



**Town of Arnprior**  
**Corporate Services Advisory Committee Agenda**  
**Date: Monday, November 1, 2021**  
**Time: 6:30 p.m.**  
**Location: Via Electronic Participation**

1. **Call to Order**
2. **Roll Call**
3. **Land Acknowledgement Statement**
4. **Adoption of Agenda (Additions/ Deletions)**
5. **Disclosures of Pecuniary Interest**
6. **Adoption of Minutes of Previous Meeting(s)**
  - a) **September 7, 2021** (Page 1-5)
7. **Presentations/ Delegations**
  - a) **COVID-19 Vaccination Policy**, GMCS / Treasurer & HR Officer (Page 6-18)
8. **Matters Tabled/ Deferred/ Unfinished Business**
9. **Staff Reports**
  - a) **Welcome Initiative for New Residents/Businesses**, MEDO (Page 19-23)
  - b) **Draft Election Sign By-law**, Town Clerk (Page 24-30)
10. **New Business**
11. **Adjournment**

**Please note:** Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [Website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

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**Minutes of Corporate Services Advisory Committee Meeting  
September 7, 2021  
6:30 PM  
Electronic Participation – Via Zoom**

**Committee and Staff Attendance**

**Committee Members Present:**

Chair, Ted Strike  
Vice Chair, Lisa McGee  
Chris Couper, Committee Member  
Andy Tamas, Committee Member  
Darrel O'Shaughnessy, Committee Member  
(6:44 pm)

**Town Staff Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager Client  
Services/Treasurer

**Committee Members Absent:**

**1. Call to Order**

Chair Ted Strike called the Corporate Services Advisory Committee meeting to order at 6:30 PM and welcomed those present.

**2. Roll Call**

The roll was called, with all Members of the Committee being present.

**3. Land Acknowledgment**

Chair Ted Strike asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

**4. Adoption of Agenda**

Resolution Number 016-21  
Moved by Chris Couper  
Seconded by Andy Tamas

**Be It Resolved That** the agenda for the Corporate Services Advisory Committee Meeting of dated Tuesday, September 7, 2021, be adopted.

Resolution Carried

**5. Adoption of Minutes of Previous Meeting(s)**

Resolution Number 017-21

Moved by Chris Couper

Seconded by Lisa McGee

That the Corporate Services Advisory Committee approve the Minutes listed under item no. 5(a) on the Agenda.

Resolution Carried

**6. Presentations/ Delegations****a) Online Initiatives – General Manager, Client Services/ Treasurer**

Resolution Number 018-21

Moved by Lisa McGee

Seconded by Chris Couper

That the Corporate Services Advisory Committee receives the Online Initiatives presentation as information.

Resolution Carried

Following the presentation the GMCS, Treasurer advised it is important for the municipality to continue the momentum of implementing online initiatives, other than those discussed, to generate further efficiencies and provide enhanced customer service to residents.

The GMCS, Treasurer requested feedback on what other services committee members see as being a priority for residents for moving online and/or providing additional functionality.

Feedback received is as follows:

- The online initiatives as presented are great; however, concern was expressed about the worry surrounding equity of access for those without computer access or are not computer savvy. Would they still be able to interact with the municipality in the manner in which they are accustomed?
  - The GMCS noted that alternate avenues of contact with the municipality would continue to be offered (ie. In person).
- The option for by-law enforcement specific, online concern system, with follow-up was requested.
  - The GMCS Treasurer noted that the Town already has a by-law enforcement specific online concern form, which sends the complainant a ticket number when entered for tracking purposes. The complainant will also be notified of any updates made to the ticket by email.
- Requests for building permits, pet licencing, garbage tags were also requested.
  - The GMCS Treasurer noted the ability to request and purchase building permits online is scheduled to start in 2022. Pet licencing can already be completed online, and tags will be mailed to the resident. Garbage tags and landfill vouchers are being researched with the hope of implementation in 2022.

- Zoning and planning applications were also discussed, with Committee Members noting there would be some limitations to this.
- Committee members inquired how to manage data for archival purposes? The Town Clerk noted that any necessary online records would be maintained as per the records management policy, and any updates to the policy would be made as required.

