

**Attachment 3
Being New Schedule "XX"
To By-law (2013)-19529**

Delegation of Authority to Approve Sign By-law Variances

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| Power to be Delegated | Authority to approve or refuse Sign By-law Variances as outlined in (2021)-XXXX. |
| Reasons in Support of Delegation | <ul style="list-style-type: none">• improve customer service as response times for decisions can be made in four weeks versus the current eight to twelve week process• free up time on Council agendas for routine matters, and reduce workload for the Clerk's office• make more efficient use of staff time to resolve customer requests rather than preparing and circulating detailed reports on routine mattersimprove compliance with By-Law and reduce illegal sign installations |
| Delegate(s) | Sign Administrator (who is the Chief Building Official or designate). |
| Council to Retain Power | <p>Council is to retain the power to hear Sign Variances related to:</p> <ul style="list-style-type: none">a. A Sign prohibited under Section 9 of the Sign By-law;b. Sightline Restrictions under Section 10 of the Sign By-law;c. A reduction in distance required from a residential zone for an illuminated Sign; andd. A reduction in distance required for any Sign from a Traffic Control Device. <p>Council shall also retain the power to hear all appeals of sign variance decisions made by the Sign Administrator.</p> |
| Conditions and Limitations | Council shall hear an appeal to a sign variance decision made by the Sign Administrator. |
| Review of Decision | <p>After an application is made, the Sign Administrator will consider the underlying principles and purposes of the Sign By-Law, including the following:</p> <ul style="list-style-type: none">a. whether the Sign is compatible with Urban Design guidelines for building, property and the surrounding area; |

- b. whether there is an impact on the Heritage Characteristics of the building, property, and/or the surrounding area;
- c. whether there is a negative impact on any surrounding residential uses;
- d. whether the Applicant has complied with all terms and conditions of approval of any previous Sign Permit issued to the Applicant under this section, if any,
- e. impacts, if any, on accessibility; and
- f. any written response(s), if any, received in response to a public notice if required by the Sign Administrator.

If the Sign Administrator approves the sign variance, the process ends. If the sign variance is not approved the applicant is provided with a brief written explanation and is provided with the opportunity to request (in writing) that the decision be appealed and brought to Council for a final decision.

Reporting Requirements

Annual reporting.