

**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Including BY-LAW No: 2002 - 4486  
as amended by BY-LAW(S): 2006-4908,  
2009-5313, 2021-7124**

- 1 -

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**Being a By-law for the prohibition and regulation of signs in  
the Town of Parry Sound.**

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**WHEREAS** Section 210, sub-sections 146 and 147, Chapter M. 45 of the Municipal Act, R.S.O. 1990, as amended, provides that the Council of a municipality may pass by-laws for the prohibiting or regulating the erection of signs and other advertising devices and the posting of notices on building or vacant lots within any defined area or on land abutting on any defined highway or part of a highway; and

**WHEREAS** Section 308.3 of the Municipal Act, c.M.45, R.S.O. 1990 authorizes the Council of a municipality to pass a by-law to permit any person under such conditions as may be agreed upon to place and use objects over sidewalks and highways under its jurisdiction, and for making such annual or other charge for the privilege conferred by the by-law as it considers reasonable,

**AND WHEREAS** Section 308.3(c) prescribes that subject to section 289, the municipal corporation is liable for any want of repair of the highway that may result from the construction, installation, maintenance or use of any such area or opening, or such other object,

**AND WHEREAS** Section 314.(1).3 prescribes that councils of all municipalities may pass by-laws for requiring doorsteps, porches or other erections or things projecting into or over any highway to be removed by the owner or occupant of the land in connection with which they exist,

**WHEREAS** the Municipal Act provides in section 360 that where a Council has authority to direct or require by by-law, or otherwise, that any matter or thing be done, the Council may, by the same or by another by-law, direct that, if in default of its being done by the person directed or required to do it, such matter or thing shall be done at his expense, and the Corporation may recover the expense incurred in doing it, by municipal taxes, and

**WHEREAS** the Municipal Act provides in section 320 that by-laws under it may provide that any person who contravenes the by-law is guilty of an offence.

**THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN  
OF PARRY SOUND ENACTS AS FOLLOWS:**

**1. DEFINITIONS:**

**(1) Sign**

For the purpose of this By-law, “**Sign**”, which may be known as a business, advertising, billboard, roof, ground, overhanging, projecting, fascia, pole, pylon sign or any similar sign device, includes any structure or part thereof or device attached thereto or painted or represented thereon which shall display or include any letter, work, numerical, motto, banner,

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**Sign By-law (Consolidated)**  
**Including BY-LAW No: 2002 - 4486**  
**as amended by BY-LAW(S): 2006-4908,**  
**2009-5313, 2021-7124**

- 2 -

---

flag, pennant, insignia, device or representation used as, or which is the nature of, an announcement, direction or advertisement, and includes any device that is used solely to attract attention, or to promote publicity in any manner whatsoever but does not include a flag, pennant, or insignia of any nation or political, educational, charitable, philanthropic, civic, professional, religious or like campaign, drive, movement or event.

- (2) **Fascia Sign**  
Shall mean and include any sign or advertising device which is parallel to and attached or affixed to the main wall of any building or structure.
- (3) **Pylon and Standard Signs**  
Shall mean and include any sign which is mounted on one or more free standing pole(s) which is/are anchored to the ground by a base(s) or island(s) and which is **greater than 2 metres (6.6 feet)** in height from the grade.
- (4) **Ground Sign**  
Shall mean and include any sign which is mounted on one or more poles or supports imbedded (secured) in the ground, or secured to the ground surface which is **less than 2 metres (6.6 feet)** in height from grade.
- (5) **Field Sign**  
Shall mean a sign that identifies a business not conducted, or a service not available on the property on which the sign is located.
- (6) **Temporary Sign**  
Shall mean and include any sign or advertising device which is not permanently secured to the ground or a structure and which is erected for a specific purpose and a defined period:
- Poster Board/Sandwich Board sign (and other small gravity signs)
  - Portable trailer sign
  - Portable ground sign
  - Banners
  - Read-o-graph sign on a temporary / monthly basis
- (7) **Portable Read-o-Graph Sign, Displayed on a Permanent Basis**  
Shall mean and include any read-o-graph sign, being any portion of a sign, lighted or unlighted, which has a display area where the message can be changed, that has the capability of being moved from place to place. Signs under this definition may be displayed year-round.
- (8) **Fingerboard Sign**  
A sign or one of a group of signs mounted on a 4" x 4" or 6" x 6" wood post, and located to "point" a motorist in the direction of a business, which is or has been installed and maintained by the owner of the business, or by one of the owners on behalf of the others.