**Committee Member Darrel O'Shaughnessy joined the meeting at 6:44 pm.**

**b) Licencing Backyard Hens – Town Clerk**

Resolution Number 019-21

Moved by Darrel O'Shaughnessy

Seconded by Chris Couper

That the Corporate Services Advisory Committee receives the Licencing Backyard Hens presentation as information.

Resolution Carried

Discussion ensued among Committee Members with the following being a summary of the discussion:

- Was there any thought on allowing residents to sell versus giving away their hens? The Town Clerk noted that this was discussed, and the current by-law will not allow for this at this time.

**c) Election Signs – Town Clerk**

Resolution Number 020-21

Moved by Lisa McGee

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee receives the Elections Signs presentation as information.

Resolution Carried

The Town Clerk asked for feedback on several items regarding Election Signs, noted below.

Discussion ensued among Committee Members with the following being a summary of the discussion:

- Size of Election Signs
  - Committee members agreed that 1.5 square meters is a good size
  - Committee members suggested there be a fine for contravention to this and any other area of the by-laws.
  - Committee members also suggested a fee be charged to the candidate if the municipality has to remove any signs.
  - Committee members noted that a sign should not be allowed to be attached to another sign.
- Installation Date (Municipal Elections)
  - Committee members agreed that 6 weeks prior to the election was sufficient.

- Installation Date (Provincial and Federal Elections)
  - Committee members agreed that the day the writ is issued is sufficient.
- Removal Date
  - Committee members agreed that seven days is sufficient time to provide candidates to remove their election signs.
- Placement Restrictions
  - Committee Members agreed that signs should be allowed on County Roads and private property, and to add the allowance for signs to be placed on the north side of William Street.
  - Committee Members noted that signs should not be allowed downtown.
- Sign Setbacks
  - Committee members agreed with the current restrictions regarding set backs and requested that height restrictions be added as well as an increased set back at intersections and crosswalks.
- Sign Deposit/ Removal Fee
  - Committee members suggested there be a fee put in to remove an election sign that is against the by-law or that are left longer than allowed. Committee members further suggested a warning be issued and then a fine if necessary.
- Additional Restrictions:
  - Number of election signs per candidate in various areas (residential properties road allowances, campaign offices)
    - Committee members noted this was not necessary at this time.
  - Not permitted on private property without the consent of the owner or occupant or the property
    - Committee members agreed with this provision.
  - Non-illuminated – no flashing lights
    - Committee members agreed with this provision.
  - Not permitted within 25 meters of another election sign from the same candidate.
    - Committee members noted they felt this could prevent opportunity and to not include this provision.
  - Not permitted within 50 meters of a Help/Revision Centre (Town Hall)
    - Committee Members agreed with this provision, but asked the Clerk to further clarify in the policy instances where a residential property falls within this distance.
  - Not permitted in or on a vehicle that is parked within 50 meters of a Help/Revision Centre (Town Hall)
    - Committee Members agreed with this provision, however asked for clarification on if the candidate was visiting Town Hall for Town business, not election business. The Clerk noted they would need to park farther away.
  - Not permitted in a median strip; sight triangle; on a utility pole; on any official sign or official sign structure
    - Committee members agreed with these provisions.

**7. Matters Tabled/ Deferred/ Unfinished Business**

None

**8. Staff Reports**

None

**9. New Business**

Committee Member Darrel O'Shaughnessy reiterated that the Greater Arnprior Seniors Council is very interested in spearheading a Welcome Wagon Initiative. Staff noted an information report will be brought forward at the next Committee Meeting, to discuss this further.

**10. Adjournment**

Resolution Number 022-21

Moved by Lisa McGee

Seconded by Andy Tamas

That the Corporate Services Advisory Committee adjourns at 7:48 pm.



# Vaccination Policy

J. Morawiec, GMCS / Treasurer

C. Freeman, HR Officer

CSAC Meeting: Nov 1, 2021

# Background

- Ontario moved to Step Three of the Roadmap to Reopen on July 16, 2021, based on the province-wide vaccination rate and continuing improvements in key public health system indicators.
  - The exit from Step Three was paused in response to evolving data around the Delta variant
- As Ontario's pandemic picture improves, the Province has outlined potential steps for a gradual exit from pandemic restrictions.



