



The Corporation of the City of Stratford  
Planning and Heritage Sub-committee  
Open Session  
AGENDA

**Date:** Thursday, March 2, 2023

**Time:** 4:30 P.M.

**Location:** Council Chamber, City Hall

**Sub-committee Present:** Councillor Sebben - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Biehn, Councillor McCabe, Councillor Wordofa

**Staff Present:** Andrea Hächler - Manager of Planning, Jodi Akins - Council Clerk Secretary, Jonathan DeWeerd - Chief Building Official

To watch the Sub-committee meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

**1. Call to Order**

The Chair to call the meeting to Order.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

**3. Delegations**

### 3.1 Request for Delegation by Canadian Dairy XPO

Kate Mehlenbacher, on behalf of the Canadian Dairy XPO, has requested to address Sub-committee with respect to Item 4.1 of this agenda, "Requested Exemptions from Sign By-law 159-2004 Canadian Dairy XPO [CDX]". The purpose of the delegation is to request approval of the requested exemptions from the Sign By-law.

Motion by

**THAT the delegation by Kate Mehlenbacher on behalf of the Dairy XPO regarding their request for exemption to the Sign By-law, be heard.**

## 4. Report of the Municipal Law Enforcement Officer

### 4.1 Requested Exemptions from Sign By-law 159-2004 Canadian Dairy Expo [CDX] (PLA23-003)

4 - 20

Motion by

**Staff Recommendation: THAT the sign variance for nine (9) Temporary Sidewalk signs and one (1) cow statue located on municipal property throughout the city, be denied.**

## 5. Report of the Chief Building Official

### 5.1 Annual Building Permit Fee Report 2021 (PLA23-002)

21 - 23

Motion by

**Staff Recommendation: THAT the 2021 Building Inspection Admin G-251-2400 surplus of \$287,853.11, be approved for transfer to the Building Permit Reserve G-07-BSUR-0000;**

**AND THAT staff be directed to make the 2021 Annual Report on Building Permit Fees (Management Report PLA23-002), available to the public, as required by subsection 7(5) of the Building Code Act, by posting a copy on the City's website.**

## 6. Department Update

The Director/Manager to provide an update on department activities and ongoing projects.

## 7. Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board minutes to be provided to Sub-committee.

**8. Next Sub-committee Meeting**

The next Planning and Heritage Sub-committee meeting is March 30, 2023 at 4:30 p.m. in the Council Chamber, City Hall.

**9. Adjournment**

Meeting Start Time:

Meeting End Time:

Motion by

**Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.**




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## MANAGEMENT REPORT

**Date:** March 2, 2023  
**To:** Planning and Heritage Sub-committee  
**From:** Kelton Frey - Municipal Law Enforcement Officer  
**Report #:** PLA23-003  
**Attachments:** Sign Variance Application - Signs  
 Sign Variance Application – Cow  
 Sign Drawing  
 Sign Permit – Cow  
 Location Map – Signs  
 Location Map – Cow  
 Cow Image

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**Title:** Requested Exemptions from Sign By-law 159-2004 Canadian Dairy Expo [CDX]

**Objective:** To consider exemptions to the City of Stratford’s Sign By-law 159-2004 for various locations throughout the City for the Canadian Dairy Expo.

**Background:** Staff were contacted by representatives of the Canadian Dairy Expo regarding signage throughout the City for their Expo to be installed from March 27 until April 7, 2023. The Applicant is requesting that nine Sidewalk Signs be placed on City-owned Property as illustrated in the CDX Sign Map, which is described as follows:

- Mornington Street at northerly City limits
- McCarthy Road West at Mornington Street
- McCarthy Road West at Romeo Street
- Ontario Street at easterly City limits
- Huron Street at westerly City limits
- Downie Street at southerly City limits
- Erie Street at Gibb Road (Line 29)

In addition, the applicant is requesting that one (1) cow statue be placed on the City’s right of way at the Northeast corner of McCarthy Road West and Mornington Avenue. This request falls within the same Sign By-law and is being requested at the same time.

The applications submitted by the Applicant identifies the dates and locations noted above.

The CDX event has been hosted previously within the City of Stratford and has had similar signage installed within the City. In 2020 the City of Stratford approved changes to the Sign By-law resulting in clarifications to the types of signage permitted for events as well as clarifying fees are applicable. In previous years sign variances were not required based on the provisions of the by-law. The event was canceled in 2021 and 2022 so this is the first event being held under the new Sign By-law.

**Analysis:** Staff are not supportive of the exemptions as the signs and cow statue do not meet the requirements of the Sign By-law. Specifically, the signs and statue being proposed are a prohibited sign as they would be located on city-owned property, which if permitted increases overall liability risk to the City. The signs also exceed the maximum overall size and maximum height for a sidewalk sign as provided within the Sign By-law.

The Sign By-law has restrictions around maximum size and height in place to ensure the signage is not deemed obnoxious to neighbouring properties. The By-law also regulates the location of the signage as being required to be in proximity to the business or event being advertised to limit confusion as to the location of the business being advertised.