THE CORPORATION OF THE TOWN OF PARRY SOUND

**Sign By-law (Consolidated)**  
**Including BY-LAW No: 2002 - 4486**  
**as amended by BY-LAW(S): 2006-4908,**  
**2009-5313, 2021-7124**

- 3 -

- 
- (9) **Directional/Trailblazer Sign**  
A sign, which is installed:  
a) as part of a provincial program such as TODS; or  
b) to direct motorists to locations which provide a public service such as police stations and hospitals; or  
c) to direct motorists to municipal facilities
- (10) **Name and Occupation Sign/Residential Zone**  
Shall mean any sign indicating a name and or permitted occupation in a residential zone.
- (11) **Building**  
Shall mean a lawful structure or edifice consisting of a roof, walls, columns, floor(s), or any combination thereof intended for the shelter of people, animals or goods, and having a floor area greater than 10 sq. m., but not including a tent or similar temporary structure, or any conveyance such as a truck, trailer, or construction machinery.
- (12) **Event Sign** - Shall mean a sign of any type described in sub-section 6.(7), without regard to location, to advertise or provide direction to an event of a type defined elsewhere in this by-law” (2009-5313)

**2. ADMINISTRATION**

- (1) Any existing sign or advertising device of any type which is in contravention of this By-law, in dangerous or dilapidated condition or has been, erected, displayed or altered without first obtaining a permit, or contrary to the approved plans detailed in the application shall be made to conform with the provisions of the By-law forthwith. An owner upon receipt of a notice of violation may remove the sign at the owner's expense. Where a period of time is required to remove, repair or alter a sign to bring it into compliance with this By-law, the owner may apply to the Chief Building Official for relief from the requirement that the work be completed forthwith. The Chief Building Official may grant such relief at his sole discretion, but such relief shall not be for longer than 30 days. In extreme circumstances, the Chief Building Official may grant a further 30 days relief.
- (2) Any existing sign which does not conform with this By-law and which has been removed or substantially altered shall not be replaced except in accordance with the provisions of this By-law.
- (3) A municipal officer described in Schedule D may remove, direct the removal of, or cause to be removed, any sign on Town Property which has not been authorized by a permit or by the provisions of the by-law; and, the officer may store the sign or dispose of it at their sole discretion; and, the officer may return, or authorize the return of, a stored sign to a person who claims ownership of the sign and pays a handling fee of \$75.(2021-7124)

**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Including BY-LAW No: 2002 - 4486  
as amended by BY-LAW(S): 2006-4908,  
2009-5313, 2021-7124**

- 4 -

---

3. **PERMIT PROCESS**

- (1) Unless exempt by sub-section 3.(5), No person shall erect, cause to be erected or structurally alter a sign or advertising device within the Town of Parry Sound, regardless of the size or location of said sign, without first obtaining a permit from the Chief Building Official.
- (2) The application form for a sign permit shall include the information specified in Schedule "A" attached.
- (3) A sign permit fee is due at the time of application, per the fee schedule attached as Schedule "B".
- (4) Any application for a sign which does not meet the requirements set out herein, may be approved by resolution of Parry Sound Municipal Council, notwithstanding the provisions of the by-law. In the absence of such approval by resolution, no sign permit shall be issued.
- (5) A sign described in column 1 of Schedule "C" is exempt from each requirement of this by-law listed in column 2 of Schedule "C" provided it complies with the conditions listed in column 3 of Schedule "C".
- (6) A sign permit is not required for banners, flags, pennants or similar light weight signs which are erected as part of a Municipal program and which are supported from structures on Municipal Road Allowances or structures owned or leased by the Municipality.
- (7) A new permit is required if a sign is removed and replaced rather than being repaired.
- (8) All parts of a sign mounted on a building shall be below the highest point on the roof of the building.
- (9) Any sign which exists at the passing of this by-law and for which a permit was issued under a predecessor to this by-law is deemed to have a permit under this by-law provided it continues to meet any conditions or requirements imposed under the predecessor by-law.
- (10) No permit shall be issued for a sign unless the sign falls into one of the classes of signs described or regulated by this by-law