# Background

- To increase vaccination rates, the Province has implemented the following:
  - Mandatory workplace vaccination policies in high-risk settings that must adhere to provincial requirements such as hospitals, long-term care, home and community care providers, ambulance and paramedic services, post-secondary institutions, licensed retirement homes and women's shelters.
  - Proof of vaccination requirements for patrons to enter specified businesses and organizations including indoor recreational facilities such as the Nick Smith Centre.

# Background

- While vaccination policies are not mandated for all employers, including municipalities, there are benefits to proactively implementing a vaccination policy:
  - Employers are obligated to maintain a safe work environment for their workers. The COVID-19 vaccine is the best way to protect the workplace.
  - A policy creates a supportive environment that encourages vaccination, providing an important layer of protection for workers, their families and the community.



# Background

- In his October 8, 2021 letter, Renfrew County and District Health Unit (RCDHU) Acting Medical Officer of Health, Dr. Cushman supports and encourages municipal efforts to implement municipal vaccination policies.

# Discussion

- A significant number of larger municipalities and upper tiers have implemented workplace vaccination policies.
  - Toronto, Ottawa, Guelph, Whitby, Oakville, Niagara Region, Hamilton, Brampton, Sarnia, Pickering
- The County of Renfrew has taken a draft policy to their Finance & Admin Committee for consideration.
- A number of local municipalities have or are considering adopting policies as well.

# Vaccination Policy

- Main elements of the vaccination policies implemented by other municipalities include:
  - All employees (including volunteers, students, future employees and Council members) are to be fully vaccinated against COVID-19 by a specified date.
  - Employees must disclose their vaccination status to the municipality by no later than a specified date.
  - Employees who are unvaccinated, shall attend mandatory education on the benefits of vaccination so they may make an informed decision.
  - All documentation is maintained in accordance with respective privacy laws.

# Vaccination Policy

- Main elements of the vaccination policy include:
  - Employees unable to obtain a COVID-19 vaccine under a protected ground set out in the Ontario Human Rights Code, will be required to follow the accommodation request process as outlined in the policy.
  - All other public safety guidelines remain in effect and are still applicable in the workplace such as masking, physical distancing, capacity requirements and cleaning protocols.
  - New employees must be vaccinated.
  - Boosters for all employees will be mandatory as required.
  - Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

# Vaccination Policy

- Option for rapid antigen testing:
  - Some policies provide an option for staff not able or not willing to provide proof of vaccination, a requirement for regular (weekly or twice per week) rapid antigen testing.
  - This option is currently included in the Town of Arnprior Vaccination Policy and specifies that the rapid antigen testing is to be completed by the employee on their own time and at their own expense with results submitted to the municipality.
    - Any employee who is not fully vaccinated will also be required to wear face mask and visor at all times when indoors, or in any Town vehicle, or as otherwise required, except when eating or drinking during scheduled break periods.

# Vaccination Policy

- The Town of Arnprior policy includes all town employees, volunteers, students, future employees and Council & Committee members.
- Key dates:
  - Disclosure of vaccination status required by November 1<sup>st</sup>, 2021
  - First dose required by November 15<sup>th</sup>, 2021
  - Full vaccination (second dose + 14 days) by December 31, 2021
- Proposed policy was provided to CUPE for comment, no feedback was given.





# Financial Considerations

- Implementing a mandatory vaccination policy across all employees will take considerable time, effort and have potential staffing impacts including the risks and costs of disciplinary actions and potential disruption to municipal operations.



# Next Steps

- Council passed a By-law at the October 25, 2021 meeting adopting the proposed Vaccination Policy including the rapid antigen testing option.
- The policy is currently being rolled out with our HR Officer already beginning to receive proof of vaccination status data from employees, council, etc. in advance of the November 1<sup>st</sup> disclosure deadline.

