

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
BY-LAW NO. 24 - 2010

BEING a By-Law for regulating signs and other advertising devices and the posting of notices within the boundaries of the Corporation of the Village of Merrickville-Wolford including both the Merrickville and Wolford Wards.

WHEREAS section 8(1) the Municipal Act 2001 S.O.2001, c. 25 as amended does authorize that the Council of a Municipality may pass By-Laws to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS the Municipality is increasingly being described as the "Jewel Of The Rideau". The intention, therefore of this By-Law is to enhance the municipality by making sure that the historic and heritage nature is always the priority.

AND WHEREAS it has been and is the intention of the Council of the Village of Merrickville-Wolford, with input from all stakeholders of the Municipality, to preserve and maintain the Municipality's historical character and ambiance. This By-Law is not intended to be repressive, discriminatory nor hinder or impede any of the rights or privileges of its taxpayers and residents, but rather to guide and control by regulation the use of signs and other advertising devices upon the highways and other public lands of the Corporation, as being owned by them and under their sole control.

NOW THEREFOR the Council of the Corporation of the Village of Merrickville-Wolford does enact as follows that:

1. TITLE.

1.1. Short Title.

This By-Law may be cited as the "Sign By-Law".

2. DEFINITIONS in this By-Law.

2.1. 'Accessory or Business Sign' means a sign, symbol, trademark, structure or similar device used to identify the use pursued by the person, firm located therein.

2.2. 'Aggregate Area' means the total area of exposed building face of a building or structure that shall be used in the calculation of square metres or feet for total signage allowed and the total signage shall never exceed fifteen percent (15%) of the exposed building face.

2.3. 'Area' when used to describe a sign, means the number of square metres (square feet) of the surface of the sign not including the border and frame. If a border or frame is used, the maximum width of the frame shall not exceed 75 mm (3 inches). Where there is no border the number of square metres (square feet) shall include all the area of the surface lying within the extremities of the sign. In the case of a sign having more than one face, the area of the sign shall be the total area of one face provided the faces are back to back otherwise it shall be the total of all faces.

2.4. 'Awning' means a covered frame of any material, which may or may not be retractable to the building.

2.5. 'Banner' means a band or strip of material that bears advertising copy or slogan of a temporary nature normally hung in front of a building, on a railing or an overpass.

2.6. 'Central Core Area' means those lands contained in that area designated C1 or C1-2 of the Zoning By-Law No. 23-94 as amended.

2.7. 'Chief Building Official' means the Chief Building Official of the Municipality of Merrickville-Wolford or his designate.

2.8. 'Corporation' means the Corporation of the Municipality of Merrickville-Wolford.

2.9. 'Council' means the Council of the Corporation of the Municipality of Merrickville-Wolford.

- 2.10. 'Directory Sign' means a single faced sign listing the services within a place of business and shall include such signs advertising business locations and services rendered within the building. In buildings having more than one entrance, each entrance may have a sign.
- 2.11. 'Directional Sign' means a sign indicating a direction to be followed to reach a certain destination with only the destination and/or distance identified.
- 2.12. 'Double Faced Sign' means a sign having two sign faces, each face being of identical area and proportions to the other, and with each face located back to back.
- 2.13. 'Election Sign' means any sign advertising or promoting the election of candidates and does include a portable sign.
- 2.14. 'Exposed Building Face' means that part of the exterior wall of a building or structure which faces one direction and is the front wall as determined by the assessment description, the zoning by-law and the civic address and is located between the ground level and the ceiling of its top storey except mansard style roofs.
- 2.15. 'Fascia Sign' means a single faced sign located in such a manner that the sign face is parallel to the main wall or painted on the wall of the building to which it is attached and shall not project either vertically or horizontally beyond the building wall to which it is attached.
- 2.16. 'Flag' shall mean an advertising device made of material hung from a pole and may read 'sale', 'open', etc...'
- 2.17. 'Flashing Sign' means any kind of sign blinking on and off at regular or irregular intervals.
- 2.18. 'Ground Sign/Standard or sona tube means any sign directly supported by the ground without the aid of any building or structure, other than the sign structure.
- 2.19. 'Height of Sign' for a free standing structure means the vertical distance from the ground to the highest extremity of the sign including the border or frame.
- 2.20. 'Width of Sign' for a free standing structure means the horizontal distance from the outer edge of the supporting structure to the other outer edge of the supporting structure.
- 2.21. 'Lot Line' means the property line between a street allowance and a lot, or the property line between two lots.
- 2.22. 'Luminous and Illuminated Signs'.  
a) Luminous Sign means a sign that is lighted by an internal source.  
b) Illuminated Sign means a sign that is lighted by an external source.
- 2.23. 'Menu Board' means a single sided sign secured or leaning against the side of a building or structure advertising the menu or specials of an eating establishment.
- 2.24. 'Multi-Use' building shall be deemed as a single premise.
- 2.25. 'Municipality' means the Corporation of the Village of Merrickville-Wolford.
- 2.26. 'Mural' means any painting drawing or other graphic/visual external display applied to the exterior wall of any building or structure whether done by hand, photo reproduction, decal or transfer.
- 2.27. 'Neon Sign' means a sign whether flashing or not, that is lit by a luminous gas in tubes.
- 2.28. 'Off Premises Sign' means any sign or advertising device in the Commercial Core upon which there is displayed advertising copy describing any product or service not