In this case the signage is being used for wayfinding as well as advertising of an event. The Sign By-law does have provisions for this type of special event signage, but the signage is currently limited to use by non-profit type events, CDX is a for-profit event, and has size and sign type restrictions which this application currently exceeds.

Should Council choose to grant the exemptions, the following clauses would require exemptions:

- Section 4.2 x) Prohibited sign -a sign advertising a business, materials and/or services that are not situated on the same property as the sign <the advertisements /statue would be directing viewers to an alternative location>
- Section 4.2 xiii) Prohibited Sign - a sign that is located on or encroaches on property owned by the City without the formal approval of the City, except as provided for in Sections 19.0, 21.1, 21.3, 21.4, 21.6 and 21.7; (Special permissions to be granted) <the signs/statue would all be located on City-owned property>
- Section 11.0 Chart – Sidewalk Signs to be allowed in Residential Zones for the purpose of this application <the by-law only permits locating on commercial and industrial property classes>
- Section 21.3 c) (i) A sidewalk Sign: shall have a maximum height of 1 metre (3.28 ft.), a maximum of two sign faces and any sign face shall not exceed 0.56 sq.m. (6.03 sq. ft.) in area; <The planned signs measure 4 ft. tall by 4 ft. wide making the overall height 0.72 ft. over the maximum allowable and the area of

the sign being 16 sq.ft. making the area 9.97 sq.ft. over the maximum allowable>.

Further, should Council wish to support the applicant's request, it would be prudent for any approvals to require the applicant to provide confirmation from an Engineer licensed in the Province of Ontario that adequate anchorage would be required to ensure the signs will not be moved by weather and that any City approvals contain this condition. It is also recommended if approved that the applicant would need to provide the City with a liability insurance certificate naming the City as additional insured for the installation of the signs and cow statue in the amount of \$5 Million Dollars.

**Financial Implications:** Schedule "A" to the Sign By-law sets out fees for Sign Permits and Sign Variances. A total of \$1,149.00 in fees have been collected relating to the sign application, including \$495.00 for permits, and a variance fee of \$654.00. An additional amount of \$896.00 has also been collected relating to the statue application, including \$242.00 for permits, and a variance fee of \$654.00.

### **Alignment with Strategic Priorities**

#### **Strengthening our Plans, Strategies and Partnerships**

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

#### **Widening our Economic Opportunities**

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

### **Alignment with One Planet Principles:**

#### **Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

**Staff Recommendation: THAT the sign variance for nine (9) Temporary Sidewalk signs and one (1) cow statue located on municipal property throughout the city, be denied.**

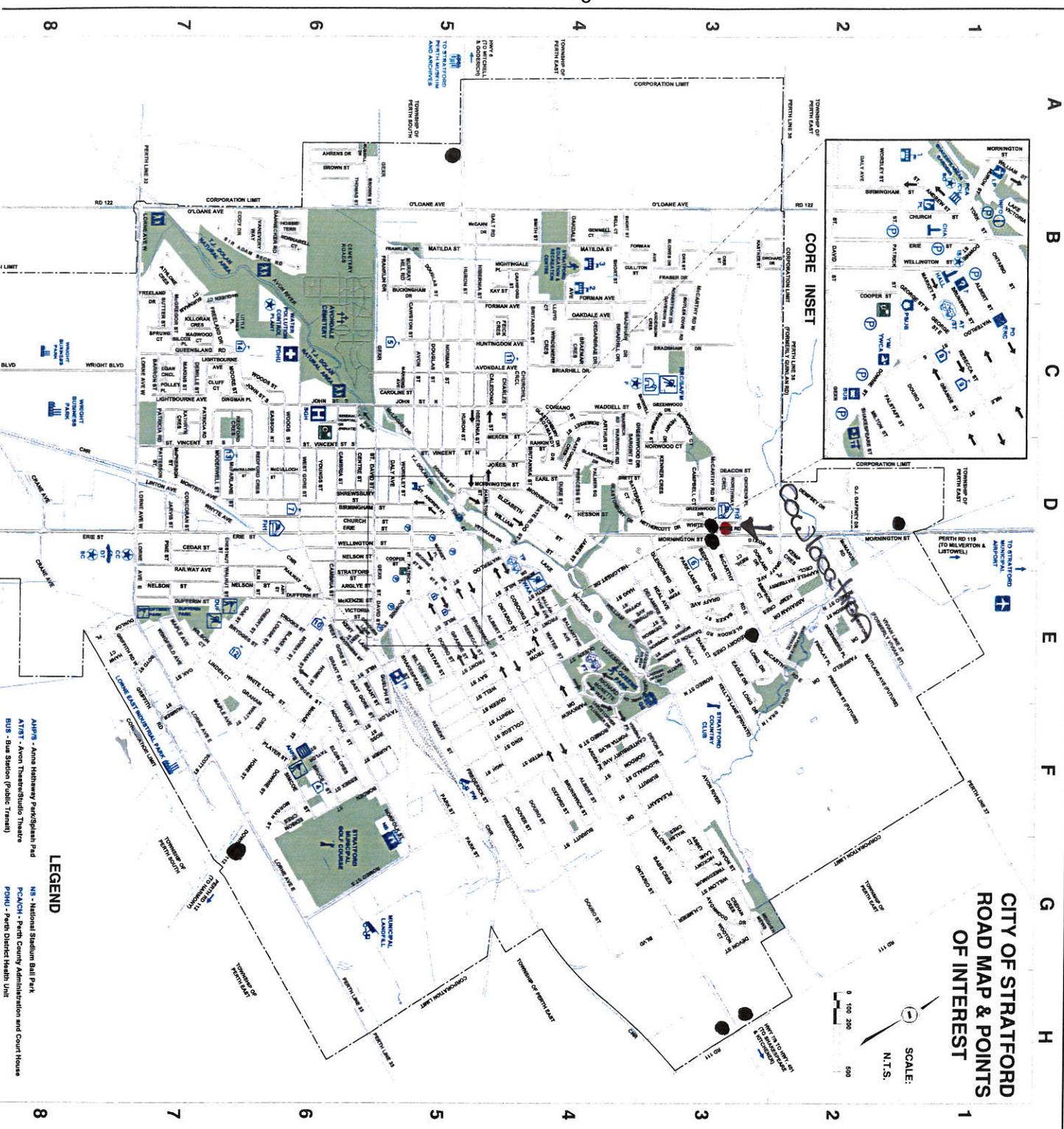
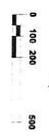
**Prepared by:** Kelton Frey, Municipal Law Enforcement Officer  
Jonathan DeWeerd, Chief Building Official