4. **WAIVER CLAUSE**

- (1) In consideration of the Corporation of the Town of Parry Sound permitting the use of its properties, the sign permit applicant agrees to indemnify and save harmless the Corporation of the Town of Parry Sound, its agents, servants and employees from and against all actions, suits, claims and demands which may be brought against the Corporation, arising from the anticipated or actual use of the said properties.

**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Including BY-LAW No: 2002 - 4486  
as amended by BY-LAW(S): 2006-4908,  
2009-5313, 2021-7124**

- 5 -

- 
- (2) Any person who uses or occupies Town property is subject to the Waiver Clause.

5. **GENERAL PROVISIONS**

- (1) No person shall erect, display or alter a sign or advertising device in the Town of Parry Sound except in conformity with the provisions herein.
- (2) Signs painted directly on any building or structure are prohibited.
- (3) Flashing lights on any sign are prohibited.
- (4) No sign shall be erected at the intersection of streets in such a manner as to obstruct the free and clear view at such an intersection, as determined by the Chief Building Official.
- (5) Nothing herein shall be deemed to prevent any lawful sign or signal erected by a municipality or other road authority for the direction or control of traffic nor any sign or signal erected by or on behalf of Her Majesty the Queen in the right of the Province of Ontario or Her Majesty the Queen in the right of Canada.
- (6) Nothing herein prevents the posting of any election proclamation or notice under any Election Act proclamation or notice under any Election Act or any voters list under a statute in that behalf nor the display of election signs on private property during any election campaign.
- (7) Every application for an illuminated sign shall demonstrate that it carries Canadian Standards Association (C.S.A.) approval or has been, or will be approved by the Ontario Hydro Inspection Branch.
- (8) All poles, sign foundation and elements of a sign structure shall be of a size and material sufficient to sustain the anticipated loads, able to transfer the loads to the foundation, and designed according to the Canadian design standard for the material(s).
- (9) Sign poles, structure elements and foundations are deemed to be properly designed if they comply with Part 4 of the Ontario Building Code.
- (10) Certain signs are also subject to the Ontario Building Code. A permit issued under this by-law can be considered a building permit as appropriate.
- (11) Signs on road allowances shall only be installed in a right hand exposure.
- (12) New or relocated signs on road allowances shall not obstruct existing signs which are legible from the viewpoint of the driver of a vehicle in the lane(s) of traffic.
- (13) No person shall install a sign on a utility pole unless permission in writing

THE CORPORATION OF THE TOWN OF PARRY SOUND

**Sign By-law (Consolidated)**  
**Including BY-LAW No: 2002 - 4486**  
**as amended by BY-LAW(S): 2006-4908,**  
**2009-5313, 2021-7124**

- 6 -

---

has been received from the owner of the pole, and only in compliance with any conditions established by the pole owner.

- (14) Where a sign is lighted, the light source shall be shielded or otherwise designed so that it is not directly visible from a vehicle on an adjacent road, or a window or outdoor floor area of an adjacent building.
- (15.a) A rotating sign shall be located not less than 0.9m horizontally from any sidewalk, parking area, vestibule, or other location where pedestrian access is likely.
- (15.b) Notwithstanding other requirements, a rotating sign may be located where pedestrian access is likely provided it is regulated to rotate at not more than 4 rpm and the force required to reverse the rotation does not exceed 50N ( 13 lb force ), or access to all moving parts of the sign is effectively prevented.
- (15.c) A rotating sign shall not be located on town property.
- (16) Every announcement, direction or advertisement displayed on a sign shall be factually correct.

