5.2.2(a):

- (a) one (1) *fascia sign*; or
- (b) one (1) *ground sign*.

5.2.4 Signs permitted by subsection 5.2.3 shall:

- (a) not be illuminated;
- (b) not contain flashing components;
- (c) identify, but not advertise, the permitted home occupation or agricultural home occupation;
- (d) not exceed 0.8 square metres (8.62 square feet) in area;
- (e) if a *ground sign*:
  - (i) not exceed 1.2 metres (3.94 feet) in height above the *average finished grade*; and
  - (ii) not be closer than 3.0 metres (9.84 feet) to any lot line.

5.2.5 The following signs shall be permitted on a *property* for the purposes of subsection 5.2.2(b), (c) and (d):

- (a) one (1) *fascia sign*;
- (b) one (1) *projecting sign*; and
- (c) one (1) *ground sign*.

5.2.6 Signs permitted by subsection 5.2.5 shall:

- (a) not be illuminated;
- (b) not contain flashing components;
- (c) if a *fascia sign*:
  - (i) not exceed twenty percent (20%) of the available area of the *exposed building face* which it is on or attached to;
  - (ii) not extend above the top of the *exposed building face* to which it is attached; and
  - (iii) not extend beyond the ends of the *exposed building face* to which the *sign* is attached;
- (d) if a *projecting sign*:
  - (i) not project more than 1.5 metres (4.92 feet) from the *exposed building face* which it is attached to;
  - (ii) not be less than 3.0 metres (9.84 feet) above average finished grade; and
  - (iii) not exceed 1.0 square metre (10.76 square feet) in area; and
- (e) if a *ground sign*:
  - (i) not exceed 3.0 square metres (32.29 square feet) in area;
  - (ii) not exceed 2.0 metres (6.56 feet) in height from average finished grade; and
  - (iv) not be closer than 3.0 metres (9.84 feet) to any lot line.

### 5.3 – COMMERCIAL, INDUSTRIAL, BUSINESS PARK AND HIGHWAY SERVICE CENTRE ZONE SIGNS

5.3.1 In addition to all other requirements of this By-law, the requirements of this section shall apply to all permanent Signs erected or displayed on a *property* in a Commercial, Industrial, Business Park, or Highway Service Centre Zone.

5.3.2 Permanent signs shall be permitted in a Commercial, Industrial, Business Park, or Highway Service Centre Zone for the purpose of:

- (a) identifying or advertising a permitted Commercial, Industrial, Business Park, or Highway Service Centre use, operating on a *property*; and
- (b) identifying or advertising a *Defined Area* or *Legal Non-Conforming* use operating on a *property*.

5.3.3 The following signs shall be permitted on a *property* for the purposes of subsection 5.3.2(a) and (b):

- (a) one (1) *fascia sign* per *exposed building face* for each building or suite on a *property*;

- (b) one (1) *ground sign* per *property*; except where there are two (2) or more major entrances to a *property* and the *property* is greater than .5 hectares (1.24 acres) in size a maximum of two (2) *ground signs* shall be permitted; and
- (c) one (1) *projecting sign* per building or suite on a *property*.

5.3.4 The *signs* permitted by subsection 5.3.3 shall:

- (a) if a *fascia sign*:
  - (i) not exceed 25 percent of the available area of the *exposed building face* which it is on or attached to;
  - (ii) not extend above the top of the *exposed building face* to which it is attached; and
  - (iii) not extend beyond the ends of the *exposed building face* to which the *sign* is attached;
- (b) if a *projecting sign*:
  - (i) not project more than 1.0 metres (3.28 feet) from the *exposed building face* to which it is attached;
  - (ii) not be less than 3.0 metres (9.84 feet) in height above average finished grade; and
  - (iii) not exceed 1.5 square metre (4.92 square feet) in area; and
- (c) if a *ground sign*:
  - (i) not exceed 20.0 square metres (215.39 square feet) in area;
  - (ii) not exceed 12.0 metres (39.37 feet) in height from average finished grade; and
  - (iii) not be closer than 3.0 metres (9.84 feet) to any lot line.