made, produced, assembled, stored or sold from the lot or premises upon which the sign or advertising device is located.

- 2.29. 'Overhanging Sign' means any sign or advertising device protruding beyond the lot line of a property.
- 2.30. 'Place of Business' shall mean the location where the main activity of the business or occupation is conducted.
- 2.31. 'Portable Sign' means a temporary sign not securely anchored to the ground or to a building or structure and which by its nature or design can readily be relocated to serve the same purpose at another location.
- 2.32. 'Permanent Poster Panel/Billboard' means a standardized advertising sign, symbol or structure normally on sonda tube or other heavy support used to advertise a business and erected on a permanent basis.
- 2.33. 'Real Estate Sign' means a notification advising that a property is to be sold, rented or leased.
- 2.34. 'Roof Sign' means a poster panel, billboard sign or painted sign located on any roof.
- 2.35. 'Sandwich Board' means an A shaped sign which is set upon the ground and has no external supporting structure other than itself. A sandwich board sign shall have no more than 2 faces parallel to each other.
- 2.36. 'Sign' includes any advertising device or notice or any component part of any medium, which is used or capable of being used to attract attention to a specific subject matter but does not include the supporting frame.
- 2.37. 'Sight Triangle' means an area free of buildings or structures, which area is to be determined by measuring, from the point of intersection of street lines on a corner lot, a distance of 5 metres (16 feet) along each such street line and joining such points with a straight line. The triangular shaped land, between the intersecting street line and the straight line joining the points the required distance along the street lines, is the 'Sight Triangle'.
- 2.38. 'Temporary Sign or Billboard' means a sign conveying a message applicable for definable and specific limited time or related to an event of specific and short duration.
- 2.39. 'Zone or Zones' means those areas designated by a Zoning By-Law of the Corporation allowing specific uses in the defined areas.

### 3. APPLICATION FOR PERMIT.

- 3.1. Except as provided in section 4, no person shall erect, cause to be erected or structurally alter any sign, awning, mural or other advertising device within the Village of Merrickville-Wolford without first obtaining a sign permit.
- 3.2. Prior to the issuance of a permit, an application for a permit as attached in schedule 'B', shall be submitted to the Chief Building Official.
- 3.3. On receipt of a completed application, the Chief Building Official shall issue a sign permit provided the application is in compliance with the regulations contained in this By-Law and the Ontario Building Code Act, and Regulations where applicable.
- 3.4. Fees to be paid upon application for sign permits are set in Schedule 'A'.

### 4. PERMIT EXEMPTIONS.

- 4.1. No permit under this By-Law shall be required for the following, however all other regulations of the By-Law shall be adhered to:
  - a) any poster, banner, or sign of a candidate in a Municipal, Provincial or Federal election;

- b) signs of a public authority, including agents of the Municipality;
- c) signs prescribed by law;
- d) signs for public convenience (such as caution, construction or detour signs);
- e) temporary signs of non-profit and/or charitable organizations;
- f) municipal exhibition or event signs;
- g) no trespassing signs 0.20 sq. metres (2 sq. feet) or less in area;
- h) interior window signs of 0.20 sq. metres (2 sq. feet) or less in area;
- i) signs of 0.20 sq. metres (2 sq. feet) or less in area identifying parking areas;
- j) identification signs 0.20 sq. metres (2 sq. feet) or less in area which signs identify the owners/occupants of a building;
- k) awnings carrying no advertising and which do not overhang a public highway;
- l) signs on the interior of any building which signs are not visible from the exterior of the said building and real estate signs;

## 5. GENERAL REGULATIONS APPLICABLE TO ALL SIGNS IN ALL ZONES.

- 5.1. No sign or existing sign, its structure, temporary or permanent, awning or other advertising device shall be erected or enlarged or placed for any purpose within the Village of Merrickville-Wolford, except as permitted by this By-Law and in conformity with the applicable provisions of the Ontario Building Code Act and regulations.
- 5.2. Except as otherwise provided for in this By-Law, no person shall erect or maintain any sign which projects on or over any road allowance in the Village of Merrickville-Wolford unless such sign is an overhanging sign (2.9).
- 5.3. Persons may, with the written permission of the Corporation, attach any sign, poster, hand bill, notice or advertisement to any pole, subject to obtaining the written consent of the utility company or any others owning such pole on any highway.  
  
Non-profit (non commercial) and charitable organizations sponsoring an event may attach notices for a period not exceeding two weeks prior to the event and shall remove them within two days of the event's completion. Merrickville-Wolford residents may attach a notice concerning a yard sale on the day of the sale only and shall remove it in the evening when the sale is completed. No other form of sign for yard sales shall be placed on public property.
- 5.4. No person shall paint, print or impress anything on any sidewalk or roadway without permission by the Chief Building Official.
- 5.5. No person shall attach any sign, poster, notice or advertisement to any tree in the Municipality located on municipal property.
- 5.6. No person shall erect or maintain any banner or other advertising device across any road allowance, without permission to so do, by the Chief Administrative Officer upon recommendation of the Chief Building Official (application shall be made in accordance with sec. 3.2).
- 5.7. No person shall erect or maintain any awning attached to a building, erected so as to be suspended or projected over any sidewalk except in conformity with this By-Law.
- 5.8. No person shall erect or maintain any sign within the area of a corner lot defined as the Site Triangle which would obscure vision.
- 5.9. The provisions of this By-Law apply to any sign erected by the Municipality except when required by an upper tier level of government.

- 5.10. Lighting of Signs – no sign with red, amber or green lighting shall be permitted within fifteen metres (50 feet) of any intersection.
- 5.11. Luminous Signs shall not be permitted as they are not in keeping with the historic nature of the Municipality.
- 5.12. Temporary Construction Project Signs.
- a) Temporary signs may be erected at a construction project indicating the nature of the project and the developers, contractors, architects, engineers and related personnel or trades involved in the development of the site. The total area of all signs shall not exceed 3.0 sq. metres (32 sq. feet) and no single sign shall exceed 1.11 sq. metres (12 sq. ft.). Such signs shall not be erected until an application for Site Plan Control Approval (if required) has been filed with the Village of Merrickville-Wolford;
  - b) All temporary construction project signs shall be removed on or before the date of completion of the construction project to which the sign(s) are related. Completion of construction shall be deemed to be the date of initial occupancy of the project.
- 5.13. Temporary Project Announcement Signs.
- One (1) temporary, announcement sign, having a maximum sign area of 3 sq. metres (32 sq. feet), announcing a development project may be erected at a proposed development site. Such announcement sign shall be removed within three (3) calendar months of the erection or upon the commencement of construction of the project to which the announcement sign refers, whichever is the lesser period of time, however extensions may be granted by staff subject to appeal to the Council.
- 5.14. Electrical Signs.
- All electrical work for a sign shall conform to applicable regulations.
- 5.15. Maintenance and Safety.
- Every sign shall be kept in good repair and in a safe and secure condition. It shall be maintained in a clean and pristine condition.
- 5.16. Housekeeping.
- It shall be the duty and responsibility of the owner or lessee of any sign to maintain the immediate premises occupied by the sign in a neat and tidy condition (as prescribed by and see By-Law No. 22-03).
- 5.17. Real Estate Signs.
- a) No Real Estate Sign shall be affixed to any trees located on public property, utility poles (without the written consent of the utility company) or municipal standards or be erected or placed on municipal or public property (save and except signs erected by or for the Municipality). Any sign contravening the provisions of this section may be removed without notice by the Village of Merrickville-Wolford;
  - b) there shall be a limit of two (2) double faced real estate signs per property provided such signs are no closer together than 23 metres (75 feet);
  - c) All real estate signs shall comply to the size requirements in the aggregate total and no single sign shall exceed 1.11 sq. metres (12 sq. ft.) except by resolution of Council;
  - d) Standard open house signs shall be permitted for the day of the open house and the day prior only.
- 5.18. Portable Signs may be permitted by resolution of the Council for specific events at the sole discretion of the Council and such application for permission shall be in writing at least forty-five (45) days in advance (see sec.3.2 for method of application).

5.19. Poster Panels, Billboards and Off Premises Advertising.

- a) Permanent Poster Panels and Billboards are prohibited in the urban areas of Merrickville-Wolford as they are not in keeping with the historic character of the Municipality;
- b) Off Premises Advertising Signs are prohibited in the urban area of Merrickville-Wolford except where such signs are permitted by amendment to this By-Law.

5.20. Roof Signs including mansards (roof of which each face has two slopes, the lower one steeper) are prohibited except by amendment to this By-Law.

5.21. Sign like devices such as newspaper dispensers, vending machines and the like shall not be permitted on Municipal property nor on any property in any residential zone except for Mail and newspaper delivery boxes which shall be limited to one (1) such device per property.

5.22. Removal of Signs.

- a) Election signs erected within the municipality shall be removed by the campaign office within five (5) days following the election;
- b) Any sign or article which no longer advertises a business or service on the premise shall be removed within fifteen (15) days of the termination of such business or service by the owner;
- c) Sandwich Boards located on any highway, sidewalk or road allowance may, if they hinder or in any way impede the free and easy movement of pedestrians or vehicular traffic or the parking of vehicles or the opening of doors of vehicles, or where installed in contravention of this by-law be removed by the Chief Building Official or his designate without notice.

5.23. Signs in Violation.

- a) Whenever the Chief Building Official, or his designate after inspecting a sign finds such sign to be in a violation of the provisions of this By-Law, he shall notify the owner of the property and/or the owner of the sign, in writing or by causing a notice to be delivered personally to such owners, requiring them or either of them to repair, alter or change or remove such sign within ten (10) days from the receipt of such notice;
- b) Where the repair, alteration or change or removal is a matter of public safety, in the sole opinion of the Chief Building Official or his designate, the Chief Building Official may give notice orally and may reduce the period within which the owner or owners has to take action;

5.24. Recovery of Expenses.

A copy of an invoice for any charges for removal of a sign, together with a certificate by the Clerk-Treasurer that:

- a) the invoice has been sent to the persons liable to pay the same;
- b) no payment or insufficient payment has been received for the invoice; and
- c) payment of the invoice is overdue;

shall be sufficient authority to enter the amount of unpaid balances of the invoice on the Collector's Roll (sec.326 c.M.45 R.S.O. 1990).

5.25. Abandonment.

- a) Neither the granting of a permit nor the approval of plans or specifications nor inspections made by the Corporation shall in any way relieve the owner, or any other

person, from full responsibility for carrying out the requested signage work, or having the work carried out, in complete accordance with the By-Law or any other law;

- b) An application for a permit for any signage work shall be deemed to be abandoned six (6) months after the date of filing, unless such application has been diligently pursued or a permit has been reissued;
- c) In the case of abandonment, all plans and specifications may be returned to the applicant;
- d) Every permit shall expire and become null and void under the provisions of this By-Law, if the work authorized by such a permit is not commenced within six (6) months of the date of the permit issuance, or if the work authorized by such permit is suspended or abandoned, at any time after the work is commenced, for a period of six (6) months, or the sign has been removed;
- e) If a permit has expired pursuant to this section before such work can be commenced, the original permit shall be first renewed upon payment of the prescribed fee and upon the Chief Building Official being furnished with satisfactory proof that the plans and specifications conform with the requirements of this By-Law at the time of the application for renewal.

#### 5.26. Signs on Vehicles.

Signs on or affixed to vehicles are prohibited in the Village of Merrickville-Wolford except for normal commercial advertising 'painted or decaled including magnetic decals' on the side 'in the usual manner' save for a sign advertising the sale of the vehicle.

5.27. Murals may be permitted by resolution of the Council. However; in no case shall they be allowed to form or appear to form the advertising of a business, premises or occupation as this is contrary to the historic nature of the village.

#### 5.28. Awnings.

A permit for the erection of an awning shall be required and such awning shall be erected in conformity with this By-Law.

- a) All awnings shall be constructed and maintained in a condition satisfactory to the Chief Building Official;
- b) No part of a non-retractable awning shall be closer to the surface of any sidewalk than 2.43 metres (8 feet) nor extend more than 1.2 metres (4 feet) over any sidewalks;
- c) No part of any retractable awning shall extend more than 1.52 metres (5 feet) from the front of the building to which it is attached, and in no case beyond curb line nor be closer than 2.43 metres (8 feet) to the surface of any sidewalk.

5.29. Signs or advertising may be painted on buildings when authorized by resolution of Council when it can be shown to the satisfaction of Council that such signs or advertising existed historically on the building in question (apply according to sec 3.2).

5.30. The following types of signs are not permitted in the urban area of Merrickville-Wolford:

- a) Flashing Signs;
- b) Neon Signs;
- c) Pylon ;
- d) Luminous ;
- e) Any representation of any kind which is pornographic, vulgar, lewd or offends public decency and in accordance with the Laws of Canada and Ontario (such representation to be enforced according to and by upper tier levels of government only).

## 6. SIGNS IN RESIDENTIAL ZONES.

- 6.1. There shall be no external display or advertising other than a sign not more than 0.4 sq. metres (5 sq. feet) on the face of the sign and not more than one (1) permanent sign per property or dwelling unit shall be permitted. Where more than one (1) business operates from the property or dwelling, all businesses shall share that one (1) sign.
- 6.2. All signs shall be non-illuminated and non-luminous.
- 6.3. Signs shall be wholly within the property line of the property in which the Home Occupation is operating.
- 6.4. Signs shall be in keeping with the residential character of the neighbourhood and shall not be in fluorescent colours nor shall they display any lewd or vulgar representations.
- 6.5. No sign shall be higher at the top of the sign including the sign post than 2.13 metres (7 feet) from the ground. Such measurement shall be taken from the Village side of the property line (applicable to signs covered under sec.13).
- 6.6. Bed and Breakfast Accommodations.

Signs for Bed and Breakfast shall be no larger than as stated above and all signs shall be non luminous and non illuminated and located within the property boundaries.

## 7. SIGNS IN THE CENTRAL CORE URBAN AREA.

The following signs are permitted in the Central Core Urban Area subject to the following conditions.

- 7.1. In the commercial zones each business may have a separate sign provided that the total area of all signs shall not exceed fifteen percent (15%) of the area of the exposed building face and each business in a multi-use building shall be part of the 15%.
- 7.2. Notwithstanding 7.1 above all business may share a single directory sign and it shall be part of the aggregate sign total.
- 7.3. Buildings with more than one entrance shall be allowed a directory sign at each entrance and these shall be part of the aggregate sign total.
- 7.4. Fascia Signs.

Fascia signs may be erected for each place of business provided that such signs conform to this By-Law and the following special conditions:

- a) be attached to and parallel to the main wall of the building;
- b) be a minimum of 1 metre (3 feet) above the finished sidewalk;
- c) project no more than 75 mm (3 inches) from the main wall of the building;
- d) not cover or project across any window opening;
- e) be part of the total aggregate area.

### 7.5. Awnings.

Awnings are permitted subject to the general regulations of this By-Law (see sec.5.28).

### 7.6. Sandwich Boards.

Sandwich boards may be permitted on municipal property including sidewalks or boulevards in the Urban Areas of Merrickville-Wolford subject to the following conditions and regulations which are not intended to prohibit or discriminate but rather to ensure public safety and free movement of persons and vehicles.



- a) on any sidewalk provided that at least two person can walk abreast of each other and there is sufficient room for a third person to pass the other two and this measurement shall be taken from private property line to the nearest road edge of standard curb or the road side edge of a paved sidewalk. Poles of any kind or other permanent fixture shall not be included in the determination of sufficient space;
- b) on any grassed boulevard between the sidewalk and parking allowance on the near side edge of the road provided it does not interfere with the movement of vehicles or the parking of vehicles or the opening of any door of the same;
- c) only immediately in front of and adjacent to the premises occupied by the business displaying the sandwich board;
- d) not with standing the above subsections-sandwich boards shall be permitted at the following locations:
  - i. on St Lawrence Street at the intersections commencing at Drummond Street and southward either the east or west side of St Lawrence Street, but only one side, for businesses located on any side streets;
  - ii. on Main Street East, east of Elgin Street, but only on one of St Lawrence Street, but only on one side, for businesses located on any of the side streets side, for businesses located on any side streets;
  - iii. Main Street West, west of St Patrick Street, but only on one side, for businesses located on any side streets;
  - iv. north of the canal bridge at Water and Mill Streets and William and Mill Streets.
- e) sandwich boards in subsection iv) above shall conform to the following regulations and conditions:
  - i. they shall be 0.6m x 0.9m (2ft x 3ft) in size per face, including supports;
  - ii. there shall not be more than two faces to the sign;
  - iii. they shall be divided equally into sections on each face with one business on each section;
  - iv. they shall be constructed of durable materials;
  - v. they shall be shared by all businesses on both side streets.
- f) all sandwich boards permitted in subsection 7.6a above shall be allowed during the hours of 9:00 am to 5:00 pm and shall be removed after hours or when the business is not open to the public;
- g) sandwich boards shall be allowed on commercial property when they are wholly within the property lines of the business concerned and they shall form part of the aggregate signage area and when they do not obstruct traffic flows.

#### 7.7. Directional Finger Signs.

There shall be and hereby made provision for directional finger signs on poles.

- a) the Municipality shall own and fully maintain the posts including repair, replacement, painting etc. They may charge a fee for this service to the sign owners or to the person(s) requesting a new post;
- b) the individual finger signs must be manufactured and purchased from the Village Metal smiths;

- c) the individual finger signs remain the property of the business or individuals who purchased them;
- d) signs to be removed or moved shall be done by the Village Metal smiths at the request of the owner(s) of the individual finger sign and at their expense;
- e) signs shall be removed when a business ceases to operate;
- f) the cost of the signs shall be the sole responsibility of the person or business requesting them;
- g) the directional finger sign post located at Mill Street and Broadway East may also incorporate signs advertising businesses that are located outside the corporate limits of the Village of Merrickville-Wolford provided that the business has a Rural Route address of Merrickville and/or a telephone number in the 269, 283 or 284 exchange;
- h) there is hereby provision for a directional finger sign post at the south east corner of St. Lawrence Street and the intersection of County Road 16 and in the rural area of the Municipality of Merrickville-Wolford.

#### 7.8. Directional Map Sign.

The Directional Map Sign is located on the north west corner of St. Lawrence Street and Main Street West.

- a) the supporting structure is owned by the Municipality and shall be fully maintained by the Municipality including repair, replacement, painting etc.;
- b) the map is owned by the Merrickville and District Chamber of Commerce;
- c) the Chamber of Commerce shall allow all business members and non member businesses in the Village of Merrickville-Wolford to be listed on the map;
- d) the Chamber of Commerce may charge a fee to all non member businesses for a listing on the map;
- e) the Chamber of Commerce shall advertise, in a timely fashion, to all non-member businesses of the opportunity to be listed on the map;
- f) the map shall be current for the year and shall be installed at least one full week prior to the official Victoria Day Weekend.

#### 7.9. Overhanging Signs.

Signs may be erected so as to overhang a Municipal sidewalk or other pedestrian walkway subject to the following provisions:

- a) the maximum area of the sign shall not exceed 1.5 sq. metres (16 sq. ft) and shall be part of the calculation of the total aggregate area of the exposed building face;
- b) the sign shall not project more than 1.5 metres (5 feet) from any building face but; never more than the width of the sidewalk;
- c) the sign shall be firmly anchored to a building face;
- d) the sign shall not be closer to any sidewalk than 2.4 metres (8 feet) nor located above the second floor level of any building;
- e) the owner or person in control of a sign or awning extending into a street more than 0.5 metres (1 foot 7.5 inches) beyond the building line shall execute a hold harmless agreement indemnifying the Municipality against all loss, cost, damages or expenses incurred or sustained by or recovered against the Municipality by reason of the construction or maintenance of the sign or awning. The owner of the sign or awning shall provide proof of liability coverage upon request.

The execution of a hold harmless agreement and the insurance certification referred to above shall be in the form prescribed by the Council and set out in Schedule 'C' to this By-Law.

7.10. Menu Boards.

- a) Menu Boards may be placed on the exposed face of a building or structure adjacent to the entrance of an eating establishment to display the menu or special(s) of the day;
- b) Menu Boards shall be an enclosed case with a glass type door;
- c) a menu board may be illuminated from inside the case so that the source of illumination does not show and the illumination only lights the menu;
- d) the menu board and case shall not be larger than 0.56 sq. metres (6 sq. ft);
- e) the menu board shall form part of the aggregate total.

7.11. Banners.

Banners may be erected and maintained in the Central Core Area subject to the following provision:

- a) such banners as permitted below (b through e) shall be for non-commercial purposes only;
- b) that the banner shall be firmly affixed to a building as a fascia sign;
- c) the bottom of the banner above shall be at least 4.5 metres (15 feet) from the roadway or sidewalk to the bottom of the banner no banner shall be put in place for more than thirty (30) calendar days preceding the event it advertises and shall be removed within five (5) calendar days following the event and a permit is required as for any type of sign.

7.12. Flags.

Flags displaying the word(s) open or sale etc. shall be governed by the regulations for section 7.9 and 7.11 above.

8. SIGNS IN INDUSTRIAL, INSTITUTIONAL, RURAL, HIGHWAY AND MARINE ZONES.

- 8.1. Signs in the Highway Commercial Zone shall be governed by the regulations of the Central Commercial Core.
- 8.2. Signs in the Marine Commercial Zone shall be governed by the regulations of the Central Commercial Core.
- 8.3. Signs in the Institutional Zone shall be governed by the regulations of the Residential Zone area.
- 8.4. Signs in the Industrial Zone shall be governed by the regulations for the Central Commercial Core.
- 8.5. Signs for the Rural Zone shall be governed by the regulations for the Central Commercial Core.
- 8.6. Signs for the Open Space Zones shall be governed by resolution of Council.

9. STANDARD OR PYLON SIGNS.

- 9.1. Standard or pylon signs shall not be allowed except for those made legal non-conforming according to the provisions of section 13.

## 10. OUTSIDE BUSINESSES.

- 10.1. No sign or advertising for any businesses located outside the corporate limits of the Municipality shall be permitted on any highway or property owned or under the control of the Corporation.

## 11. OTHER SIGNS AND MISCELLANEOUS.

- 11.1. Electronic message centre signs shall not be permitted in the Municipality.
- 11.2. Any other type of sign or advertising device not specifically authorized in this By-Law shall not be permitted without an amendment to this By-Law.

## 12. ADMINISTRATION.

- 12.1. This By-Law shall be administered by the Chief Building Official or as assigned by the Chief Administrative Officer.
- 12.2. Requests for approval(s) as may be sited in this By-Law from time to time or for Resolutions of the Council or amendments to this By-Law shall be made in writing to the Office of the Municipal Clerk and may require an application for a permit as provided for in sec. 3.2 of this By-Law.
- 12.3. Any person erecting or maintaining any sign shall in their application indemnify and save harmless the Corporation of the Municipality of Merrickville-Wolford against any and all actions and cause of actions.
- 12.4. Any sign in contravention of this By-Law may for the first offence be picked up and brought to the Municipal offices. The owner shall be notified that they may claim and pick up the sign at the Municipal office. The owner shall be given a written caution/notice that a first offence has been committed and if any further offences against the Sign By-Law are committed the sign shall only be returned upon payment of an administrative fee.
- 12.5. Any sign in contravention of this By-Law shall for the second offence shall be picked up and brought to the Municipal office. The owner shall be notified that they may claim and pick up the sign at the Municipal office upon the payment of an administrative fee of twenty (\$20.00) dollars.
- 12.6. Any sign in contravention of this By-Law shall for the third offence be picked up and brought to the Municipal office. The owner shall be notified that they may claim and pick up the sign at the Municipal office upon the payment of an administrative fee of fifty (\$50.00) dollars.
- 12.7. Any sign in contravention of this By-Law shall for the fourth offence be picked up and brought to the Municipal office. The owner shall be notified that they may claim and pick up the sign at the Municipal office upon the payment of an administrative fee of two hundred (\$200.00) dollars. Any further offences against the Sign By-Law the sign shall be returned only upon payment of an administrative fee of the same amount (\$200) for each repeat offence.
- 12.8. Every person who contravenes any of the provisions of this By-Law is guilty of an offence and upon conviction is liable to a court fine not less than \$100.00 and not more than \$2,000.00 exclusive of costs.

## 13. LEGAL NON CONFORMING.

- 13.1. All signs in legal use shall be and are hereby deemed to be legal non conforming as of October 26, 2010 being the date of passage of the Sign By-Law No. 24-2010.
- 13.2. If or when a business ceases to exist for more that a period of thirty (30) days all legal nonconforming provisions are null and void.

13.3. A sign may be removed or replaced for maintenance or repair provided the applicable policies of this By-Law particularly sections 6, 7 and 8 are adhered to and the legal nonconforming status referred to above shall continue.

14. REPEALS.

14.1. All other Signage By-Laws of the Corporation of the Village of Merrickville-Wolford are hereby repealed and all reference to signage in any other By-Law of the Corporation.

15. SEVERABILITY.

15.1. Should any section or part of a section of this By-Law be declared by a court of competent jurisdiction to be invalid, the same shall not affect any other provision or section of this By-Law in whole or part thereof.

READ a first time this 26<sup>th</sup> day of October, 2010

READ a second time this 26<sup>th</sup> day of October, 2010

READ a third and final time and passed this 26<sup>th</sup> day of October, 2010

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J. Douglas Struthers  
MAYOR

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Jill Eagle  
Clerk

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
To Amend  
SCHEDULE "A" TO BY-LAW NO. 24-2010

The following administrative fees shall be paid to the Village of Merrickville-Wolford upon application to erect any temporary or permanent sign in the Municipality:

1. SIGNS IN COMMERCIAL ZONES.
  - i) \$25.00 one time fee for each sign.
2. BANNERS.
  - i) \$25.00 for each banner.
3. SIGNS in Residential Zones.
  - i) \$ 50.00 one time fee.
4. SANDWICH BOARD in Residential Zones.
  - i) \$ 50.00 one time fee.

EXEMPTION.

These fees shall not apply to any signs as outlined in section 4 (PENDING COUNCIL APPROVAL OF SECTION 4).

This schedule amends the fees and service charges of Schedule "A" of By-law 6 - 96

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
 SCHEDULE 'B' TO BY-LAW NO. 24-2010  
 APPLICATION FOR A SIGN PERMET

Send to: Village of Merrickville-Wolford, P.O. Box 340, 317 Brock St.W., Merrickville, ON, K0G 1N0  
 Telephone (613)269-4791 fax (613) 269-3095

Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner (prop/bus.): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Designated heritage property: No Yes, By-Law No. \_\_\_\_\_

Nature of business: \_\_\_\_\_

Designer: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

No variation shall be permitted from the description on the application and permit to the sign as built.

Type of sign: (check all applicable):

- Wood Plastic Steel Other Fascia Projecting/Overhanging  
Sandwich Board Illuminated Awning Fabric Other

Location of sign: \_\_\_\_\_

Zone: \_\_\_\_\_

Size of sign: \_\_\_\_\_

Size of support: \_\_\_\_\_

Height of sign above ground: \_\_\_\_\_

Size of lot: \_\_\_\_\_

Existing signs? No Yes

A copy of plans for the proposed signage complete with size and location indicated must be submitted with this application. All relevant information should be provided, including wording and artwork in order to assist the Chief Building Official in his decision. Failure to provide required information will result in a delay of the application review.

**DECLARATION**

I, the undersigned \_\_\_\_\_ am the owner/authorized agent for the owner named in the above application and I certify the truth of all statements made herein.

I understand that the issuance of a permit shall not be deemed a waiver of the provisions of any by-laws or other regulation, notwithstanding anything included in or omitted from the plans or other material filed in support of this application.

I acknowledge that in the event that a permit is issued, any departure from the plans, specification or locations proposed in the application is prohibited and such may result in the permit being revoked. I further acknowledge that in the event the permit is revoked for any cause of irregularity or nonconformity with the by-laws or regulation, there shall be no right of claim whatsoever against the Village, the corporation, or any official thereof and any such claim is hereby expressly waived.

And further, I hereby certify that insurance coverage is in full force and effect for the sign(s) at the subject address to a limit of liability of not less that \$ 1,000,000.00. Cancellation or non-renewal of this policy for any reasons shall automatically cause the sign permit to be of no effect.

\_\_\_\_\_  
 Owner/Agent Date Location

\_\_\_\_\_  
 Witness Date Location

**For Office use only**

Application reviewed on: \_\_\_\_\_ Zoning checked on: \_\_\_\_\_

Approved: No Yes Date: \_\_\_\_\_

Conditions: N/A No Yes: \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
SCHEDULE 'C' TO BY-LAW NO. 24-2010  
HOLD AND SAVE HARMLESS AGREEMENT

I/We THE UNDERSIGNED hereby covenant and agree to hold and save harmless the Corporation of the Village of Merrickville-Wolford and it's Officers, Servants and Employees from all claims or cause of action against the Corporation of the Village of Merrickville-Wolford, because of or arising out of any injury or damage to property or any person of others arising from the placement of a sign or other property of the undersigned and placed on, into or above property or premises of the Corporation of the Village of Merrickville-Wolford

WITNESS:

OWNER OR AUTHORIZED PERSON  
(If a corporation, affix Corporate Seal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

Print address:

Print address:



**For Office use only**

CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD  
SCHEDULE 'D' TO BY-LAW NO. 24-2010  
SIGN PERMIT

Date issued \_\_\_\_\_ Permit number: \_\_\_\_\_ By-Law No. \_\_\_\_\_

Issued to: \_\_\_\_\_

Contractor: (if applicable): \_\_\_\_\_

Size of Sign: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Type of Sign: \_\_\_\_\_ Zone: \_\_\_\_\_

Wording on Sign: \_\_\_\_\_

Location of sign(s): \_\_\_\_\_

Description of Work: \_\_\_\_\_

Remarks: \_\_\_\_\_

Notes: This permit is issued for  
the sign as described herein and  
any deviation may cause auto-  
matic revocation of this permit

Issued by: \_\_\_\_\_  
Chief Building Official / Building Inspector

The personal information collected on this permit and/or application was collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act c.M.56 R.S.O. 1990 and forms part of a public record open for inspection at the Office of the Village Clerk during normal business hours