**Recommended by:** Taylor Crinklaw, Director of Infrastructure and  
Development Services  
Joan Thomson, Chief Administrative Officer



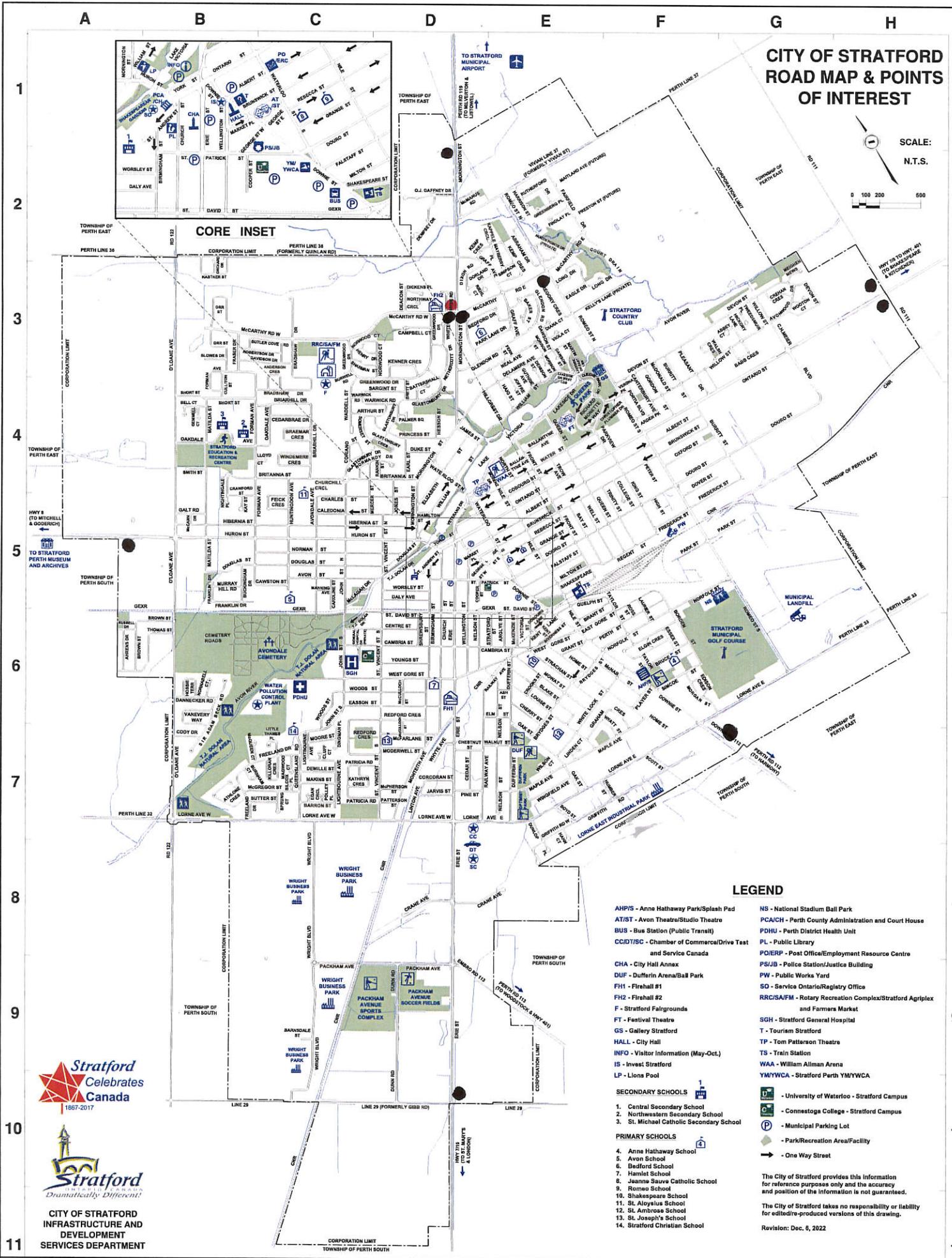
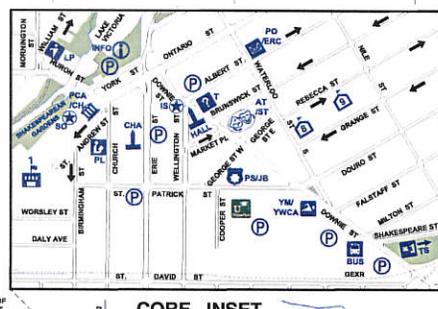
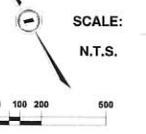
# CITY OF STRATFORD ROAD MAP & POINTS OF INTEREST