5.3.5 Notwithstanding article 5.3.4 (c) where a *ground sign* is erected or displayed on a *property* and the *ground sign* is adjacent to a County Road or a Provincial Highway, then the *ground sign* shall:

- (a) not exceed 24.0 square metres (258.34 square feet) in area;
- (b) not exceed 15.0 metres (49.37 feet) in height from average finished grade; and
- (c) not be closer than 3.0 metres (9.84 feet) to any lot line.

#### **5.4 – INSTITUTIONAL AND PARKS AND OPEN SPACE ZONE SIGNS**

5.4.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all permanent *signs* erected or displayed on a *property* in an Institutional or Parks and Open Space Zone.

5.4.2 Permanent *signs* shall be permitted in an Institutional or Parks and Open Space Zone for the purpose of:

- (a) identifying or advertising permitted Institutional or Parks and Open Space Zone uses, operating on a *property*, and
- (b) identifying or advertising a *Defined Area* or *Legal Non-Conforming* use operating on a *property*.

5.4.3 The following *signs* shall be permitted on a *property* for the purposes of subsection 5.4.2(a) and (b):

- (a) one (1) *fascia sign*; and
- (b) one (1) *ground sign*.

5.4.4 *Signs* permitted by this subsection shall:

- (a) not be illuminated between the hours of 12:00 p.m. and 6:00 a.m.;
- (b) not contain flashing components;
- (c) if a *fascia sign*:
  - (i) not exceed 20 percent of the available area of the *exposed building face* which it is on or attached to;
  - (ii) not extend above the top of the *exposed building face* to which it is attached;

- (iii) not extend beyond the ends of the *exposed building face* to which it is attached; and
- (d) if a *ground sign*:
  - (i) not exceed 20.0 square metres (215.39 square feet) in area;
  - (ii) not exceed 12.0 metres (39.37 feet) in height from average finished grade; and
  - (iii) not be closer than 3.0 metres (9.84 feet) to any lot line.

## SECTION 6 – *TEMPORARY SIGNS*

### 6.1 - *PORTABLE SIGNS*

- 6.1.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Portable signs*.
- 6.1.2 *Portable signs* shall be permitted on a temporary basis in a Commercial, Industrial, Business Park, Institutional or Parks and Open Space *Zone* for the purposes of the identification of or advertising related to a *permitted use* operating on a *property*.
- 6.1.3 *Portable Signs* shall be permitted by permit only on the following basis:
  - (a) one (1) *portable sign* per property for a maximum of 60 days once in a calendar year; or
  - (b) one (1) *portable sign* per property for a maximum of 30 days twice in a calendar year.
- 6.1.4 Where a permit is issued pursuant to subsection 6.1.3(b) and the *sign* is on display in excess of the 30 day permit period; the permit period shall be automatically extended to 60 days and the permit shall be deemed to have been issued in accordance with the provisions of subsection 6.1.3(a).
- 6.1.5 Notwithstanding subsection 6.1.3 where there are multiple tenancies on a property one *portable sign* shall be permitted per tenancy subject to the condition that no more than three *signs* may be erected or displayed on a *property* at any one time.
- 6.1.6 Notwithstanding the requirements of subsection 6.1.2 and 6.1.3 an *inflatable sign* may be erected without a permit on a property in a residential *zone* for a maximum of three (3) days once in any calendar year, subject to all other provisions of this By-law.
- 6.1.7 The *signs* permitted by this subsection shall:
  - (a) if other than an Inflatable Sign not exceed the following dimension:
    - (i) 3.0 square metres (32.29 square feet) in area;
    - (ii) 2.0 metres (6.56 feet) in height from average finished grade; and
    - (iii) not be closer than 0.3 metres (.94 feet) to any lot line; and
  - (b) if an Inflatable Sign:
    - (i) not be closer than 3.0. metres (.94 feet) to any lot line.