**6. PROVISIONS FOR SPECIFIC SIGN TYPES**

(1) **Fascia Signs**

One fascia sign is permitted for each business on each face of a building :

a) if a fascia sign protrudes more than **5 centimetres (2 inches)** beyond the building face it shall be not less than **2.5 metres (8.2 feet)** above the grade level of the sidewalk.

b) if a fascia sign protrudes from the main wall of the building, it shall be not more than **46 centimetres (18.1 inches)**

c) additional fascia signs identifying business divisions, slogans, or displaying products sold may be installed provided they are:

- I) above all main floor windows; and
- II) below all upper floor windows; or
- III) oriented vertically and located in the space between the windows on the same storey; and
- IV) similar in size and style to adjacent fascia signs

(2) **Pylon and Standard Signs**

Every free standing pylon or standard type sign is subject to the following:

a) the sign is set back from the streetline a distance equal to  $\frac{1}{2}$  the height of the standard or pylon sign to be erected and located no closer to the streetline than **2.5 metres (8.2 feet)**

THE CORPORATION OF THE TOWN OF PARRY SOUND

**Sign By-law (Consolidated)**  
**Including BY-LAW No: 2002 - 4486**  
**as amended by BY-LAW(S): 2006-4908,**  
**2009-5313, 2021-7124**

- 7 -

---

6.(2) cont'd

- b) maximum height is not to exceed **12 metres (40 feet)**, measured from the finished grade elevation at the base of the sign.
- c) width of the sign shall not exceed 1/3 of its height, but need not be less than **3.0 metres (10 feet)**.
- d) the distance from the grade to the bottom of the sign face shall be at least 1/3 of its overall height.
- e) only one standard or pylon sign structure is permitted on a property,
- f) a standard or pylon sign structure may support more than one sign face or message,
- g) additional standard or pylon sign structures may be permitted on a property provided they are at least 100m (328 ft) distant from one another

(3) **Ground Sign**

Every ground sign is subject to the following:

- a) maximum height of the sign above ground is **2 metres (6.5 feet)**
- b) maximum area of the face of the sign is **1.5 square metres (16.1 square feet)**
- c) the sign is set back from the street line a minimum of **2 metres (6.6 feet)**
- d) the sign is secured to, or imbedded in the ground
- e) a ground sign shall not be installed to identify a business where a standard, pylon, or collective sign exists, or has a permit for the site.

(4) **Field Sign**

The Chief Building Official may permit a Field Sign on a vacant lot, but not a parking lot, or on an occupied lot, at least 100m from any building or sign, and provided the requirements under either section 6.(2) or 6.(3) are met, or a permit may be issued for a Field Sign under conditions approved by Council

(5) **Portable Year-Round, Read-O-Graph Sign**

Only one read-o-graph sign shall be permitted on a property provided there is no ground, pylon or standard sign on the property. It shall be not less than 1.2 metres (4ft) back from the street line. Additional read-o-graph signs may be permitted on a property provided each abuts a different street. Where an owner applies to replace a portable year round read-o-graph sign with a ground, standard or pylon sign, the permanent sign permit fee shall be waived.

THE CORPORATION OF THE TOWN OF PARRY SOUND

**Sign By-law (Consolidated)**  
**Including BY-LAW No: 2002 - 4486**  
**as amended by BY-LAW(S): 2006-4908,**  
**2009-5313, 2021-7124**

- 8 -

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6.(6) **Temporary Sign**

(a) unless prescribed otherwise, when a temporary sign is removed, the space it occupied shall be maintained free of signs for a period of time at least as long as the period of time the sign was displayed and at least 30 days.