SCALE:  
N.T.S.



- LEGEND**
- APPS - Anna Highway Participial Pad
  - ATVST - Avon Theatre/Studio Theatre
  - BUS - Bus Station (Public Transit)
  - NS - National Stadium Ball Park
  - PCACOR - Perth County Administration and Court House
  - POHU - Perth District Health Unit

# CITY OF STRATFORD ROAD MAP & POINTS OF INTEREST



### LEGEND

- AHP/PS - Anne Hathaway Park/Splash Pad
  - AT/ST - Avon Theatre/Studio Theatre
  - BUS - Bus Station (Public Transit)
  - CC/ID/TSC - Chamber of Commerce/Drive Test and Service Canada
  - CHA - City Hall Annex
  - DUF - Dufferin Arena/Ball Park
  - FH1 - Firehall #1
  - FH2 - Firehall #2
  - F - Stratford Fairgrounds
  - FT - Festival Theatre
  - GS - Gas Station
  - HALL - City Hall
  - INFO - Visitor Information (May-Oct.)
  - IS - Invest Stratford
  - LP - Lions Pool
  - NS - National Stadium Ball Park
  - PCA/CH - Perth County Administration and Court House
  - PDHU - Perth District Health Unit
  - PL - Public Library
  - PO/ERP - Post Office/Employment Resource Centre
  - PS/JB - Police Station/Justice Building
  - PW - Public Works Yard
  - SO - Service Ontario/Registry Office
  - RRC/SAFM - Rotary Recreation Complex/Stratford Agritourism and Farmers Market
  - SGH - Stratford General Hospital
  - T - Tourism Stratford
  - TP - Tom Patterson Theatre
  - TS - Train Station
  - WAA - William Allan Arena
  - WYM/YWCA - Stratford Perth YMYWCA
  - University of Waterloo - Stratford Campus
  - Connestoga College - Stratford Campus
  - Municipal Parking Lot
  - Park/Recreation Area/Facility
  - One Way Street
- The City of Stratford provides this information for reference purposes only and the accuracy and position of the information is not guaranteed.  
The City of Stratford takes no responsibility or liability for edited/re-produced versions of this drawing.  
Revision: Dec. 5, 2022