# Questions?



• WHERE THE RIVERS MEET •



## **Town of Arnprior Staff Report**

**Subject:** Welcome Initiative for New Residents/Businesses

**Report Number:** 21-11-01-01

**Report Author and Position Title:** Lindsay Wilson, MEDO

**Department:** Community Services Branch

**Meeting Date:** November 1, 2021

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### **Recommendations:**

The Corporate Services Advisory Committee accepts this report for information.

### **Background:**

At the May 3<sup>rd</sup> Corporate Services Advisory Committee, a request was made under new business for the Town to research implementing a 'Welcome Wagon' Program for new residents moving to Arnprior. Citizen Darrel O'Shaughnessy noted that he feels the Greater Arnprior Senior's Council could potentially collaborate with the Town on bringing this type of initiative back to Arnprior.

### **"Welcome Wagon" Research**

The Welcome Wagon service was inspired by the frontier settlers and their Conestoga wagons, greeting new pioneer families with fresh water, food and a warm welcome as they arrived in a new community. Welcome Wagon is a business that was founded in 1928 in the US by Thomas Briggs. This business model would send out Welcome Wagon ladies from their own homes, to deliver baskets full of information, coupons and small gifts from sponsoring businesses, to welcome new residents to the community.

Welcome Wagon had been active in Canada since 1930, introducing new residents to their communities, and welcoming newborns and their moms with gifts and useful information until it closed in 2020 due to financial struggles, with COVID-19 being the final straw.

The American version of the company stopped in-person visits in the late 1990s but continues to operate virtually. Businesses pay to be included in the provided basket through sponsorships. Although there is no charge to the recipients, people have become more suspicious and often hesitated to invite Welcome Wagon ladies into their homes, to deliver information, explain the community and introduce the sponsoring businesses.

The Town of Arnprior did have a local chapter of the Welcome Wagon, which utilized the Greater Arnprior Chamber of Commerce to operate the program, however it has not been offered to new residents of Arnprior for over a decade.

### **Current Situation – Welcoming New Residents to Arnprior**

Although there is no Welcome Wagon in Arnprior currently, a number of home builders and realtors in the area put together packages to provide to new residents when purchasing homes in our community. When produced, the Town has provided copies of Arnprior Life and the Arnprior Discovery Guide to include in these packages. Also, information on garbage and recycling is provided in recycling bins when new residents request. Pre-pandemic, the Recreation Department held Arnprior Life: Recreation and Culture Fairs twice a year and hope to continue to hold these informative events again in the future. Although open to all, these fairs were a great opportunity for new residents to learn more about the amazing activities and services offered in our community for all ages. The Town also has a page on the Arnprior.ca website (<https://www.arnprior.ca/en/living-here/moving-to-arnprior.aspx>) specifically for those moving to Arnprior, highlighting key information that new residents are often looking for.

### **Similar Programs in Our Area**

Staff reached out to other municipalities in Renfrew County to see what similar programs they offered:

- Renfrew County tried to provide a welcome wagon service for a period of time but due to the size of the geographic area it was a challenge and uptake wasn't high. They do provide information for welcome packages that are administered in some communities/companies.
- Pembroke had a local woman employed by Welcome Wagon Canada operating the program until the company closure in 2020 without any tie to the municipality.
- In Petawawa, the Base provides a similar service for military personnel and their families however the individual must seek out this information/service.
- In Renfrew, the Welcome Wagon is administered by the Renfrew Chamber of Commerce's administration. The municipality sends new residents requesting information to the Chamber office/tourist information centre where they are provided with any pamphlets/information they are looking for. Pre-pandemic they also held a tradeshow once a year called "New Comers Night" where local businesses and organizations would set up booths and share information on what they offered and goodie bags with donated items would also be provided to attendees.

The Chamber used to be provided with information on new residents from realtors/developers/Town when new residents moved to Town but with privacy laws in place now this information can no longer be shared so they struggle with having to rely on word of mouth/advertising to get new residents to know about the program and seek out the Chamber.

- The Township of Whitewater Region offers a welcome package to new residents and businesses within their first year. There is a form on their website for new residents or businesses to complete if they wish to be sent the Welcome Package.