(b) Sandwich Board and other small gravity Signs

- One permitted per business without a permit.
- Additional signs may be permitted, at the sole discretion of staff, and will require a permit.
- Maximum 0.6 meters (2 feet) wide and 1.2 meters (4 feet) in height.
- Permitted to be displayed from April 1st to November 30th each calendar year.
- Permitted on a sidewalk if 1.2 meters (4 feet) of clear space can be maintained.
- Shall be in front of, and appurtenant to, the business for which it is advertising.
- Shall not be displayed, or remain on municipal property, when the business is not open.
- Must be kept in a good state of repair.
- Shall not be affixed or attached to municipal property.
- Shall not interfere with the use of the sidewalk or road by pedestrians or vehicles and shall not create a safety hazard.(2021-7124)

(c) Temporary Trailer Sign/Temporary Ground Sign/  
Temporary Read-o-Graph Sign

- shall have a maximum height of 6' from the grade.
- display area must not exceed 32 square feet.
- shall only be permitted for a maximum of six months (180 days)
- shall be removed from the property at the expiry of the permit.
- shall not be permitted on town property unless the Town is the applicant
- except as otherwise permitted, the signs shall be located entirely on the applicant's land and set back from all property lines by at least 1.2m (2006-4908)
- the Chief Building Official may authorize a sign installation at a lesser setback than prescribed provided the application includes a diagram which clearly shows that the sign will not impede the sight lines of a motorist utilizing an adjacent driveway or intersection. (2006-4908)

(d) Banners

- shall be mounted with clearance of at least 2.4m (8') above pedestrian areas, 4.0m (13') above vehicle traffic areas
- shall not be so large that the mounting cannot carry the anticipated wind loads
- shall only be permitted for a period of 2 months
- are not permitted by this by-law over town roads (but may be regulated elsewhere)



**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Including BY-LAW No: 2002 - 4486  
as amended by BY-LAW(S): 2006-4908,  
2009-5313, 2021-7124**

- 9 -

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**6.(7) Event Sign**

- (a) for the purposes of this sub-section, an Event is an intermittent or short duration function organized by the Town of Parry Sound, or authorized to be held on Town of Parry Sound property, or authorized to be held on the lands owned by a religious institution and utilized for religious or charitable purposes, or organized with the active participation of Town staff in the course of their duties as employees,
- (b) for the purposes of this sub-section, short duration means the event lasts for only one day or runs over the course of a weekend,
- (c) for the purposes of this sub-section, intermittent means that for one day events, there is a period of at least 1 day between events and not more than 2 events in any one week, or for a weekend event, the event occurs no more often than every six months, or, for an event that does not meet this requirement, the event sign is only proposed to be posted for the for one day or over a weekend.
- (d) This sub-section shall not be utilized to authorize a permit for a sign to advertise a program by dividing a program into a series of events,
- (e) The Chief Building Official is authorized to issue a permit for an event sign at any Location listed in Schedule "E",
- (f) Only one event sign shall be permitted at any location at any one time,
- (g) The precise location, structure, face size, and height of an event sign shall be to the sole satisfaction of the Chief Building Official.
- (h) The application fee for an event sign permit shall be not less than \$30 + GST, except that no fee is applicable if a sign will be displayed only during an event lasting no more than one day.
- (i) There shall be no permit fee for an event sign.
- (j) The Chief Building Official may issue a permit for an event sign which allows it to be displayed during specified time periods during a 3 calendar year period from the date of application.
- (k) The time periods during which an event sign is displayed shall not result in the sign being displayed for a total of more than 30 days (or parts thereof) in a calendar year.
- (l) The locations specified in sub-section (e) above will be allocated on a first come first served basis.
- (m) The Chief Building Official may cancel an event sign permit for any reason, particularly if in his/her sole opinion a subsequent application for a sign for an event having higher priority has been received.
- (n) Should an event sign permit be cancelled pursuant to section (m), a refund of \$1.00 per day will be made to the permit holder.

**7. SIGNS OVER/UPON SIDEWALKS AND HIGHWAYS & ON ROAD ALLOWANCES**

**7.1 General**

- (1) Permanent signs shall not be located in front of the business, building or attraction they serve and shall only be located at or before an intersection where a motorist requires navigational assistance.

## THE CORPORATION OF THE TOWN OF PARRY SOUND

### **Sign By-law (Consolidated)** **Including BY-LAW No: 2002 - 4486** **as amended by BY-LAW(S): 2006-4908,** **2009-5313, 2021-7124**

- 10 -

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#### 7.1 cont'd

- (2) Permits issued under this section shall expire 5 years from the date of issue, and shall not be renewed if another application for a sign at the same location is on file unless the sign is deemed to be important to the economic vitality or safety of the community. If there are no other applications for a sign at the same location, the permit may be renewed at the fee established for a new sign, per the Fee Schedule attached. Where applications have been received for signs at a location beyond the maximum number permitted by this policy, permits will be issued on a first come, first served basis, as space becomes available.
- (3) Color scheme and design must match existing signs.
- (4) A business shall be permitted no more than 4 signs in total on Town Road Allowances.
- (5) Unless the Chief Building Official permits otherwise due to unusual circumstances, signs on road allowances shall be installed as follows:
  - a) all signs on road allowances shall be mounted on posts or a similar support structure;
  - b) signs on road allowances shall be clear of the travelled portion of the road, and at least 2.4m above areas not intended for vehicle traffic;
  - c) no more than 4 signs shall be installed on a single post or support structure;
  - d) all signs shall be installed in advance of an intersection;
  - e) posts shall be at least 30m from all other sign posts on the road allowance.

#### 7.2 **Fingerboard Signs**

- (1) Fingerboard signs shall not be installed, except in areas Zoned Rural in the zoning By-law. (Parry Sound Drive, Louisa Street and Parton Road) Existing fingerboard signs may be maintained, however, the Town may require them to be removed permanently if the road is reconstructed at their location.
- (2) Each fingerboard sign shall not contain more than one line of text.
- (3) All installations will be by staff or contractors of the Town. An installation shall only be made if approved in writing by the Chief Building Official. The sign and structure shall be supplied by the permit holder unless permission is given to mount to an existing structure.

#### 7.3 **Directional Signs**

- (1) A business shall be permitted no more than 2 directional signs in the Downtown area. Signs approved under other policies shall be included in this count.

THE CORPORATION OF THE TOWN OF PARRY SOUND

**Sign By-law (Consolidated)**  
**Including BY-LAW No: 2002 - 4486**  
**as amended by BY-LAW(S): 2006-4908,**  
**2009-5313, 2021-7124**

- 12 -

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7.3 cont'd

- (2) Directional signs shall conform to the following requirements:
- a) new or relocated signs shall not obstruct existing signs which are legible from the viewpoint of the driver of a vehicle in the lane(s) of traffic.
  - b) all installation will be by staff or contractors of the Town. An installation shall only be made if approved in writing by the Chief Building Official. The sign and structure shall be supplied by the permit holder unless permission is given to mount to an existing structure.
  - c) the Chief Building Official may refuse to approve the installation of a sign which, in his opinion, is excessive in size for the proposed mounting, or would likely interfere with other municipal use of the road allowance, or if a practical location for the post can not be found.
  - d) any addition to an existing sign must match the existing format, or an entirely new sign incorporating the existing and new messages must be installed. Each message is counted as one sign.
  - e) municipal signs only shall be permitted on traffic signal poles, as approved by the Director of Operations.
  - f) signs mounted on wood or other posts are:
    - not permitted at signalized intersections
    - permitted on a boulevard at least 1.2 metres wide, or behind an existing sidewalk

8. **PENALTY**

- (1) Any person contravening any provision of this By-law is guilty of an offence. A person who is convicted of an offence is liable to a fine pursuant to the Provincial Offences Act.
- (2) Nothing in the by-law shall exempt any person from complying with requirements of any by-law in force within the Town or from obtaining any permit, licence, permission, authority or approval required by this or any other By-law of the Town or by any other law in force from time to time.

see page 10 of by-law 2002-4486, page 2 of by-law 2006-4908, and page 3 of by-law 2009-5313 for signatures and effective dates

THE CORPORATION OF THE TOWN OF PARRY SOUND

**Sign By-law (Consolidated)**  
**Including BY-LAW No: 2002 - 4486**  
**as amended by BY-LAW(S): 2006-4908,**  
**2009-5313, 2021-7124**

- 13 -

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This By-law shall come into force and take effect on the final passing thereof.

**READ a FIRST** time, this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**READ a SECOND and THIRD** time, **PASSED, SIGNED and SEALED** this \_\_\_\_\_ day  
of \_\_\_\_\_, 2002.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE TOWN OF PARRY SOUND

Sign By-law (Consolidated)  
Schedules

- 11 -

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BY-LAW NO: 2006-4908

SCHEDULE "B" - FEES

- |  |   |  |
|--|---|--|
| 1.   | Single Permanent Sign - permit fee<br>Multiple Permanent Signs - permit fee   | \$50.00 - one time<br>\$150.00 - one time  |
| 2.   | Sandwich/Poster Board Sign - permit fee<br>(April 1 to November 30)   | First sign - No charge<br>Additional signs \$30.00/year,<br>where permitted.                 |
| 3.   | Temporary Sign - permit fee (Trailer, Ground)   | First Month - No Charge<br>\$30.00 per month (2-5)<br>(Maximum term 6 months<br>or 180 days) |
| 4.   | Temporary Sign - permit fee (Read-o-graph)<br>(Session #1 - April 1 <sup>st</sup> - September 30 <sup>th</sup><br>Session #2 - October 1 <sup>st</sup> - March 31 <sup>st</sup> ) | \$50.00 / season   |
| * Businesses may choose one session only on an annual basis. |   |  |
| 5.   | Portable Year-Round Read-o-graph - permit fee   | \$100 / yr   |
| 6.   | Signs over / Upon Sidewalks & Highways<br>permit fee  | \$150 ( 5 yr term )  |
| 7.   | Field Sign - permit fee   | \$150 - one time   |
| 8.   | Fee for Signs Approved by Council- section 3.(4)<br>(renewal fees apply as appropriate)   | \$150 - one time   |

GST extra

**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Schedules**

- 12 -

Schedule "C" to by-law 2002-4486

**Exemptions to Various Sign By-law Requirements**

<b>SIGN TYPE</b>	<b>EXEMPTION</b>	<b>CONDITIONS</b>
Residential Name Sign	No permit required, No application required.	a) the sign does not exceed 0.3 square metres (3.2 square feet) in area; and b) for ground signs, the sign does not exceed 1.5 metres (4.9 feet) in height; and c) only one is permitted on a premise; and d) the sign is set back a minimum of 0.5 metres (20") from the streetline; or e) the sign is mounted on the face of the building.
Sign Identifying A Home Occupation	No permit required, No application required.	a) the sign does not exceed 0.3 square metres (3.2 square feet) in area; and b) for ground signs, the sign does not exceed 1.5 metres (4.9 feet) in height; and c) only one is permitted on a premise; and d) the sign is set back a minimum of 4.5 metres (14'7") from the streetline; or e) the sign is mounted on the face of the building.
Real Estate Sign, Contractor's Project Sign	No permit required, No application required.	a) the sign does not exceed 0.36 square metres (4.0 square feet) in area; and b) the sign is mounted on one or two short posts embedded in the ground, or on a ballasted gravity base, or is mounted on a building; and c) the sign does not exceed 0.9 metres (3 feet) in height; and d) only one is permitted adjacent to or facing each street line of the premise; and e) the sign is not located on Town property, unless it is Town property which is for sale or under construction.
Signs on the Inside Face of a Window	No permit required, No application required.	a) the sign(s) shall not reduce the light coming in through the window to less than 50% of that which would be available if the window were clean and clear; and b) the sign shall not reduce the ventilation capacity of a window.

