

The Corporation of the Town of South Bruce Peninsula

By-Law Number 91-2016

Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (House Signage Program for Properties of Interest)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

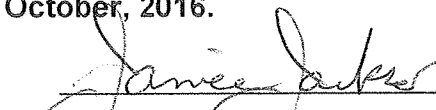
And whereas Section 270 (1) 5 of the Municipal Act, 2011, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;


And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by adding a policy with regard to a house signage program for properties of interest.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

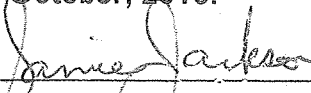
- 1) **That** a policy titled House Signage Program for Properties of Interest as attached hereto shall be numbered appropriately and shall hereby be included in the Municipal Policy Manual.
- 2) **That** all by-laws and polices inconsistent with this by-law are hereby repealed.
- 3) **That** this by-law shall come into full force and effect upon the final passing thereof.


Read a first and second time this 18th day of October, 2016.


James Jakes Mayor


Angela Cabral Clerk

Read a third time and finally passed this 18th day of October, 2016.


James Jackson Mayor


Angela Carter Clerk

Section: General	Policy Number: A.4.5
Sub-section: Signs	Effective Date: October 18, 2016
Subject: House Signage Program for Properties of Interest	Revision Date:

House Signage Program for Properties of Interest

Purpose:

To provide the guidelines and requirements for the installation of signs which would recognize the unique heritage of buildings in the Town of South Bruce Peninsula.

Policy:

1. General

- 1.1 Heritage buildings in South Bruce Peninsula may be acknowledged by a heritage sign.
- 1.2 A building or property does not need to have a heritage designation to display a heritage sign.
- 1.3 A building or property does not need to be included as a listed property to display a heritage sign.
- 1.4 The terms owner, resident and applicant shall hold the same meaning in this policy.
- 1.5 Any information submitted with an application including any documentation, pictures or any subsequent research performed by the Heritage Committee becomes the property of the Town of South Bruce Peninsula.

2. Heritage Signs

- 2.1 A heritage sign will:
 - 2.1.1 Be made of grey coloured stone.
 - 2.1.2 Be framed in steel which is painted black.
 - 2.1.3 Have black etched lettering indicating the name of the first owner, their occupation and the date of construction of the building.
 - 2.1.4 Include the Town logo etched in black.

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2.1.5 Be 10" (ten inches) wide by 12" (twelve inches) long.

2.1.6 Be rectangular in shape.

3. Application, Processing and Appeal

3.1 An application on the prescribed form will be completed by the owner and submitted to Town staff.

3.2 The applicant will include as much heritage information about the building as is known. Where heritage information is being provided by the applicant, the applicant shall also include reference to or copies of documentation which supports the heritage information being supplied.

3.3 The applicant will provide at least one picture of the subject building.

3.4 Town staff will present the application and any submitted material to the Heritage Committee. The applicant will understand that any information provided will be discussed in an open session.

3.5 The Heritage Committee will review the application and determine whether they will accept the application, reject the application or defer a decision on the application pending further research.

3.6 If the application is accepted:

3.6.1 The applicant will be notified in writing.

3.6.2 The Heritage Committee will provide Town staff with the information to be included on the heritage sign.

3.6.3 Town staff will commission the sign, contact the applicant when the sign is ready to be picked up and ensure that the applicant is invoiced for the heritage sign.

3.7 If the application is rejected:

3.7.1 The applicant will be notified in writing.

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3.7.2 The applicant will be permitted to make an appeal to Council by appearing before Council as a delegation.

3.7.3 Council will make a determination by resolution and notify both the Heritage Committee and the applicant in writing.

3.8 If the application is deferred pending further research:

3.8.1 The applicant will be notified in writing.

3.8.2 Members of the Heritage Committee will perform research on the building.

3.8.3 The Heritage Committee will consider the research and make a determination.

3.8.4 The applicant will be notified in writing.

4. Installation

4.1 The heritage sign will be installed by the owner at their sole expense.

4.2 The owner will be solely responsible for any damage to the heritage sign which occurs after the heritage sign is picked up from the Town.

4.3 When the heritage sign is being installed on a building, it will:

4.3.1 Be fastened to the structure on the ground floor.

4.3.2 Be visible from the road (wherever possible).

4.3.3 Be fastened to the structure which is being described in the heritage sign.

5. Fee

5.1 The cost of a heritage sign will be as established in the Town Fee By-Law.

5.2 The applicant will be invoiced by Town staff.

5.3 The applicant will be permitted to cancel their request for a heritage sign at any point before the sign is commissioned by Town staff. A cancellation fee as established in the Fee By-Law will be charged.

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5.4 Should the applicant not pick up the sign or cancel their request for the heritage sign at any time after the sign is commissioned by Town staff, the fee for the heritage sign as established by the Town Fee By-Law will still be considered to be owing.

6. Liability and Replacement

6.1 The owner is responsible for any damage which may occur to the building or any other property or thing as a result of the heritage sign.

6.2 The owner is responsible for any maintenance which is required to be performed on the heritage sign.

6.3 There is no guarantee or warranty which will be extended by the Town or the Heritage Committee with respect to any aspect of the heritage sign including but not being limited to sign content and workmanship.

6.4 Should any owner wish to replace the heritage sign, the owner must make application for a new sign as in this policy and will be expected to pay any and all fees associated.



**Town of South Bruce Peninsula
Heritage Sign Application Form**
PO Box 310, 315 George Street Warton ON N0H 2T0
519-534-1400 Toll Free 1-877-534-1400 spben@bmts.com

Applicant Information

Name	
Mailing Address	
Phone Number	
Email Address	

Building Information

Address	
Current Owner	
Year Built	
Original Owner	
Original Owners Occupation	

Please attach to this application: a photo of the building and any relevant documentation regarding the history of the building.

By signing below, I (we) understand and agree to comply with the policy which governs heritage signs.

Signature of Applicant

Date

Signature of Owner (if owner is not applicant)

Date

Office Use

Date Application Received	Date Considered by Heritage Committee	Decision
Appeal of Decision Y/N	Date Considered by Council	Decision
Date Sign Commissioned	Date of Pick Up	

Signature of Person Picking Up Sign

Date