



April 30, 2012

City Council Committee Report

To: Mayor & Council

Fr: Kevin Robertson, Commissioner of Signs

Re: Delegation of authority to approve variances to Sign By-law

Recommendation: That authority be delegated to the Commissioner of Signs, or in his absence, the Planning Administrator to make decisions on applications for variances to Sign By-law No. 115-2010 subject to the following:

The matter is referred to Committee

- a) at the discretion of the aforementioned staff members;**
- b) the applicant requests that the matter be referred to Committee; or**
- c) a member of Council requests that the matter be referred to Committee.**

Background:

Within the past 12 months there have been approximately a dozen applications for variance from provisions of the sign by-law. In May of 2011 and in April of 2012, Council approved several areas in the City which can be used by non-profit organizations to advertise their events. Also in May of 2011 Council delegated authority to staff to make decisions on variances requested by non-profit groups.

At the April Property and Planning Committee meeting, members discussed the number of variance applications coming forward and directed that staff propose a policy for dealing with variances to the Sign By-law.

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.

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, Events Co-ordinator, KAR