**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)**

**Schedules**

- 13 -

<b>SIGN TYPE</b>	<b>EXEMPTION</b>	<b>CONDITIONS</b>
Yard Sale Advertising	No permit required, No application required. Not required to comply with sub-section 5.(13)	a) the sign shall not be in place any longer than 24 hours; and b) the sign shall only be fastened to the pole with tape or tacks, which shall be completely removed upon removal of the sign; and c) the sign shall clearly display the name, address and telephone number of the person responsible for it on its face; and d) the sign shall be no larger than 11" x 17".
Temporary Signs on Private Lighting Poles or Other Similar Structures	No permit required, No application required.	a) Each sign shall not be larger than 900mm x 900mm (3' x 3'); and b) On a particular property no more than 1/2 of the poles shall bear identical or substantially similar signs; and c) No more than one sign of this class to be displayed on any one pole; and d) No sign of this class may be displayed for longer than 90 days; and e) A sign of this class may be re-installed only if it has been removed from display for a period of not less than 90 days.
Fabric Sign on a Building Face, Fence or Wall	No permit required	a) The owner(s) of the building, fence or wall must approve the installation of the sign in writing; and b) The sign must be in place no longer than 30 days; and c) The sign owner shall notify the municipality in writing demonstrating how compliance with conditions (a) and (b) will be achieved prior to installing the sign. d) No more than one such sign is permitted on any building face, fence or wall.
column 1	column 2	column 3

(2009-5313 follows)

<b>SIGN TYPE</b>	<b>EXEMPTION</b>	<b>CONDITIONS</b>
Temporary Sign on land owned by a religious or charitable institution that is improved for their purposes	No permit required, No application required.	a) the sign does not exceed 0.72 square metres (8.0 square feet) in area; and b) the sign is mounted on one or more short posts embedded in the ground, or on a ballasted gravity base, and does not exceed 0.9 metres (3 feet) in height, or is mounted on a building; and c) only one is permitted adjacent to or facing each street line of the premise; and d) the sign is not displayed for more than 30 days in any calendar year; and e) the sign is not located on Town property,
Temporary Sign on the Site of the Charles W. Stockey Centre / Bobby Orr Hall of Fame	No permit required, No application required.	a) sign shall only be installed if approved by the Director of Economic Development & Leisure Services or his/her designate, b) the person identified in (a) has the authority to review all applications at this site, and may approve or deny the issue of a permit subject to any conditions they see fit to impose.

**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Schedules**

- 14 -

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<b>SIGN TYPE</b>	<b>EXEMPTION</b>	<b>CONDITIONS</b>
Temporary Sign on the Site of the Kinsmen Park on Highway 124	No permit required, No application required.	a) sign shall only be installed if approved by the Director of Operations or his/her designate, b) the person identified in (a) has the authority to review all applications at this site, and may approve or deny the issue of a permit subject to any conditions they see fit to impose.
Sandwich Board Sign Any location.	No application required for first sign.  No permit required for first sign.	Comply with the rules in Section 6.(6)(b).  Additional signs may be permitted, at the sole discretion of staff, and would require an application and permit.
column 1	column 2	column 3

Note: For enforcement purposes, each row of this table may be referred to by a row number (numbering starting from the top row - titles - as zero and increasing downwards)



**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Schedules**

- 15 -

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**BY-LAW NO: 2006-4908**

**SCHEDULE "D"**

OFFICER	AREA OF RESPONSIBILITY
Chief Building Official	Any Sign upon Town Property
By-Law Enforcement Officer	Any Sign upon Town Property
Director of Operations	Any Sign upon a road, trail or within an operations, park or recreation facility
Director of Finance and Administration	Any Sign upon any Town owned Lands

**THE CORPORATION OF THE TOWN OF PARRY SOUND**

**Sign By-law (Consolidated)  
Schedules**

- 16 -

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**SCHEDULE "E"  
SIGN BY-LAW 2002-4486**

The Chief Building Official may issue an event sign permit at the following location(s) pursuant to the related conditions:

Location	Additional Condition(s)
Boulevard in front of 11 William St.	None
Boulevard on south side of Bay St. (near #11)	None
Boulevard on west side of Joseph St. in front of #70	None
Boulevard on west side of Parry Sound drive between north and south Smith Cres. entrances	None
Mary and James St. (Intersection and nearby)	None
Mary & Church St. (Intersection and nearby)	None
Market Square Park	None
Parry Sound Drive and Joseph St. (Boulevard to north / east of both)	None
Boulevard on Bowes St. (north side between Louisa St. - east entrance - and first driveway westbound)	None

Additional Conditions in this Schedule do not supercede requirements in the body of the sign by-law. (2009-5313)