### 6.2 – *SANDWICH BOARD SIGNS*

- 6.2.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Sandwich Board Signs*.
- 6.2.2 *Sandwich Board Signs* shall be permitted on a *temporary* basis in a Commercial, Industrial, or Business Park *Zone* for the purposes of the identification of, or advertising related to, a *permitted use* operating on a *property*.
- 6.2.3 One (1) *Sandwich Board Sign* shall be permitted per property.
- 6.2.4 Notwithstanding subsection 6.2.3 where there are multiple tenancies on a property one (1) *Sandwich Board Sign* shall be permitted per tenant.



6.2.5 The *Signs* permitted by this subsection shall:

- (a) not require a permit;
- (b) not be illuminated;
- (c) not contain flashing component;
- (d) only be displayed between the hours of 8:00 am and 11:00 p.m.;
- (e) not be displayed on any municipal, county or provincial highway, street, alley or right of way; and
- (f) not exceed the following dimensions:
  - (i) not exceed .75 square metres (8.07 square feet) in area;
  - (ii) not exceed 1.2 metres (3.94 feet) in height from average finished grade; and
  - (iii) not be closer than 3.0. metres (.94 feet) to any lot line.

### **6.3 – PLACARD SIGNS**

6.3.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Placard Signs*.

6.3.2 *Placard Signs* shall be permitted on a temporary basis in a Commercial, Industrial, or Business Park Zone for the purpose of advertising special events taking place on the *property*.

6.3.3 One *Placard Sign* shall be permitted for every 6 metres (19.69 feet) of frontage on a *property* for the purposes of subsection 6.3.2.

6.3.4 Notwithstanding subsection 6.3.3 where there are multiple tenancies on a *property* and there are multiple tenants displaying *placard signs* during the same time period then each tenant may be permitted to display the number of signs determined in 6.3.3 above divided by the number of tenants displaying *placard signs* on the *property* during the same time period.

6.3.5 The *Signs* permitted by this subsection shall:

- (a) not require a permit;
- (b) not be displayed for more than two (2) weeks per event;
- (c) not be displayed on any municipal, county or provincial highway, street, alley or right of way; and
- (d) not exceed the following dimensions:
  - (i) .8 square metres (8.61 square feet) in area;
  - (ii) 1.2 metres (3.94 feet) in height from average finished grade;
  - (iii) not be closer than 0.3 metres (.94 feet) to any lot line.

### **6.4 – GROUND FLAG SIGNS**

6.4.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Ground Flag Signs*.

6.4.2 *Ground Flag Signs* shall be permitted on a temporary basis in a Commercial, Industrial, or Business Park Zone for the purpose of advertising special events taking place on the *property*.

6.4.3 *Ground Flag Signs* shall be permitted on the basis of 1 *Ground Flag Sign* per 15 meters (49.21 feet) of frontage on a *property*.

6.4.4 Notwithstanding subsection 6.4.3 where there are multiple tenancies on a *property* and there are multiple tenants displaying *Ground Flag Signs* during the same time period then each tenant may display the number of signs determined in 6.3.4 above divided by the number of tenants displaying *Ground Flag Signs* during the same time period.

6.4.5 The *signs* permitted by this subsection shall:

- (a) not require a permit;
- (b) be maintained in accordance with Section 4.12;
- (c) not be displayed on any municipal, county or provincial highway, street, alley or right of way; and
- (d) not exceed the following dimensions:
  - (i) 1.8 square meters (19.37 square feet) in area;
  - (ii) 4 metres (13.12 feet) in height from average finished grade; and
  - (iii) not be closer than 0.3 metres (.94 feet) to any lot line.

## **6.5 – BANNER SIGNS**

6.5.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Banners signs*.

6.5.2 *Banner Signs* shall be permitted by permit only in a Commercial, Industrial or Business Park *Zone* for the purpose of advertising special events taking place on a *property*.

6.5.3 *Banner Signs* shall be permitted as follows:

- (a) one (1) *banner sign* per *property* for a maximum of 60 days once in a calendar year;  
or
- (b) one (1) *banner sign* per *property* for a maximum of 30 days twice in a calendar year.

6.5.4 Where a permit is issued pursuant to subsection 6.3.3(b) and the *sign* is on display in excess of the thirty (30) day permit period, the permit period shall be automatically extended to sixty (60) days and the permit shall be deemed to have been issued in accordance with the provisions of subsection 6.3.3(b).

6.5.5 Notwithstanding subsection 6.3.3 where there are multiple tenancies on a *property* one *Banner Sign* shall be permitted per tenancie subject to the condition that no more than three *Banner Signs* may be displayed on any one *property* at any time.

6.5.6 The *Signs* permitted by this subsection shall:

- (a) not be illuminated;
- (b) not be displayed on any municipal, county or provincial highway, street, alley or right of way; and
- (c) not exceed the following dimensions:
  - (i) 6.0 square metres (64.59 square feet) in area;
  - (ii) 8.0 metres (26.25 feet) in height from *average finished grade*; and
  - (iii) 1.0 metre (3.28 feet) to any lot line.

## **6.6 – CONSTRUCTION SIGNS**

6.6.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Construction Signs*.

6.6.2 Temporary *Signs* shall be permitted in any *zone* for the purpose of identifying or advertising a *construction project* on the *property* on which the *sign* is located.

6.6.3 The following *signs* shall be permitted for the purpose of identifying or advertising a *construction project*:

- (a) a maximum of two (2) *ground signs* per *property*.

6.6.4 The *signs* permitted by this subsection shall:

- (a) not require a permit;
- (b) not be illuminated;
- (c) not contain flashing components;
- (d) only be displayed during the period in which construction is actively occurring on the *property* as determined by the *Town*; and
- (e) not exceed the following dimension:
  - (i) not exceed 6.0 square metres (64.59 square feet) in area;
  - (ii) not exceed 4.0 metres (13.12 feet) in height from *average finished grade*; and
  - (iii) not be closer than 3.0 metre (9.84 feet) to any lot line.

## 6.7 – REAL ESTATE SIGNS

6.7.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Real Estate Signs*.

6.7.2 Temporary *Signs* shall be permitted on a *property* in any *zone* for the purpose of identifying:

- (a) the development of the *property*; and
- (b) advertising the sale or lease of the *property*.

6.7.3 The following *Signs* shall be permitted for the purposes of subsection 6.7.2:

- (a) a maximum of two (2) *ground signs* per *property*.

6.7.4 The *signs* permitted by this subsection shall:

- (a) not require a permit;
- (b) not be illuminated;
- (c) not contain flashing components;
- (d) only be displayed during the period for which the property is being actively offered for sale or lease or actively being developed, the determination of which shall be at the *Town's* sole discretion;
- (e) if a *ground sign*, erected or displayed for the purpose of subsection 6.7.2(a):
  - (i) not exceed 6.0 square metres (64.59 square feet) in area;
  - (ii) not exceed 4.0 square metres (13.12 feet) in height from *average finished grade*; and
  - (iii) not be closer than 3.0 metres (9.84 feet) to any lot line; and
- (f) if a *ground sign* erected or displayed for the purpose of subsection 6.7.2 (b):
  - (i) not exceed 1.0 square metres (10.76 square feet) in area in a Residential *Zone*,
  - (ii) not exceed 1.2 metres (3.94 feet) in height from *average finished grade*, in a Residential *Zone*;
  - (iii) not exceed 3.0 square metres (32.29 square feet) in area in a *Zone* other than a Residential *Zone*;
  - (iv) not exceed 2.5 metres (8.20 feet) in height from *average finished grade*, in a *Zone* other than a Residential *Zone*; and
  - (v) not be closer than 3.0 metres (9.84 feet) to any lot line.

## 6.8 - ELECTION SIGNS

6.8.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Election Signs*.

6.8.2 Temporary *Signs* shall be permitted in any *zone* for the purpose of identifying or advertising a political party or a candidate for election in any Federal, Provincial or Municipal election or the elections of any *local board*.

6.8.3 The following *signs* shall be permitted to identify or advertise a political party or a candidate for election in any Federal, Provincial or Municipal election or the elections of any *local board*:

- a) *Placard Signs*;
- b) *Fascia Signs*; and
- c) *Banner Signs*

6.8.4 The *signs* permitted by this subsection shall:

- (a) not require a permit;
- (b) if a *Fascia Sign* only be permitted to identify a campaign headquarters in a *Commercial Zone*;
- (c) if a *Placard Sign* or *Banner Sign* not be restricted as to number;
- (d) only be permitted on private *property*;
- (e) where the property line is unknown, be located on the private property side of any sidewalk where there is a sidewalk and where there is no sidewalk not closer than 3.0 metres to the traveled portion of a road where the road is of curb and gutter construction or not closer than 6.0 metres to the traveled portion of a road where the road is of other than curb and gutter construction;
- (f) be subject to removal by the *Town* without notice at the *Town's* sole discretion;
- (g) if a *Placard Sign* not exceed the following dimensions:
  - i) 3.0 square metres (32.29 square feet) in area;
  - ii) 1.5 metres (6.56 feet) in height from finished grade; and
- (h) if a *Banner Sign* not exceed the following dimensions:
  - i) 6.0 square metres (64.59 square feet) in area; and
  - ii) 1.5 metres (6.56 feet) in height from finished grade; and
- (i) if a *Placard or Banner Sign* not be erected or displayed prior to nomination day, and all *Signs* shall be removed within three (3) days from the date of the election.

## **6.9 - PUBLIC INFORMATION SIGNS**

6.9.1 In addition to all other requirements of this By-law, the requirements of this subsection shall apply to all *Temporary Public Information Signs*.

6.9.2 *Signs* may be permitted in any *Zone* for the purpose of advertising special events for community causes and charitable fund-raising campaigns sponsored by recognized civic, philanthropic, educational, governmental or religious organizations at the sole discretion of the *Town*.

6.9.3 The following *Signs* may be permitted for the purposes of this subsection, *banner signs, light standard banner signs, portable signs, placard signs* and *gateway signs*.

6.9.4 The *signs* permitted by this subsection shall:

- (a) require a permit;
- (b) only be erected in conformity with the conditions of the permit;
- (c) not be required to conform to the requirements of subsection 4.9 at the *Town's* sole discretion;
- (d) be subject to immediate removal and disposal if displayed in contravention of the conditions of a permit;
- (e) be subject to the *Town's* sole discretion and approval, as to number, location and size;
- (f) if a *Banner Sign* be limited to a maximum of 4 signs;
- (g) if a *Placard Sign* be limited to a maximum of 30 signs;
- (h) if a *Light Standard Banner Sign* be permitted to be erected in those areas providing for their display subject to the *Town's* sole discretion and approval;
- (i) if a *Portable Sign* be limited to a maximum of two (2) signs; and
- (j) if a *Gateway Sign* may be permitted to be erected in those areas providing for their display subject to the *Town's* sole discretion and approval.

6.9.5 An applicant for a *Public Information Sign* permit shall:

- (a) submit a Display Plan and Permit Application in the form prescribed by the *Town*; and
- (b) pay the required permit fee as set by the *Town*.

6.9.6 An application for a *Public Information Sign* permit may be approved, modified or denied by the *Town* and the decision shall be final and binding upon the applicant.

**READ** a first, second, third time and finally passed this X<sup>th</sup> day of xxxxxxx, 2016.

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Gary McNamara, Mayor

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Laura Moy,  
Clerk

DRAFT

SCHEDULE “A” TO BY-LAW NO. 2016-XX

**PERMIT FEES**

Item	Fee
General <i>Sign</i>	\$50.00 per <i>sign</i>
Public Information <i>Sign</i>	\$50.00 per permit

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