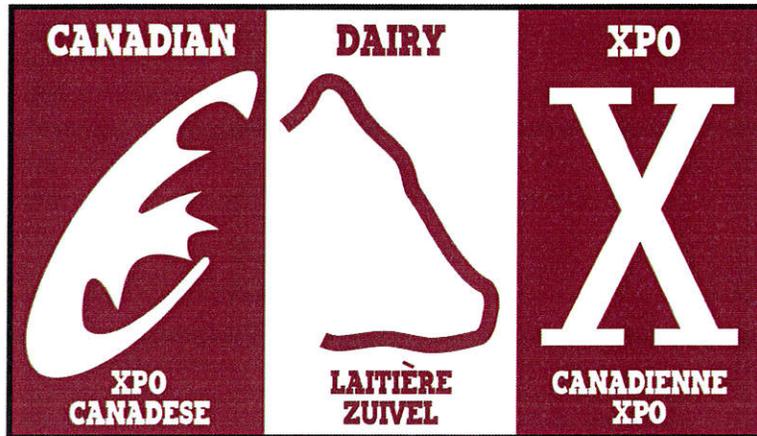


**CITY OF STRATFORD INFRASTRUCTURE AND DEVELOPMENT SERVICES DEPARTMENT**

### ROAD INDEX

|      |                |       |                |       |              |       |              |        |   |             |       |           |     |         |       |   |            |       |   |            |     |
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| A-26 | BRAEMAR CRES   | C-4   | C              | D-3   | DELAWARE AVE | D-3-4 | FAIRFIELD DR | D-5-2  | H | LAKESIDE DR | D-4-5 | MILTON ST | E-5 | PARK ST | F-6-5 | S | BAROINT ST | C-0-4 | W | WADDELL ST | C-4 |
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| A-28 | BRET ST        | D-3-4 | C              | D-3   | DELAWARE AVE | D-3-4 | FAIRFIELD DR | D-5-2  | H | LAKESIDE DR | D-4-5 | MILTON ST | E-5 | PARK ST | F-6-5 | S | BAROINT ST | C-0-4 | W | WADDELL ST | C-4 |
| A-29 | BRIDGEMAN DR   | E-4-5 | C              | D-3   | DELAWARE AVE | D-3-4 | FAIRFIELD DR | D-5-2  | H | LAKESIDE DR | D-4-5 | MILTON ST | E-5 | PARK ST | F-6-5 | S | BAROINT ST | C-0-4 | W | WADDELL ST | C-4 |
| A-30 | BRIANNA ST     | D-4   | C              | D-3   | DELAWARE AVE | D-3-4 | FAIRFIELD DR | D-5-2  | H | LAKESIDE DR | D-4-5 | MILTON ST | E-5 | PARK ST | F-6-5 | S | BAROINT ST | C-0-4 | W | WADDELL ST | C-4 |
| A-31 | BROWN ST       | A-8-4 | C              | D-3   | DELAWARE AVE | D-3-4 | FAIRFIELD DR | D-5-2  | H | LAKESIDE DR | D-4-5 | MILTON ST | E-5 | PARK ST | F-6-5 | S | BAROINT ST | C-0-4 | W | WADDELL ST | C-4 |

487.



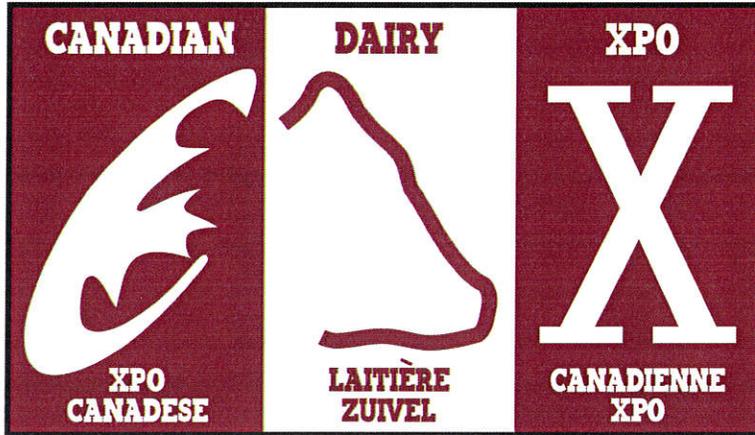
487.

# April 5-6, 2023 Stratford Rotary Complex

Sandwich board double sided

- Coroplast sign board attached to wooden sandwich board

4PT



4PT

**April 5-6, 2023**  
**Stratford Rotary**  
**Complex**



Sandwich board double sided  
 • Coroplast sign board attached  
 to wooden sandwich board.

**Infrastructure and Development  
Services Department**  
82 Erie Street, 2<sup>nd</sup> Floor  
Stratford, ON N5A 2M4  
Phone: (519) 271-0250  
Fax (519) 271-5966  
www.stratfordcanada.ca



### Application for Sign Permit per Sign Type

PERMIT NUMBER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

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#### **WORK SHALL NOT COMMENCE UNTIL A PERMIT HAS BEEN ISSUED**

#### **ONE TYPE PER APPLICATION**

Type of sign to be erected (please circle):

Fascia      Ground      Sandwich board      Inflatable      Other: \_\_\_\_\_

1. PROPERTY OWNER: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E Mail: \_\_\_\_\_

2. APPLICANT OR AGENT (IF ANY): Canadian Dairy XPO

Address: 204-173 Woodwich Street Guelph, ON

Postal Code: N1H 3V4 Phone: 519-362-4480 Fax: \_\_\_\_\_

E Mail: admin@dairyxpo.ca

3. NAME OF ERECTING COMPANY: Canadian Dairy XPO

Address: 204-173 Woodwich Street Guelph

Postal Code: N1H 3V4 Phone: 519-362-4480 Fax: \_\_\_\_\_

E Mail: admin@dairyxpo.ca

4. Proposed **sign** location (address): See attached map - Red dot
5. Is the sign being erected on private property or over public property? Public  
(**Note:** If the sign is located over public property an encroachment agreement is required)
6. Is the proposed sign located in the Heritage Conservation District? NO
7. Is the proposed sign located within 12 horizontal feet of an overhead power lines? NO
8. Number of signs, (of one type) 1 cow statue
9. If the proposed sign is a ground sign, what is the height of the sign? 60 inch  
(**NOTE:** Structural review may be required)
10. Is the sign electrically illuminated (state by which method)? NO
11. If sign is temporary, A) what is the installation date? march 20/2023  
B) what is the removal date? April 10/2023
12. Does any other signage exist on the property (what type)? NO
13. Construction value of sign: \$1,000 Cost of erection: \$200
14. What is the existing use of the property upon which the sign is to erected?  
N/A.
15. What is the proposed use of the property? N/A.
16. Is a new suite/unit being created? no
17. Is any new construction proposed? no