## **Discussion:**

The Town of Arnprior has experienced significant residential growth over the past decade and with several new proposed developments, particularly multi-residential developments, this growth is expected to continue in the coming years. With this growth, there is an increase of new residents coming to Arnprior who are looking for information and support regarding their new community.

With an influx of new residents and some of the previous resources for sharing information with residents not currently taking place/being produced due to COVID-19, it is important to look at what we can do to support new residents.

When evaluating “Welcome Initiatives” one of the challenges with these programs is funding to support a consistent staff resource, which means many times it is reliant upon volunteers to gather materials, put together the packages, connect with new residents and deliver the packages. Another challenge is getting in contact with new residents as privacy laws make it so that new residents must reach out and request the service instead of having their information shared to the organization running these programs.

To address the first challenge, the Chair of the Greater Arnprior Senior’s Council (GASC) has expressed interest in being involved in a welcome wagon initiative. One of the goals and objectives of the Age-Friendly Community Plan is to help increase the level of engagement of senior’s in our community and this may be an opportunity for the membership to effectively achieve this goal. The GASC may have the volunteer resources needed to deliver this type of program.

With respect to the second challenge of privacy, the Town could provide a form on the ‘Moving to Arnprior’ web page where new residents could sign up to receive the welcome package. This would allow the Town to share this information with the program organizer in compliance with privacy restrictions. This service could also be requested through realtors or developers with the use of a physical form, if computer access is not available.

Consideration should be given to funding sources, appropriate materials for inclusion and possible targeting/customizing, and volunteer resources when implementing such a program. It should be noted that “Welcome Wagon” is the name of a private company and therefore should not be used for any welcome program put in place.

The Town is evaluating the printed and electronic materials typically produced to determine the most effective communication tools. The Town would be happy to share materials produced for distribution by GASC. The Arnprior Life tradeshow held by the Recreation Department will also be a great opportunity to promote the welcome packages to new residents and the promotion of these fairs in the welcome package will encourage new residents to come out and learn more about their new community.

### **Next Steps**

As the GASC has express interest in implementing a welcome program, staff would be happy to attend a GASC meeting to discuss the feasibility and specifics of instigating such a program.

### **Options:**

### **Policy Considerations:**

This report meets the Town's Strategic Plan's key priority of Community Well Being and the strategic initiative of community supports.

### **Financial Considerations:**

The options presented would require little financial contribution from the Town beyond the cost of producing publications and holding tradeshow which the Town already funds through annual operating budgets. Additional staff time would be required to help coordinate these efforts with the GASC.

### **Meeting Dates:**

1. May 3, 2021 – Corporate Services Advisory Committee Meeting

### **Consultation:**

- Town of Renfrew/Renfrew Chamber of Commerce
- Town of Petawawa
- County of Renfrew
- Township of Whitewater Region
- Township of Laurentian Valley

### **Documents:**

N/A

### **Signatures**

**Reviewed by Department Head:**

**Reviewed by General Manager, Client Services/Treasurer:** Jennifer Morawiec

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Maureen Spratt



## **The Corporation of the Town of Arnprior**

### **By-law Number XXXX-21**

A by-law to regulate election signs in the Town of Arnprior.

**Whereas** subsection 5(3) of the *Municipal Act*, provides that a municipal power shall be exercised by By-law; and

**Whereas** section 11 (3), paragraph 7 of the *Municipal Act*, authorizes the Town of Arnprior to pass By-laws respecting signs; and

**Whereas** subsection 63 (1) of the *Municipal Act*, authorizes the municipality, if it passes a by-law for prohibiting or regulating the placing of an object on or near a Highway, to provide for the removal and impounding of such object placed on or near a Highway in contravention of that by-law; and

**Whereas** section 425 of the *Municipal Act*, establishes that any person who contravenes any By-law of the Corporation of the Town of Arnprior is guilty of an offence;

**Therefore**, the Council of the Town of Arnprior enacts as follows:

## 1.0 Short Title

1.1 This By-law may be referred to as the “Election Sign By-law”.

## 2.0 Scope

2.1 If any provision of this By-law conflicts with any provision of any other Town of Arnprior By-law, the provision of this By-law shall take precedence.

