



**May 4, 2011**

## **City Council Committee Report**

**To: Mayor & Council**

**Fr: Kevin Robertson, Commissioner of Signs**

**Re: Delegation of authority to approve variances for Temporary Community Special Event and Non-profit Organization Signage**

**Recommendation: That authority be delegated to the Commissioner of Signs, Licensing Clerk and Planning Administrator for the approval of Temporary (30 days) Community Special Event or Non-Profit Organization Signage subject to;**

- **In sequence each position would have the authority in the absence of the other.**
- **Location of signs on Municipal property would be limited to those preapproved by Council.**
- **Location/type and size of signs on private property would be subject to the Sign By-law #115-2010 and property owner approval.**
- **At the discretion of the aforementioned staff members the matter is referred to committee.**
- **The applicant requests that the matter be referred to committee, as a variance application.**

**Background: There are many community special events and non-profit events held throughout the year in the City of Kenora. The intent of this recommendation is to simplify the application/approval process, which in turn will reduce the time required by committee members and municipal staff to review variance requests, and therefore provide better customer service.**

**A draft application is attached for your review.**

**Budget: N/A –**

**Communication Plan/Notice By-law Requirements: Notice by agenda of Property and Planning Committee and Council, Planning Administrator, Licensing Clerk, City Clerk, Tourism Officer and Commissioner of Signs**