Please submit a site plan drawing and a sign proposal with your sign permit application. The requirements for a site plan drawing and sign proposals are attached to the application form.

### **SITE PLAN DRAWING REQUIREMENTS**

All plans and drawings accompanying a sign permit application for a permanent sign shall be provided in duplicate and shall contain the following information:

1. A site plan drawn to scale showing all measurements in metric (metres)
2. The municipal address and legal description of the property
3. The existing or proposed use of the property
4. The zoning category of the property
5. The location of all existing buildings and their entrances
6. The location of all driveways and parking areas on the property
7. The location and dimensions of the frontage and all boundaries of the property on which the sign is proposed to be erected
8. The location of the proposed sign on the property
9. Other information as determined by the Chief Building Official with respect to the building including architectural and structural drawings as may be necessary to determine if the building is structurally capable under the Ontario Building Code, of supporting the sign or advertising device: and

### **PROPOSAL OF SIGN TO BE ERECTED**

- Details of the sign drawn to scale, including dimensions, materials, colours, text, graphics, sign area and any other information as may be required to determine compliance with this By-law

**NOTE TO APPLICANTS:** When submitting a sign permit application, each different type of sign has certain requirements that must accompany the application. Site plan examples for different types of signs have been attached for your reference. In addition, an example of different types of signs have been provided outlining the requirements. Please use these as a guide when designing your own site plan and drawings.

### **SIGN PERMIT CHECKLIST**

(This checklist must be completed for the application to be processed)

- |                                 |                          |
|---------------------------------|--------------------------|
| • Application Fee(s) Included   | <input type="checkbox"/> |
| • Completed Application Form    | <input type="checkbox"/> |
| • Site Plan Drawing (2)         | <input type="checkbox"/> |
| • Sign Construction Drawing (2) | <input type="checkbox"/> |

**NOTE:** Construction drawings for ground signs >1.6m (5.25 ft) or projecting signs >115 kg (254 lbs) shall be stamped by a Professional Engineer

**AUTHORIZATION****Authorization of Owner for Applicant to Make the Application**

Please complete this section if the application is being submitted by an applicant on behalf of the owner:

I, \_\_\_\_\_ (print name) am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

Dated at (city) \_\_\_\_\_ ONTARIO on (date) \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

PRINT NAME OF OWNER \_\_\_\_\_

**DECLARATION**

It is understood that the issuance of a permit shall not be deemed a waiver of any of the requirements of all applicable Ontario Statutes and/or By-Laws and Regulations of the City of Stratford.

I am the Owner or Authorized Agents of the owner named in the above application and I certify the truth of all the statements or representations contained therein or attached thereto. I agree, if a permit is issued, not to depart from the plans and specifications or awning locations proposed in this application.

I further agree to maintain the awning in good condition and to keep it in good working order. I agree that in the event that the owner of such awning fails to maintain or keep the awning in good working order within thirty (30) days after having received a written notice from the Chief Building Official, that the Chief Official may remove such awning in accordance with the Awning By-Law of the City of Stratford.

I further agree to remove or permit the City of Stratford to remove the said Awning when notice is given in accordance with the Awning By-Law of the City of Stratford.

I also further agree that I will indemnify and keep indemnified the City of Stratford from and against all actions, suits, claims, and demands which may be brought against the City and from all loss, costs, damages and expenses which may be paid or incurred to

the City in consequence of the removal and/or subsequent storage of the said awning in the yard of the Department of Public Works of the City of Stratford.

Dated at (City) Guelph. ONTARIO on Feb 8, 2023

SIGNATURE OF OWNER OR AGENT



PRINT NAME of signature above Katz Mehlenbacher

**NOTICE OF COLLECTION**

The personal information collected on this form is collected by The Corporation of the City of Stratford under the authority of the *Municipal Act, 2001* and will be used by Development Services staff for the purpose of responding to your application and for administrative purposes. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 ext. 235 during business hours.

If you require this form in an alternate format, contact Development Services at 519-271-0250x345 or TTY at 519-271-5241



**CITY OF STRATFORD  
APPLICATION FOR SIGN  
VARIANCE**

**NOTE TO APPLICANTS:** A Sign Permit **will be required** if the Sign Variance is approved.

This mandatory information must be provided with the appropriate fee or it will not be accepted.

**1. PROPERTY OWNER:**

|              |        |      |
|--------------|--------|------|
|              |        |      |
| Address:     |        |      |
|              |        |      |
| Postal Code: | Phone: | Fax: |
|              |        |      |
| Email:       |        |      |
|              |        |      |

**2. APPLICANT OR AGENT OR TENANT (If any)**

|                                |                     |      |
|--------------------------------|---------------------|------|
| Canadian Dairy xpo             |                     |      |
| Address:                       |                     |      |
| 204-173 Woodwich Street Guelph |                     |      |
| Postal Code: N1H 3Y4           | Phone: 519-362-4480 | Fax: |
| Email: admin@dairyxpo.ca.      |                     |      |

**3. NAME OF ERECTING COMPANY:**

|                    |
|--------------------|
| Canadian Dairy xpo |
|--------------------|

**4. PROPOSED SIGN LOCATION (ADDRESS):**

|  |
|--|
| please see attached map with red dot for |
| cow location                             |

**5. WHICH SECTION OF THE SIGN BY-LAW IS THE PROPOSED SIGN NOT IN COMPLIANCE WITH?**

|                                   |
|-----------------------------------|
| this is outside of current sizing |
|-----------------------------------|

**6. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?  
(Attach Additional Information if Required)**

|   |
|---|
| the current bylaw does not allow for cow statues. |
|---|

**7. IS THE PROPERTY LOCATED WITHIN THE HERITAGE CONSERVATION DISTRICT?**

|    |
|----|
| no |
|----|

## 8. SITE PLAN DRAWING

The application shall be accompanied by a site plan drawing showing the following:

- The location of all existing buildings and their entrances;
- The location of all driveways and parking areas on the property;
- The location and dimensions of the frontage and all boundaries of the property on which the sign is proposed to be erected;
- The location of the proposed sign on the property;

## 9. PROPOSAL OF SIGN TO BE ERECTED

The application shall be accompanied by a photograph or drawing of the sign showing the following:

- Details of the sign drawn to scale, including dimensions, materials, colours, text, graphics, sign area and any other information as may be required to determine compliance with the By-law;

## APPLICANTS CHECKLIST

(This checklist must be completed for the application to be processed)

Have you included:

- The application fee
- One copy of the completed application form
- One copy of the site plan drawing required in Section 8
- One copy of the proposed sign required in Section 9

### SIGNATURE OF APPLICANT

*I declare that the information in this application is true and made with a full knowledge of the circumstances connected with same.*

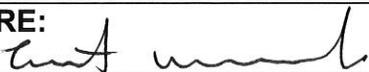
*I agree to conform to the regulations for encroachments to which this application pertains.*

*I have read the Encroachment Policy for the City of Stratford.*

*I am the owner or authorized agent.*

*I have read the Notice of Collection on the bottom of this form.*

**SIGNATURE:**



**DATE:**

Feb 8, 2023

### **NOTICE OF COLLECTION**

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**CITY OF STRATFORD  
APPLICATION FOR SIGN  
VARIANCE**

**NOTE TO APPLICANTS:** A Sign Permit **will be required** if the Sign Variance is approved.

This mandatory information must be provided with the appropriate fee or it will not be accepted.

**1. PROPERTY OWNER:**

|              |        |      |
|--------------|--------|------|
|              |        |      |
| Address:     |        |      |
|              |        |      |
| Postal Code: | Phone: | Fax: |
| Email:       |        |      |

**2. APPLICANT OR AGENT OR TENANT (If any)**

|                                |                     |      |
|--------------------------------|---------------------|------|
| Canadian Dairy xpo             |                     |      |
| Address:                       |                     |      |
| 204-173 woolwich street Guelph |                     |      |
| Postal Code: n1H 3V4.          | Phone: 519-362-4480 | Fax: |
| Email: admin@dairyxpo.ca.      |                     |      |

**3. NAME OF ERECTING COMPANY:**

|  |
|--|
| Canadian Dairy xpo (underhill enterprises inc) |
|--|

**4. PROPOSED SIGN LOCATION (ADDRESS):**

|                                      |
|--------------------------------------|
| please see attached map of locations |
|--------------------------------------|

**5. WHICH SECTION OF THE SIGN BY-LAW IS THE PROPOSED SIGN NOT IN COMPLIANCE WITH?**

|                                |
|--------------------------------|
| -size of signs are 4ft by 4ft. |
|--------------------------------|

**6. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?  
(Attach Additional Information if Required)**

|  |
|--|
| Current bylaw does not allow for directional event signage to be placed around town. |
|--|

**7. IS THE PROPERTY LOCATED WITHIN THE HERITAGE CONSERVATION DISTRICT?**

|    |
|----|
| no |
|----|

## 8. SITE PLAN DRAWING

The application shall be accompanied by a site plan drawing showing the following:

- The location of all existing buildings and their entrances;
- The location of all driveways and parking areas on the property;
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### SIGNATURE OF APPLICANT

*I declare that the information in this application is true and made with a full knowledge of the circumstances connected with same.*

*I agree to conform to the regulations for encroachments to which this application pertains.*

*I have read the Encroachment Policy for the City of Stratford.*

*I am the owner or authorized agent.*

*I have read the Notice of Collection on the bottom of this form.*

SIGNATURE:



DATE:

Jan 31/2023

### NOTICE OF COLLECTION

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## MANAGEMENT REPORT

**Date:** March 2, 2023  
**To:** Planning and Heritage Sub-committee  
**From:** Jonathan DeWeerd, Chief Building Official  
**Report #:** PLA23-002  
**Attachments:** None

---

**Title:** Annual Building Permit Fee Report 2021

**Objective:** To consider permit fees collected and operational costs for 2021.

**Background:** The Building Code Act (Act) establishes that Council is responsible for the enforcement of the Act and for appointing such staff as necessary to ensure the administration and enforcement of building permitting services. To offset the costs incurred, the Act authorizes a municipality to charge permit fees as part of the building permit application process. In accordance with subsection 7(4) of the *Building Code Act*, 1992 S.O. 1992, Chapter 23, as amended, the City is required to prepare a report on the permit fees received and the direct and indirect costs to administer and enforce the *Building Code Act* in its area of jurisdiction. Direct costs include salaries, wages, benefits, materials, and consultant costs. While indirect costs are associated with all other costs required to administer and enforce the Building Code Act.

The established Building Permit Reserve ensures funds are available in the event of an economic slowdown where permitting revenues decrease. Previously, Council approved the Building Permit Reserve to have a target balance of one year's operating costs (direct and indirect), which is in line with other municipalities.

Currently, Stratford's Building Permit Reserve has a balance of \$29,022.16.

**Analysis:** The revenue collected in 2021 was slightly higher than the revenue collected in 2020. The contributing factor to the increase in revenue is due in part to the increase in serviced building lots within the City of Stratford.

The following chart indicates the total fees and total costs for the calendar year of January 1 to December 31, 2021.

|   |               |                 |
|---|---------------|-----------------|
| Total Building Permit fees received in 2021 |               | \$ 1,029,256.95 |
| Total Direct Costs                          | \$ 646,153.84 |                 |

|  |               |               |
|--|---------------|---------------|
| Total Indirect Costs                                 | \$ 95,250.00  |               |
| Total Direct Costs and Indirect Costs                | \$ 741,403.84 | \$ 741,403.84 |
| Permit Fees received less Direct and Indirect Costs* |               | \$ 287,853.11 |

It should be noted that in 2021 revisions to the Building By-law were made such that City projects are now required to pay building permit fees.

|  |               |
|--|---------------|
| December 31, 2020 Building Permit Reserve                                | \$29,022.16   |
| 2021 Permit Fees received less Direct and Indirect Costs                 | \$ 287,853.11 |
| December 31, 2021, Building Permit Reserve Balance after adding surplus. | \$ 316,875.27 |

Direct and Indirect costs increased from \$703,751.75 in 2020 to \$741,403.84 in 2021, which is \$37,652.09 or approximately a 5% increase in overall costs. This increase was due to a return to normal spending due, in part to Covid, within the division including a return to staff training, legal fees, and an increase in consultant costs due to a prolonged vacancy within the Division for a Municipal Building Official II.

The reserve fund is intended to ensure that, even if the building activity in a municipality goes down, building services can continue to be provided for a time without affecting the Municipalities finances and staffing. Money in the reserve fund can only be used for costs of delivering services related to the administration and enforcement of the *Building Code Act* such as staffing for plan review, permit issuance, and inspections.

The reserve balance if this report is approved will remain in a surplus. These reserves may need to be relied upon as the 2023 budget anticipates a slower building year. The outcome could be that revenues are not able to cover operational costs for 2023. A report to increase building permit fees slightly was approved by Council in January of this year to help offset this projected loss. It is anticipated that building and associated revenues will increase in 2024. City Staff will continue to review the divisions operations to ensure it is in accordance with Bill 124 *Building Code Statute Law Amendment Act*, 2001 to determine what can be done with future deficits or surpluses.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

There are no impacts to the current year operating budget.

### **Alignment with Strategic Priorities:**

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

**Alignment with One Planet Principles:**

**Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

**Staff Recommendation: THAT the 2021 Building Inspection Admin G-251-2400 surplus of \$287,853.11, be approved for transfer to the Building Permit Reserve G-07-BSUR-0000;**

**AND THAT staff be directed to make the 2021 Annual Report on Building Permit Fees (Management Report PLA23-002), available to the public, as required by subsection 7(5) of the Building Code Act, by posting a copy on the City's website.**

**Prepared by:** Jonathan DeWeerd, Chief Building Official  
**Recommended by:** Taylor Crinklaw, Director of Infrastructure and Development Services  
Joan Thomson, Chief Administrative Officer