## 3.0 Definitions

In this By-law:

- 3.1 **“By-Election”** means any Election other than a regular Election in the case of a Municipal Election or a General Election in the case of a provincial or federal Election;
- 3.2 **“Candidate”** means a person who has been nominated to run in a municipal, provincial or federal election;
- 3.3 **“Clerk”** means the Town Clerk or their designate;
- 3.4 **“Election ”** means a general Federal or Provincial Election or a regular Municipal Election and any question or by-law submitted to the electors and includes an Election to a Local Board or commission;
- 3.5 **“Election Sign”** means any sign which:
  - 3.5.1 Advertises, promotes, opposes or takes a position with respect to any candidate or political party in a federal, provincial or municipal election or by-election, including an election of a local Board or commission; or
  - 3.5.2 Is intended to influence electors to vote for or against any candidate issue associated with a Candidate or political party in a federal, provincial or municipal Election or By-Election; or
  - 3.5.3 Is intended to influence electors to vote for or against any Candidate or any question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act (Ontario)*, or section 8 of the *Municipal Elections Act, 1996*; or
  - 3.5.4 A “Vehicle Election Sign” means any form of Election Sign displayed in or on a vehicle, including a vehicle wrap.

- 3.6 **“Highway”** means a common and public walkway, lane, street, avenue, parkway, driveway, square, place and includes any bridge, trestle, viaduct or trestle, designed and intended for, or used by, the public for the passage of vehicles and pedestrians and the untraveled portion of a road allowance;
- 3.7 **“Municipal Act”** means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended;
- 3.8 **“Private Property”** means real property that is not a Highway or Public Property;
- 3.9 **“Public Property”** means property owned by or under the control of the Town, of Arnprior, any of its agencies, local boards or commissions, including highways, street and road allowances, median strip, traffic islands; and, shall be deemed to include public utility poles, regardless of whether the public utility poles are owned by or under the control of the Town; and, shall also be deemed to include, benches, municipal garbage containers or other structures located on a highway regardless of whether the containers or structures are owned by the Town;
- 3.10 **“Registered Third Party”** or **“Third Party Advertiser”** means one of the following whose notice of registration has been certified by the Clerk pursuant to section 88.6 of the *Municipal Elections Act, 1996*:
- 3.10.1 An individual who is normally a resident in Ontario; or
  - 3.10.2 A corporation that carries on business in Ontario; or
  - 3.10.3 A Trade Union that holds bargaining rights for employees in Ontario.
- 3.11 **“Road Allowance”** means the allowance for a public road and includes the travelled and untraveled portions of the road allowance, the road shoulders, ditches, boulevards and sidewalks;
- 3.12 **“School Crossing”** means any portion of a highway designated by the Town, indicating a school Zone;
- 3.13 **“Sight Triangle”** means the triangular space on a lot formed by two intersecting street lines and a line drawn from a point in one street line across such lot to a point in the other street line, each such point being 9.0 metres from the point of intersection of the street lines (measured along the street lines). Where two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the tangents to the street;
- 3.14 **“Sidewalk”** means that part of a Highway with a surface that is improved, designed or ordinarily used for the use of pedestrians or bicycles and includes a multi-use path;

## 4.0 General Provisions

- 4.1 No person shall place or permit to be placed an election sign within the geographic limits of the Town except in accordance with this by-law and all applicable legislation.
- 4.2 This by-law shall not apply to signs placed by the Town or the provincial or federal government to provide information concerning an election or by-election or any part of an election or by-election.
- 4.3 No person shall pull down or remove an election sign without the consent of the Candidate or Registered Third Party to whom the election sign relates or the owner or occupant of the property on which the election sign was placed, except as otherwise provided for by this by-law.
- 4.4 No person shall deface or willfully cause damage to an election sign.
- 4.5 No candidate or third-party advertiser, as the case may be, to whom an election sign relates shall permit an election sign to be left in a state of disrepair.
- 4.6 On Advance Voting Day(s) and Voting Day, no person shall place or permit to be placed an election sign on, in, or within 50 m of a Voting Place or a place where the administration of Election processes are conducted on Advance Voting Days or Voting Day; unless such land is on private property.
- 4.7 No person shall place or permit to be placed an election sign to a tree, pipe, telephone pole, hydro pole, light standard or any other utility infrastructure.
- 4.8 No person shall place or permit to be placed an election sign within a sight triangle.
- 4.9 No person shall place or permit to be placed an election sign that:
  - 4.9.1 Is illuminated, has flashing lights, or rotating parts;
  - 4.9.2 Measures more than 1.5 square metres and has a height that is more than 2.15 metres above the ground;
  - 4.9.3 Obstructs or impedes any fire escape, fire exit, door, window, skylight, flue, air intake or air exhaust or prevents or impedes the free access of emergency personnel to any part of a building, including any emergency water connection or fire hydrant;

4.9.4 Impedes, hinders or prevents parking by vehicles on private lands;

4.9.5 Impedes or obstructs the passage of pedestrians where they are reasonably expected to walk;

4.9.6 Interferes with the safe operation of vehicular traffic or the safety of pedestrians, including the visibility of warning devices and traffic signals.

4.10 No person shall place or permit to be placed an election sign within:

4.10.1 One (1) metre of the street lot line;

4.10.2 One and One Half (1.5) metres of the interior lot line;

4.10.3 One (1) metre of a driveway;

4.10.4 Ten (10) metres of traffic lights;

4.10.5 Three (3) metres of a school crossing.

## **5.0 Contents of election signs**

5.1 Each election sign shall identify who is responsible for the messaging.

5.2 Each third-party sign shall identify the name of the registered third party, the municipality where the third party is registered and a telephone number, mailing address or email address at which the registered third party may be contacted.

5.3 No person shall display the Town's logo or the Town's municipal election logo, in whole or in part, on any Election Sign.

## **6.0 Election Signs on Private Property**

6.1 No person shall place or permit to be placed an election sign on private property without permission or consent of the owner or occupant of the property.

## **7.0 Election Signs on Public Property**

7.1 No person shall place or permit to be placed an election sign anywhere on public property, including within a road allowance.

7.2 Notwithstanding the above, this By-law shall not apply to the road allowance on the North Side of William Street.

## **8.0 Timing of placement**

8.1 No person shall place or permit to be placed an Election Sign for a federal or provincial election or by-election earlier than the day the writ of election or by-election is issued.

8.2 No person shall place or permit to be placed an Election Sign for a municipal election no earlier than:

8.2.1 Six (6) weeks prior to Election Day in the year of a regular election; or

8.2.2 Six (6) weeks Nomination Day for a by-election.

## **9.0 Removal of Election Signs**

9.1 All election signs shall be removed within seven (7) days of the day on which the election or by-election is held.

9.2 Where an election sign has been placed on private property, it is the responsibility of the owner or occupant of the property to ensure the election sign is removed within the required time period.

9.3 Where election signs have been posted in contravention of this policy or any other by-law, the Town may:

9.3.1 Notify the candidate or third-party advertiser to repair or remove the sign, or take the necessary action to make the sign comply with the provisions of this policy;

9.3.2 Remove the sign.

9.4 If a sign is erected or displayed in violation of this by-law, the Town may cause the sign to be removed immediately without notice if it poses an immediate safety hazard.

9.5 Where an election sign has been placed in contravention of any provision of this by-law, a By-law Enforcement Officer, or any other individual designated by the Clerk may cause the election sign to be removed immediately without notice .

9.6 Signs that have been removed pursuant to this by-law shall be stored by the Town for a maximum of fifteen (15) days, during which time the candidate or third party advertiser may retrieve the sign.

9.7 The Town may destroy any election sign which has been seized and is not claimed and retrieved by the sign owner within fifteen (15) days without compensation to the candidate or third-party advertiser.

## **10.0 Severance**

10.1 If any section or part of a section of this By-law is found by any Court to be illegal or beyond the power of Council to enact, such section or part of a section shall be deemed to be severable and all other sections or parts of sections of this By-law shall be deemed to be separate and independent, and shall continue in full force and effect

## **11.0 Offence and penalty**

11.1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.

## **12.0 Force and Effect**

12.1 **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this xx day of xxxxxx, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk