AGENDA
By-law Committee
9:00 A.M. January 2, 2013
Owen Sound Police Services, 2nd Floor Meeting Room

1. CALL TO ORDER

2. ADDITIONAL ITEMS

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. CONFIRMATION OF MINUTES
   a) December 5, 2012 p. 2-6

5. DEPUTATIONS/PRESENTATIONS
   a) J. Levine: Civil Marriage Services p. 7-37

6. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COMMITTEE BOARD IS REQUIRED

7. REPORTS AND MATTERS TABLED
   a) J. Smith: Report Re: Roxy Theatre Parking Request p. 38-43
   b) J. Smith: Report Re: Draft Off Street/Boulevard Parking Policy p. 44-49
   c) J. Smith: Report Re: Interpretation of Open Air Burning By-law p. 50-59
   d) J. Smith: Verbal Report Re: Crossing Guard Policy Consultant

8. OTHER BUSINESS

9. CORRESPONDENCE RECEIVED WHICH IS PRESENTED FOR THE INFORMATION OF THE COMMITTEE
   a) H. White: Memo Re: Civil Marriage Services p. 60
   b) By-law Committee Business Tracking List – January, 2013 p. 61
   c) By-law Committee 2013 Action Plan Timeline p. 62

10. ADJOURNMENT
MINUTES
BY-LAW COMMITTEE
Wednesday, December 05, 2012
11:00 a.m. – Police Services 2nd Floor Meeting Room

MEMBERS PRESENT: Councillor David Adair, Chair
Councillor Jim McManaman
Councillor Colleen Purdon
Councillor Arlene Wright

STAFF PRESENT: Inspector S. MacKinnon; O.S.P.S (Administration)
Krista Fluney, Supervisor of Parking
Jeff Smith, Owen Sound By-Law Coordinator

PUBLIC PRESENT: D. Parsons; Treasurer of the D.I.A.
R. Rogers; D.I.A.
A. Boltman; Owen Sound Little Theatre

1. CALL TO ORDER 1110 hours

2. ADDITIONAL ITEMS
Councillor Adair asked for approval to alter the items on the agenda – all agreed.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
Hearing none.

4. CONFIRMATION OF MINUTES
Moved by Councillor Wright

“THAT the minutes of the November 07, 2012 meeting of the By-law Committee be approved as presented.”
Carried unanimously

5. DEPUTATIONS/PRESENTATIONS
a) Mr. D. Parsons, D.I.A. Parking Matter – 2 Hour Complimentary Parking

A deputation was presented to City Council to remove 65 meters on the south end of 2nd Avenue, East.
Moved by Councillor McManaman

“THAT the Committee recommends to council the acceptance of an annual contribution from the D.I.A. in the amount of thirty-five thousand dollars ($35,000.00) to be reviewed in October 2013 which shall be used to cover lost revenue for the extension of 2 hour complimentary parking in the downtown and that the meter posts will remain in until the review.”

Carried unanimously

Moved by Councillor Purdon

“AND further that if there are any changes that need to be made to the traffic by-law or any other by-law, to implement this, that they be brought forward to the next council meeting.”

Carried unanimously

6. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COMMITTEE/BOARD IS REQUIRED

Signage in the Downtown with reference to Parking

The D.I.A. has had discussions around signage in the downtown core and the confusion to the public.

Moved by Councillor Purdon

“THAT the Committee recommends to council that a cooperative committee led by the D.I.A. and in working with other departments be formed. This committee will provide advice and research in collaboration with the Police and Economic Development to bring forth suggestions for a comprehensive parking signage system and bring back to this committee for review.”

Carried unanimously

Quarterly financial reports of the parking department

The committee discussed and agreed that this issue has been dealt with already.

City hall parking passes

This year’s financial piece to this has already been settled.
Moved by Councillor Wright

“THAT the Committee delays the decision to discuss parking passes until the October 2013 review.”

Carried unanimously

Mr. Parsons and Mr. Rogers were dismissed at 1205 hrs.

b) A. Boltman: Letter Re: Request for parking spaces at the Roxy Theatre

It was determined that this is city property and which is actually the Scopis permit parking only lot. The request is for a few spots for Roxy Theatre volunteer parking.

Moved by Councillor Wright

“THAT the Committee defers this decision to the next meeting and requests a report from staff with more information on this issue which will include monthly permits, Tuscany dumpster and no signage on this lot.”

Carried unanimously

Ms. Boltman shared information on a Municipal Support Comparison Chart for the fiscal year 2011 regarding subsidies.

Ms. Boltman was dismissed at 1226 hrs.

a) D. Arnold: Letter Re: Parking Concerns

Moved by Councillor McManaman

“THAT the Committee receives the letter from Ms. Doris Arnold.”

Carried unanimously

b) M. Potter: Memo Re: Request to review Zoning By-law change and provide context

The report has been forwarded to By-law enforcement via Inspector MacKinnon. Staff will deal with this concern and it was noted that By-law Enforcement endeavour to respond to all complaints.

Moved by Councillor McManaman

“THAT the Committee receives the report from M. Potter dated November 26, 2012.”

Carried unanimously
7. **REPORTS AND MATTERS TABLED**

   a) **J. Smith: Report Re: By-law Committee Terms of Reference**

   Parking has yet to be addressed by the City Manager.

   Moved by Councillor McManaman

   “THAT the Committee receives the report from Jeff Smith dated November 29, 2012.”

   Carried unanimously

   b) **J. Smith: Report Re: Crossing Guard “Warrants”**

   It was agreed that there needs to be a comprehensive review and policy framework. Suggest placing it in work plan for next year and look for resources to make it happen. Continue doing adhoc items and start the development of a proper policy and procedure next year.

   Moved by Councillor McManaman

   “THAT the Committee receives the report from Jeff Smith dated November 22, 2012 and asks staff to find out the cost for a consultant to do a study and assist in policy framework and implementation. Staff is asked to review the current system and also consider placing this on the 2014 Committee work plan.”

   Carried unanimously

   c) **J. Smith: Report Re: Policy CrS-BL3 Traffic By-law Exemptions**

   Street occupation permits for engineering purposes were discussed. There are a few minor changes and it was suggested that the committee have a full review of meter hoods and street occupation permits in line with the Traffic By-law which is being reviewed in the future.

   Moved by Councillor McManaman

   “THAT the Committee receives the report from Jeff Smith dated November 28, 2012 with the recommendation of the changes that were discussed.”

   Carried unanimously

   d) **J. Smith: Report Re: “No Parking Here to Corner”**

   This is for information purposes specific to 2nd Avenue and 12th Street (southeast corner) and parking too close to the corner. It was noted that there are many locations where there should be signs and there are not. By-law Enforcement will investigate this and start the process to put in a sign.
Moved by Councillor Purdon

“THAT the Committee receives the report from Jeff Smith dated November 29, 2012.”

Carried unanimously

8. **IN-CAMERA ITEMS**

Hearing none.

9. **OTHER BUSINESS**

a) Councillor Wright asked that the By-law Enforcement Officers look at a tarp tent erected at 4th Avenue West north of 10th Street that may be too close to the road.

b) Councillor Adair raised questions regarding open burning devices. The By-law of having open fires in the City is unclear and it was requested to be brought forward for review. (2007 open air by-law)

10. **CORRESPONDENCE RECEIVED WHICH IS PRESENTED FOR THE INFORMATION OF THE COMMITTEE/BOARD**

a) By-law Committee Business Tracking List

b) By-law Committee 2013 Action Plan Timeline

c) C. Bigley: Letter Re: Festival of Northern Lights Decision

Moved by Councillor Wright

“THAT the Committee receives the correspondence included in the December 05, 2012 package for information purposes.”

Carried unanimously

11. **ADJOURNMENT**

Meeting adjourned at 1344 hours.
December 14, 2012

To: By-law Chair David Adair, Counsellors Arlene Wright, Jim McManaman and Colleen Purdon

Re: Marriage Ceremony Policy for the City of Owen Sound

I wish to thank you for the opportunity to discuss current marriage ceremony practises emanating from the Clerk’s Office.

I have come to understand that a number of City Hall staff have become Clerk designates, with more to come, performing marriages “anywhere, anytime” as stated on your website. The email address to contact the City Clerk is weddingservices@owensound.ca. These are clear and overt attempts to solicit this business.

I appreciate that the Marriage Act, as attached, gives discretionary power to appoint one or more deputies to act for the Clerk. This is all couched within the language of what is expedient for the public convenience.

From my research, I believe that the current practise in Owen Sound’s City Hall has overreached the intent of the Act, encroaching instead on the business of its residents. I have done some research to determine what would be considered to be common practise.

You will note in the spreadsheet I have provided that the norm is not to provide the service at all, leaving it to the private sector. The vast majority of Municipalities, who do provide the service, restrict it to within City Hall on specified days within a few business hours.

There are several Province of Ontario licensed Officiants in Owen Sound available to perform non-religious services for all couples wishing to marry. A civil service is a non-religious marriage ceremony. Your wedding pamphlet outlines the same ceremonies provided by these individuals.

Apart from advertising wedding services with tax dollars in direct competition with local vendors, the grey area of salaried employees being recompensed for
duties outside of the scope of their office and the overzealous interpretation of the powers of designation, I believe it is time for the by-law committee to refine the City’s marriage ceremony practise.

Your committee may feel that conducting marriages by the Clerk or Deputy Clerk is deemed necessary to meet the perceived public need. I would hope that if that is your decision, you would restrict such proceedings to City Hall during office hours.

I do believe that the practise of “anywhere, anytime” which may have made the Clerk’s revenue budget rosier, should be immediately discontinued to restore fair business practise. The expansive deputizing of staff should be, in good conscience halted, along with suspending the licenses of the deputized staff working in other City departments.

Thank you for the opportunity to express my concerns in this matter. I look forward to appearing before your committee at your By-law meeting in January.

Respectfully Submitted,

Julia Levine
2210 3rd Ave West
Owen Sound, On
N4K4S2
Marriage Act
R.S.O. 1990, CHAPTER M.3

Last amendment: 2012, c. 8, Sched. 32.

Discretionary power of Minister

10. Despite anything in this Act, if the Minister considers that circumstances justify the issue of a licence in any particular case, the Minister may, in his or her absolute discretion, authorize the issue of the licence. R.S.O. 1990, c. M.3, s. 10.

Issuers

11. (1) Marriage licences may be issued by the clerk of every local municipality except a township. 2002, c. 17, Sched. F, Table.

Interpretation

(1.1) In subsection (1) and clause (2) (a), “township” means a local municipality that had the status of a township on December 31, 2002 and, but for the enactment of the Municipal Act, 2001, would have had the status of a township on January, 1, 2003. 2002, c. 17, Sched. F, Table.

Same

(2) If the Minister considers it expedient for the public convenience, the Minister may in writing appoint as an issuer,

(a) the clerk of a township, or a resident of a county or township adjacent thereto;

Deputy issuers

(b) (3) An issuer may, with the approval in writing of the Minister or of the head of the council of the local municipality of which he or she is clerk, appoint in writing one or more deputies to act for him or her, and any such deputy while so acting has the power of the issuer appointing him or her. R.S.O. 1990, c. M.3, s. 11 (3); 2002, c. 17, Sched. F, Table.

(c) Notice of appointment of deputy

(d) (4) The issuer shall, upon appointing a deputy, forthwith transmit to the Minister a notice of the appointment, and of the name and official position of the person by whom the appointment has been approved, and the Minister may at any time cancel the appointment. R.S.O. 1990, c. M.3, s. 11 (4).
# Municipal Comparison: Non-Religious Ceremonies

<table>
<thead>
<tr>
<th>Community</th>
<th>Wedding Ceremonies</th>
<th>Additional Information</th>
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<tr>
<td><strong>Large Municipalities</strong></td>
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<tr>
<td>Belleville</td>
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<td>Brantford</td>
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<tr>
<td>Burlington</td>
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<tr>
<td>Cambridge</td>
<td>Only Fridays 1-3 p.m.</td>
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<tr>
<td>Guelph</td>
<td>Only at City Hall (Thurs/Fri afternoon)</td>
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<td>Hamilton</td>
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<tr>
<td>Kingston</td>
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<tr>
<td>Kitchener</td>
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<tr>
<td>London</td>
<td>Only at City Hall</td>
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<tr>
<td>Mississauga</td>
<td>Only at City Hall (Mon-Fri 9-4)</td>
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<td>North Bay</td>
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<tr>
<td>Ottawa</td>
<td>Only at City Hall</td>
<td>Subject to the availability of staff</td>
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<tr>
<td>Peterborough</td>
<td>Only at City Hall (one Friday each month)</td>
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<tr>
<td>Pickering</td>
<td>Only in Chambers (from 10-3)</td>
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<tr>
<td>Sarnia</td>
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<tr>
<td>St. Catharines</td>
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<tr>
<td>Toronto</td>
<td>Only at one of their four civic facilities</td>
<td>You provide your own officiant</td>
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<td>Waterloo</td>
<td>No</td>
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<td><strong>Small Municipalities</strong></td>
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<tr>
<td>Ajax</td>
<td>Only on selected Friday afternoons</td>
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<tr>
<td>Barrie</td>
<td>Only at City Hall</td>
<td>You provide your own officiant</td>
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<td>Caledon</td>
<td>Only at Town Hall</td>
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<td>Chatham-Kent</td>
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<td>Private ceremonies list provided</td>
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<td>Durham</td>
<td>Only at City Hall (Friday afternoons)</td>
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<td>Hanover</td>
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<td>Kincardine</td>
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<td>Lakeshore</td>
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<tr>
<td>Orangeville</td>
<td>Yes</td>
<td>Off site $300 cash only</td>
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<td>Orillia</td>
<td>No</td>
<td>After public input and review</td>
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<td>Oshawa</td>
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<td><strong>Owen Sound</strong></td>
<td>Yes</td>
<td>&quot;Anytime, anywhere&quot;</td>
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<td>Quinte West</td>
<td>City Hall second and fourth Fridays</td>
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<tr>
<td>Saugeen Shores</td>
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<td></td>
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<tr>
<td>Stratford</td>
<td>Only at City Hall</td>
<td>No music before or after in the Council Chambers</td>
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<td>Tiny Township</td>
<td>Only with their Commissioner</td>
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</tr>
<tr>
<td>Walkerton</td>
<td>No</td>
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</tbody>
</table>

Julia Levine (519) 376-1033
To the By-law Committee

Re: City Clerk’s Department Marriages, Staff Designations and Services

City Hall has permitted more and more of City Hall staff to perform wedding ceremonies. This is cutting into the potential business, and therefore income, of local residents. I am requesting that a By-law be created to limit the number of Clerk Designates licensed by the city, as well as the number of hours in a week when City Hall ceremonies are available.

Marriage Ceremonies are currently offered by several local humanist Officiants, legally registered with the Province of Ontario. We offer a very specific service to residents in the City and surrounding area. We are carefully trained in the legal requirements, providing marriages to all. We are rigorously vetted for interviewing and speaking skills, and we offer our humanist services to both religious and non-religious couples.

We write ceremonies specific to the desires of the couple. We conduct services for non-religious couples or we can work with the couple to design a ceremony when the partners are of different faiths. We work with other clergy to offer a tailor-made ceremony when clients request it.

We include in our price one or more meetings to interview couples to inform them of their legal requirements and to discuss their needs and interests. We offer an expansive service and our pricing is in-line with a wedding at City Hall.

My business has suffered under the current practise at City Hall. I would ask for a policy to be drafted that is fair to business in the City.

Respectfully,
Terri Hope

407 5th St. East
Owen Sound, On
N4K 1C9
Civil Marriage Services

The City of Owen Sound Clerk’s Office is pleased to offer Civil Marriage Services.

We can perform your marriage ceremony any time, any place, any where!

In this package you will find a variety of information to assist you as you plan your special day:

- Information on Civil Marriages
- Civil Ceremonies to Choose From
- Civil Ceremony Requirements
- A list of Officiates
- Indoor & Outdoor City of Owen Sound Facilities Available for your Ceremony
- Additional Information on:
  - Involving Children in the Ceremony
  - Including the Lighting of Unity Candles, Presentation of Roses, or the Inclusion of a Sand Ceremony

There are numerous options available for your civil ceremony. We look forward to discussing your personalized ceremony with you.

It’s your day, let’s create it your way.

For more information please contact:
Lee-Anne Kazarian,  B.A., Dipl.
Legislative Services Coordinator
Clerk’s Department
(519) 376-4440 ext. 1268
or
E-mail: weddingservices@owensound.ca
Instructions For Choosing A Civil Ceremony

Please find attached six civil ceremonies for you to choose from.

To add a personal touch to your ceremony, please feel free to add or amend the ceremonies we have provided you with.

The bolded areas are the required things that need to occur or be said.

Please note: Exchanging rings is not a requirement, but rather a choice.

If you would like to have one of your guests say a reading or sing a song, you may include as part of your ceremony.

Ceremony Requirements For A Civil Marriage

According to the Marriage Act, in a Civil Marriage FOUR things need to occur:

1) The couple must each individually state:

“I do solemnly declare that I do not know of any lawful impediment why I, ___________ may not be joined in matrimony to ____________

2) The couple must say to one another:

“I call upon these persons here present to witness that I ___________ do take you, ____________, to be my lawful wedded wife/husband/spouse.

3) The officiate must say:

“I, _______________ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, _____________ and ____________ to be married.

4) The register must be signed by the officiate, the couple, and two witnesses.
Involving Children in the Wedding

There are many ways to involve children in wedding ceremonies. They can read a special poem, hold the rings and or bouquet, play an instrument at the beginning of the ceremony or during the signing of the register, light a candle, present a rose, or simply take pictures. Children 14 years of age or older may be witnesses.

Variation of Vows:

Traditionally couples exchange rings and vows as part of their ceremony. Another option is to have the couple make a pledge together at the same time while exchanging rings. The following is an example:
“We pledge to each other to be loving friends and partners in marriage, to talk, listen, trust and appreciate each other as we build our lives together. We shall commit to filling our home with love.”

Unity Candle

The Unity Candle can symbolize the joining of families, the merging of two individuals, or the creation of a blended family.

If the couple wishes to add the “lighting of a candle” to their ceremony, there are several ways to do this. Examples include: having the parents of the couple light a candle, having children light a candle, or the couple can light a candle themselves. It may involve the lighting of one candle or lighting additional candles from others that have already been lit.
Rose Ceremonies

There are several wedding traditions which involve the presentation of roses. In one, the mothers are given roses by the couple as a token of their love for the family. This is often kept a secret from the family until the roses are presented, sometimes at the end of the ceremony. In another tradition, roses are exchanged as the couple’s first gift to one another as a married couple. Couples can also opt to present a rose to any children that are in attendance.

Sand Ceremonies

If couples wish to include a sand ceremony as part of their celebration, they start with their own vase filled with sand. They each take a turn, or together pour the sand into a single vase. Children can also be involved by adding sand as well. Once complete, the unity vase is taken to the couple’s home as a treasured keepsake. This can be performed at any time during the ceremony.

Renewal of Vows

We can perform civil marriage ceremonies specifically for couples wishing to renew their vows. Couples are not required to purchase a marriage licence as they are renewing vows from a marriage previously performed.

Where To Get Married?

There are some beautiful and popular local areas where couples can choose to get married. Examples include your home, a friend’s backyard, the hall where your reception is, a park, on the beach, or at a local event. We can perform your civil marriage at the place of your choice.

Do I have to Reserve My Date?

There are a number of wedding officiates available at the City of Owen Sound, therefore couples may reserve a date but it is not required.

Please advise if you would like to include any of these variations into your wedding ceremony.
We are gathered together today to witness the formal joining of (1st person) __________ and (2nd person) ______ in legal matrimony according to the custom and law prevailing by the Province of Ontario. The state of matrimony is enriched by a long and honourable tradition of devotion, unconditional love, and commitment. Marriage is a decision not to be entered into lightly but rather with an understanding, appreciation, and respect for the lifelong commitment it brings.

Officiate to the 1st person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to the 2nd person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to Couple: __________ and __________ please face each other to repeat your vows and exchange your rings.

Officiate to the 1st person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.”

Officiate to the 2nd person: __________, repeat after me, please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.”
Officiate to the 1st Person: __________ please place the ring on the 3rd finger of __________’s left hand and repeat after me, please.

“With this ring,
I thee wed.
I shall love,
Honour and cherish thee.
And this ring,
Shall be the symbol of my love.”

Officiate to the 2nd Person: __________ please place the ring on the 3rd finger of __________’s left hand and repeat after me, please.

“With this ring,
I thee wed.
I shall love,
Honour and cherish thee.
And this ring,
Shall be the symbol of my love.”

I, (Name of Officiate), of The Corporation of the City of Owen Sound by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, __________ and __________ to be married.

May the love which has brought you together today continue to grow and enrich your life. May your relationship always be one of trust and commitment and may the happiness you share today be with you always.

You may celebrate your marriage with a kiss.

Signing of the Register.

It is my pleasure to introduce to you the newly married couple.
Owen Sound Civil Ceremony # 2

The couple that stands in front of us today is surrounded by their family and friends as they proclaim their love for one another in marriage. (1st Person) __________ and (2nd Person) __________, your marriage today will offer both of you the hope and promise of a love that is true and never ending. To nurture such love, you will have to commit yourselves to each other for the sake of a richer and deeper life together. Your willingness to accept each other’s strengths and weaknesses with understanding and respect will help cement the foundation for a strong and lasting marriage.

Officiate to the 1st person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________

Officiate to the 2nd person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________

Marriage is not a single event but rather a developing process which is not to be undertaken thoughtlessly or irresponsibly but rather maturely and honestly. Marriage is the faithful union between two persons, the result of which is the formation of a family unit whose members shall help, and support one another. It is this relationship that these two people wish to have declared and celebrated.

Officiate to Couple: __________ and __________ please face each other as you repeat your vows and exchange your rings.

Officiate to the 1st person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.”
Officiate to the 2nd person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.”

The rings you are about to exchange are symbols of your marriage and of your life together.

Officiate to the 1st Person: __________ please place the ring on the 3rd finger of __________’s left hand and repeat after me, please.

“With this ring,
I thee wed.
I shall love,
honour and cherish thee.
And this ring,
shall be the symbol of my love.”

Officiate to the 2nd Person: __________ please place the ring on the 3rd finger of __________’s left hand and repeat after me, please.

“With this ring,
I thee wed.
I shall love,
honour and cherish thee.
And this ring,
shall be the symbol of my love.”

I, (Name of Officiate), of The Corporation of the City of Owen Sound by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, __________ and __________ to be married.

May you enjoy length of days, fulfillment of hopes and contentment of mind, as you day by day live and fulfill the terms of the covenant you have made with one another.

You may celebrate your marriage with a kiss.

Signing of the Register.
It is my pleasure to introduce to you the newly married couple.
Owen Sound Civil Ceremony # 3

We are gathered at this place to witness the formal joining of this couple, according to the order and the custom prevailing, and under the authority given and provided by the Government of the Province of Ontario.

The state of matrimony, as understood by us, is a state ennobled and enriched by a long and honourable tradition of devotion, set in the basis of the law of the land, assuring each participant an equality before the law, and supporting the common rights of each party to the marriage.

Marriage is therefore not to be entered upon thoughtlessly or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted, and of the material, intellectual and emotional factors which will govern it fulfilment.

Officiate to the 1st person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to the 2nd person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to Couple: __________ and __________, please face each other to repeat your vows and exchange your rings.

Officiate to the 1st person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.”

Officiate to the 2nd person: __________, repeat after me please
“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse."

From the earliest times, the circle has been a symbol of completeness; something unbroken, and never ending – like the rings you will give to each other today. They are made of a precious metal. Let them symbolize your commitment of never ending love for one another.

Officiate to the 1st Person: __________ please place the ring on the 3rd finger of __________’s left hand and repeat after me, please.

“This ring is my precious gift to you
as a measure of my love
And as a sign
that from this day forward
Your every breath
Shall be surrounded by my love.”

Officiate to the 2nd Person: __________ please place the ring on the 3rd finger of __________’s left hand and repeat after me, please.

“This ring is my precious gift to you
as a measure of my love
And as a sign
that from this day forward
Your every breath
Shall be surrounded by my love.”

May the love which has brought you together today continue to grow and enrich your life. May your relationship always be one of trust and commitment and may the happiness you share today be with you always.

I, (Name of Officiate), of The Corporation of the City of Owen Sound by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, __________ and __________ to be married.

You may celebrate your marriage with a kiss.

Signing of the Register.
It is my pleasure to introduce to you the newly married couple.
(1st Person) __________ and (2nd Person) __________ have invited us to share in their special celebration today as they affirm their love before us, pledge their faith to one another, and make a lifelong commitment.

Love, trust, and forgiveness create the foundation for a strong marriage. It can add depth of meaning to two lives; the day to day companionship, the pleasure in doing things together or in doing separate things but exchanging experiences. It is a continuous and central part of what two people who love each other can share. A successful marriage is one which continues to develop as each person continues to grow in understanding of the other person. By growing together (1st Person) __________ and (2nd Person) __________ will share in the joys of life, as well as the burdens of sorrow.

Officiate to the 1st person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to the 2nd person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to Couple: __________ and __________ please face each other to repeat your vows and exchange your rings.

Officiate to 1st Person:

__________, the woman/man/person who stands in front of you is about to become your wife/husband/partner/spouse. She/He will look to you for support, for understanding, encouragement, and protection. Your life and love will be her/his greatest source of joy. So, I ask you, will you take __________ to be your lawful wedded wife/husband/partner/spouse? Will you love and cherish her/him and be true to him/her alone? If so, please respond “I will”.

Person responds “I will.”
Officiate to 2nd Person:

__________, the woman/man/person who stands in front of you is about to become your wife/husband/partner/spouse. She/He will look to you for support, for understanding, encouragement, and protection. Your life and love will be her/his greatest source of joy. So, I ask you, will you take __________ to be your lawful wedded wife/husband/partner/spouse? Will you love and cherish her/him and be true to her/him alone? If so, please respond “I will”.

Person responds “I will.”

Officiate to the 1st person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.”

Officiate to the 2nd person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.”

Officiate to 1st person: __________, repeat after me, please

“I give you this ring
That you may wear it each day
As a symbol
of my endless and growing love for you.”

Officiate to 2nd person: __________, repeat after me, please

“I give you this ring
That you may wear it each day
As a symbol
of my endless and growing love for you.”

As you enter your marriage, let your home be a haven of peace in the middle of a busy and businesslike world; let your relationship be one of complete truth and understanding between you both; respect the confidences of your partner in this marriage, and consider that as the world gives nothing freely, neither will your marriage yield you more than you put into it.
May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

I, (Name of Officiate), of The Corporation of the City of Owen Sound by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, __________ and __________ to be married.

You may celebrate your marriage with a kiss.

**Signing of the Register.**

It is my pleasure to introduce to you the newly married couple.
(1st Person) __________ and (2nd Person) __________ in this hour and at this special moment in time, we open our hearts to you. You have come here with special gifts: your love, hopes, dreams, and your faith in one another. May you be moved to give and share, to grow together as a couple, and as individuals. May you share your experiences, your enthusiasm and your feelings openly with each other. May the covenant of marriage which you now seal be blessed with trust and devotion and may your lives be bound together in love and understanding.

Your love for one another and your willingness to accept each other’s strengths and weaknesses with understanding and respect will help cement the foundation for a strong and lasting marriage. Learn to respect your individual outlooks. Share your thoughts, experiences and dreams with one another. Cherish the intimacy and understanding that comes with the passage of time. As you enter this union, your belief that marriage is a partnership between equal individuals with common goals, hopes and dreams will give your lives special meaning. May the love with which you join hearts and hands today never fail but grow deeper and stronger with every year you spend together.

Officiate to Couple: __________ and __________ please face each other as you repeat your vows and exchange your rings.

Officiate to the 1st person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to the 2nd person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”
Officiate to 1st person: __________ this ring is a symbol of your marriage and a symbol of your love and of your life together.

Please place it on the 3rd finger of __________’s left hand and repeat after me:

“I call upon
these persons here present
To witness that I, __________
do take you, __________
To be my lawful wedded wife/husband/partner/spouse
To laugh with you in joy
To grieve with you in sorrow
To grow with you in love
To be faithful to you alone
As long as we both shall live.”

Officiate to 2nd person: __________ this ring is a symbol of your marriage and a symbol of your love and of your life together.

Please place it on the 3rd finger of __________’s left hand and repeat after me:

“I call upon
these persons here present
To witness that I, __________
do take you, __________
To be my lawful wedded wife/husband/partner/spouse
To laugh with you in joy
To grieve with you in sorrow
To grow with you in love
To be faithful to you alone
As long as we both shall live.”

As you wear these rings may they represent your love, and may this love which has brought you together today continue to grow and enrich your lives. May your relationship always be one of trust and commitment and may the happiness you share today be with you always.

May both of you enjoy a long life together, full of hopes, peace, and happiness as you live your day to day lives and commit to this covenant you have made with one another.
I, (Name of Officiate), of The Corporation of the City of Owen Sound by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, __________ and __________ to be married.

You may celebrate your marriage with a kiss.

**Signing of the Register.**

It is my pleasure to introduce to you the newly married couple.
Owen Sound Civil Ceremony # 6

This couple has come here today to be joined in marriage. The essence of this commitment is the taking of another person in his or her entirety as a lover, companion and friend. It is therefore a decision not to be entered into lightly but rather with great consideration and respect for both the other person and oneself.

(1st Person) __________ and (2nd Person) __________ have invited us to share in this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage. Love is one of the highest experiences we can have and it can add depth and meaning to our lives. The day-to-day companionship, the pleasure in doing things together, or in doing separate things but exchanging experiences, is a continuous and central part of what two people who love each other can share.

Marriage was established so that two people might have lifelong companionship, that natural instincts and affections might be fulfilled in mutual love, that children should enjoy the security of family life, love, and a home.

Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but enhance the individuality of each partner. A happy marriage is one which is continually developing while growing in understanding of the other person. By growing together in love, it is possible to share not only the joys of life but the burdens of sorrow as well.

(1st Person) __________ and (2nd Person) __________, your marriage is intended to join you in a relationship so intimate and personal, it will change your whole being. It offers you the hope and indeed the promise of a love that is true and mature. To attain such love, you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

Officiate to the 1st person: __________, repeat after me please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”
Officiate to the 2nd person: __________, repeat after me, please

“I do solemnly declare
that I do not know
of any lawful impediment
why I, __________
may not be joined in matrimony
to __________”

Officiate to Couple: __________ and __________ please face each other as you repeat your vows and exchange your rings.

Officiate to the 1st person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.
To laugh with you in joy
To grieve with you in sorrow
To grow with you in love
To be faithful to you alone
As long as we both shall live.”

Officiate to the 2nd person: __________, repeat after me please

“I call upon
these persons here present
to witness that I, __________
do take you, __________
to be my lawful wedded wife/husband/partner/spouse.
To laugh with you in joy
To grieve with you in sorrow
To grow with you in love
To be faithful to you alone
As long as we both shall live.”

Officiate to 1st Person: Please place the ring on the 3rd finger of __________’s left hand and repeat after me.
“This ring is a symbol of our marriage
and of our life together.
This ring is a symbol
of my love and respect for you
And a promise
that I will honour and cherish you
For richer or for poorer
in sickness and in health
as long as we both shall live.”

Officiate to 2nd Person: Please place the ring on the 3rd finger of __________’s left hand and repeat after me.

“This ring is a symbol of our marriage
and of our life together.
This ring is a symbol
of my love and respect for you
And a promise
that I will honour and cherish you
For richer or for poorer
in sickness and in health
as long as we both shall live.”

I wish both of you a long life of happiness, health, and prosperity together, and may the vows you made to each other today sustain you forever.

I, (Name of Officiate), of The Corporation of the City of Owen Sound by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, __________ and __________ to be married.

You may celebrate your marriage with a kiss.

Signing of the Register.

It is my pleasure to introduce to you the newly married couple.
The City of Owen Sound has a number of trained civil marriage officiates.

If you have a preference as to which officiate you would like to perform your marriage, please indicate below.

If an officiate is not available or you do not have a preference, we will assign one.

Bloomfield, Briana  Deputy Clerk
Cleverley, Doug  Event Facilitator
Coursey, Ruth  City Manager
Dailey, Brenda  Facilities Booking Coordinator
Edwards, Sharon  Executive Assistant & Public Relations Coordinator
Green, Brian  Chief Building Official
Kazarian, Lee-Anne  Legislative Services Coordinator
Van Alphen, Kristen  City Clerk
Let us Help You With Your Special Day

Finding a Location

Whether you are planning a small intimate wedding or a large gathering with family and friends, the City of Owen Sound has many venues both indoors and outdoors, for your ceremony and or reception.

- **Harrison Park**
  - Black History Cairn
  - Bandshell
  - Community Centre
- **Harry Lumley Bayshore Community Centre**
  - Gazebo
  - Halls
  - Gardens
- **Kelso Beach Park**
  - Amphitheatre
  - Gazebo
- **Council Chambers, City Hall**

Wedding ceremonies can also be performed at nearby beaches or in your own backyard.

To apply for your marriage licence, book a civil wedding ceremony, or to obtain more information contact:

City of Owen Sound
Clerk’s Division
808 2nd Avenue East
Owen Sound ON N4K 2H4
Phone: 519-376-4440 ext. or 1268
E-mail: weddingservices@owensound.ca

Or visit our Website:
www.owensound.ca
Congratulations on Your Upcoming Marriage!

Your wedding day is special and we look forward to helping you make this important day beautiful, memorable, and problem free.

For your convenience, **we can perform a civil wedding ceremony any day of the week, at any time, and at a location of your choice.**

There are numerous options available for your civil ceremony from a basic standard service to the inclusion of your own vows, poems, quotes or songs. We will provide sample ceremonies for you to consider.

Our staff will meet with you prior to your wedding to prepare your personalized ceremony.

Due to the civil nature of this service, there cannot be any religious connotation to the ceremony. If you wish to exchange your vows before a member of the clergy, a list of persons available to solemnize your union is also available from the Clerk’s office.

If you wish to have an outdoor wedding or a ceremony outside of Owen Sound we would be happy to travel to the location of your choice.

**Fees:**

- Marriage Licence $150
- Civil Marriage $350 plus H.S.T.
- Rehearsal $50 plus H.S.T.
- Travel $30 plus H.S.T. (Outside Owen Sound)
- Witnesses $25 each plus H.S.T.
City Outdoor Areas and Facilities
Please contact B. Dailey at 519-376-4440 #1254 or bdailey@owensound.ca

Harrison Park Bandshell

Bayshore Gazebo and Gardens

Harrison Park Picnic Shelter

Black History Cairn at Harrison Park

Harrison Park Community Centre

Kelso Beach Stage

Bridge at Harrison Park

Wedding Set up at Bayshore Community Centre
DATE: December 20, 2012
TO: By-law Committee
FROM: Jeff Smith
DEPT: Clerk’s
SUBJECT: OWEN SOUND LITTLE THEATRE REQUEST FOR PARKING

RECOMMENDATION: THAT in consideration of a report dated December 20, 2012 from the By-law Coordinator respecting a request for parking from the Owen Sound Little Theatre the By-law Committee recommend that City Council:

1. Does not approve the request from the Owen Sound Little Theatre for parking in the Scopis Lot, and

2. Direct the By-law Coordinator to advise the Owen Sound Little Theatre that they may purchase monthly parking passes as required.

STRATEGIC INITIATIVE: Develop an internal and external communications strategy that ensures communications with citizens and partners is an ongoing high priority.

BACKGROUND: At their meeting on December 5, 2012, the By-law Committee discussed a letter from the Owen Sound Little Theatre requesting parking for Theatre volunteers behind the building. The Committee directed staff to review the request by the following motion:

"THAT the Committee defers this decision to the next meeting and requests a report from staff with more information on this issue which will include monthly permits, Tuscany dumpster and no signage on this lot."

ANALYSIS:
The attached letter (attachment 1) and municipal support comparison (attachment 3) from Aly Boltman details the request which was presented to the By-law Committee at their meeting on December 5, 2012. Further clarification was provided by Ms. Boltman on the following matters:
- Parking is needed throughout the day, on weekdays and weekends
- It would be preferable if the parking spots were always available for volunteers
- For clarity, the location of the request is detailed on the attached air photo

Past Decisions
In 2009, Aspin-Kemp & Associates submitted a request for 10 dedicated parking spaces in Parking Lot 5 or the Scopis parking lot for tenants in the former Post Office Building. In their letter, Aspin-Kemp offered to provide signage and assume winter maintenance responsibilities if the request was granted.
In a staff report dated May 29, 2009, the Director of Corporate Services recommended that the request not be approved because granting exclusive use of parking spaces would set a precedent that could significantly reduce the number of paid and permit parking spaces in downtown parking lots. At their meeting on June 6, 2012, the By-law Committee passed a motion that 10 dedicated parking spaces not be provided to Aspin-Kemp and that staff inform Aspin-Kemp that they may purchase monthly and overnight parking passes.

**Further Considerations**
The City has been working to sell land which is surplus to the needs of the City. If dedicated parking spots are granted to the Roxy Theatre, it may complicate future opportunities to sell the Scopis property. If the committee considers recommending that parking spots be granted to the Theatre, staff suggest that such parking spots would only be valid while the City retains title to the land.

**CONSULTATION:** City Clerk, Director of Financial Services, Owen Sound Little Theatre Manager

**FINANCIAL/BUDGET IMPLICATIONS:** If granted, the City would be unable to generate revenue from 5 parking passes.

**ATTACHMENTS:**
1. Letter Dated November 27, 2012 from Aly Boltman Respecting a Request for Parking
2. Scopis Lot and Owen Sound Little Theatre Air Photo
3. Handout from December By-law Committee Meeting - Municipal Support Comparisons for Fiscal Year Ending 2011
4. Property Index Map – Block 37073 City of Owen Sound

**CONFIDENTIAL APPENDIX:** NO

Prepared by: [Signature]
Jeff Smith
By-law Coordinator

Reviewed by: [Signature]
Kristen Van Alphen
City Clerk

Submitted by: [Signature]
A. Ruth Coursey
City Manager
November 27, 2012

Dear Ms. Haswell and Owen Sound City Council:

Owen Sound Little Theatre sincerely thanks you for your recent efforts to support our endeavours for our façade improvement project. Thank you for acting so quickly on the motion required for our grant application to Heritage Canada for their Legacy Funding.

We are writing about a separate issue today, which is one that was discussed at City Hall in June, 2012 with Ms. Coursey, Ms. Haswell, Ms. Coulter and Mr. Furness at our meeting to review ways in which The City of Owen Sound may become more helpful to our operations. At that time, we discussed the parking situation for our volunteers. Thank you for encouraging us to write to you about this issue and make a formal request to The City in an effort to help solve this ongoing challenge.

As you know, volunteers at OSLT contribute more than 30,000 hours each year to our operations, which arguably, and irreplaceably, benefit the cultural and artistic life of our citizens. Some of our volunteers are here on a near daily basis. For example, our bartender and secretary, Shirley Jarvis, makes twice-weekly deliveries of alcohol and supplies for our bar. At age of 75 and having undergone two recent knee replacements, Shirley is an example of one of our dedicated volunteers who currently parks in our loading zone out front and personally carries heavy supplies through our building to the bar area. She has been ticketed numerous times parking in the loading zone, and out back, while parking temporarily near the back door to be closer to our bar. Our front of house manager, Nancy Tebbutt, and our building maintenance assistant, Gene Cassidy, do both here multiple times per week as well. During productions, our volunteers are here every single day, carrying equipment, costumes, books, etc. Most of our volunteers are seniors.

The Owen Sound Little Theatre is very proud to be an independent entity, and one of the few community theatres which successfully owns and operates their own building. We feel that we contribute in many important ways to the economic development of our downtown and the engagement of our citizens, without taxing the City of Owen Sound financially to improve the quality of life for our citizens. That said, we are not above asking for help when help is warranted and needed. It is at this time that we are asking the City of Owen Sound to officially consider our request for up to five parking spots at the back of our building on the City-owned property that abuts the north-west edge of the Scopis parking lot. These spots would be utilized by our volunteers, and we would be pleased to create a sign for the volunteers to put in their windows to identify them as OSLT volunteers. We feel this would be an extremely supportive gesture of the City to acknowledge the efforts of our volunteers and the contributions OSLT makes to our community.

Thank you for your consideration in advance. If we can answer any questions for you or be of any further assistance with this request, please let us know.

Sincerely,

Aly Boltman, on behalf of Bill Murphy, President, and the OSLT Board of Directors

519.371.3425 • admin@roxytheatre.ca • www.roxytheatre.ca
P.O. Box 41 • Owen Sound • Ontario • N4K 5P1

A registered charitable institution. Registration number 119074953RR0001
# MUNICIPAL SUPPORT COMPARISON FOR FISCAL YEAR ENDING 2011

<table>
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<tr>
<th>Ontario</th>
<th>Revenues</th>
<th>Subsidy</th>
<th>Expenses</th>
<th>% Subsidy</th>
<th>Non-cash</th>
<th>Capital</th>
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<tr>
<td>Brockville Arts Centre</td>
<td>$593,492</td>
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<td>Yes</td>
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<tr>
<td>Burlington Performing Arts Centre</td>
<td>$291,886</td>
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<tr>
<td>Capitol Centre - North Bay</td>
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<td>Centre in the Square</td>
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<td>Shenkman Arts Centre</td>
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<td>The Gibson Centre</td>
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<td>Roxy Theatre, Owen Sound</td>
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<td>$435,000</td>
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<td>No</td>
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Average: 25% (approximate - based on 1-12)
Property Index Map – Block 37073 City of Owen Sound

Owned by the City

Ownership Cannot be Determined

Ownership Cannot be Confirmed

Parking Option 1

Parking Option 2
DATE: December 12, 2012
TO: By-law Committee
FROM: Jeff Smith
DEPT: Clerk’s
SUBJECT: DRAFT OFF-STREET PARKING PERMITS POLICY

RECOMMENDATION: THAT in consideration of a report dated December 12, 2012 from the By-law Coordinator respecting a Draft Off-Street Parking Permits Policy:

1. The By-law Committee recommends that the Draft Off-Street Parking Permits Policy (NO: CrS-BL1) be adopted,

2. The By-law Committee requests that Owen Sound Police Services Staff develop an invoicing process with Financial Services for off-street permits and report back to the Committee, and

3. The By-law Committee directs the By-law Coordinator to conduct a review of the Off-Street Parking Permits Policy during the Traffic By-law review in accordance with the Committee’s 2013 Action Plan.

STRATEGIC INITIATIVE: “[ensure] communications with citizens and partners is an ongoing high priority.”

BACKGROUND: At their meeting on June 6, 2012, the By-law Committee passed the following motion:

THAT the Committee recommends to Council to have staff make the appropriate changes and rate of the Off-Street Parking Policy and application form to be $100 for 2 years and to be the same as the Fees and Charges By-law.”

ANALYSIS: Following the direction provided by the By-law Committee, staff have prepared a draft policy that specifies that the off-street parking permits fee is prescribed by the Fees and Charges By-law. The Fees and Charges By-law has established a fee of $100 for 2 years for off-street parking permits.

The minutes from the June 6, 2012 By-law Committee meeting also indicate that these permits have not been consistently enforced, that permit holders have not been charged for permits and that off-street spaces are not always appropriately signed. The minutes indicate that the By-law Committee is expecting a report on the collection process and other issues with this policy. This current proposed change ensures fees are consistent in by-laws and policies and with earlier direction provided
by the By-law Committee. It is important to note that this is only a first step and a number of other issues have not yet been addressed including:

- Ongoing billing for permits
- Tracking permits already issued
- Determination of the scope of the 2 year permit review
- A comprehensive policy review

Financial Services can bill for permits through the general accounts receivable module of Great Plains. This option is not yet being used for off-street permit invoices. In order to implement this invoicing option, staff issuing permits need to provide permit information to Financial Services as permits are issued. It is recommended that OSPS staff, as the permit issuers, work with Financial Services staff to establish a process to bill off-street permits through the Great Plains system.

Staff further recommends that a comprehensive review of the Off-Street Parking Permits Policy be conducted during the Traffic By-law review scheduled to begin in April 2013 in accordance with the Committee's 2013 Action Plan. This will provide an opportunity for staff and Council to address issues with the policy and incorporate the permit invoicing process.

**CONSULTATION:** Director of Financial Services, City Clerk

**FINANCIAL/BUDGET IMPLICATIONS:** None. The off-street parking permits fee set by the Fees and Charges By-law will not be changed.

**ATTACHMENTS:** Off-Street Parking Permits Policy NO: CrS-BL1

**CONFIDENTIAL APPENDIX:** NO

Prepared by:

Jeff Smith  
By-law Coordinator

Reviewed by:

Kristen Van Alphen  
City Clerk

Submitted by:

A. Ruth Coursey  
City Manager
On occasion, a property owner will request that parking be permitted off-street that normally contravenes the City traffic by-laws (i.e. on a boulevard) or the City’s Zoning By-law which prohibits front yard parking in residential zones unless there is insufficient area in, or inadequate access to, the side or rear yard, as detailed in Standard Drawing OSS-113, except for access to a garage, carport or parking space to the side or rear yard. In such a case, the following procedure will be taken and requirements met:

1. An application form (attached) will be filled out by the applicant, accompanied by an administration fee as prescribed in the City of Owen Sound’s Fees and Charges By-law No. 2011-086, as amended from time to time for assessment and engineering reports. Each application applies to one (1) space.

2. By-law Enforcement will conduct a preliminary site inspection to confirm the desired location, note and photograph any issues with the site, and confirm that parking in this space will not hinder traffic flow or contravene any other traffic ordinance or City By-law. This inspection still applies for parking on private property where it may become a violation of property standards by-laws.

3. By-law will then circulate the application to Operations, Planning and the County if applicable for comment.

4. When the form is completed, the applicant will be notified as to the decision of the division and the requirements of the property owner to maintain an approved off-street parking site.

5. Obligations of the property owner:
   - The space must be used only for parking for residents/customers of the property. This space will not be used for storage of vehicles or other materials.
   - The space must be hard-surfaced within sixty (60) days of receipt of the acceptance of the application, or other reasonable time for reasons of weather. By-law Enforcement will confirm this has been completed and will then finally sign off on the space or revoke the acceptance, whereby the applicant would be required to re-submit the application including administrative fee.
**STANDARD POLICY**

**SUBJECT:**
**OFF-STREET PARKING PERMITS**
(Formerly Policy No. CS74)

**DEPARTMENT:**
Corporate Services

**DIVISION:**
By-law

**COUNCIL AUTHORITY OR STAFF APPROVED:**
By-law Committee July 11/07 - Council Resolution Aug 13/07
By-law Committee - May 3, 2012

**NEW:**

**REVISED:** X

**DATE:** April 26/12

- Setbacks from roads and sidewalks will be abided by.
- Any signage associated with the space(s) must abide by the Sign By-law.
- It is understood that the property owner is responsible for the upkeep of the space regardless if it is on City property, in accordance with all Property Standards By-laws or other applicable By-laws.
- Unless the space is on private property, the permit is valid for two (2) years from issue at which time the property owner must renew the permit for a fee as prescribed in the City of Owen Sound’s Fees and Charges By-law No. 2011-086, as amended from time to time.
- The City reserves the right to revoke the permit with a minimum of sixty (60) days notice for the purposes of conducting City business involving the site.

By-law reserves the right to inspect the use of the space at any time, and to revoke a valid permit or refuse a renewal with proper documentation that the property owner has not complied with the provisions of this policy. Appeals to this policy will be heard by the Community Heritage and Planning Advisory Committee.
# Application for Off-Street Parking Permit

**Date of Application:**

**Name of Applicant:**

**Telephone Number:**

- **Home:**
- **Other:**

**e-mail (optional):**

**Mailing Address of Applicant**

- **Street:**
- **City:**
- **Postal Code:**

**Municipal Address of Subject Land** (if different from mailing address):

**Applicant is owner of property adjacent to the subject land:**

- **YES**
- **NO**

**Site is on residential property:**

- **YES**
- **NO**

**Describe reasons for this request:**

---

**Required for complete application:**

- Copy of legal survey showing **all** buildings, existing parking areas and driveways, property lines, sidewalk location (if any), utility poles, fire hydrants, telephone and cable junction boxes or, if a legal survey is not available, a scale drawing using metric units showing the same information.

**Application Fee paid by:**

- **Cheque**
- **Cash**
- **Money Order**
- **Other**

**Inspection Fee paid by:**

- **Cheque**
- **Cash**
- **Money Order**
- **Other**

* **Inspection Fee is required if Declaration on Page 2 is not signed by contractor**

**Received by:**

**Date:**

**Letter of consent from owner of adjacent property** (required if applicant does not own the property)

Upon receipt of the completed application form, survey, application fee and letter of consent (if required), the City of Owen Sound By-law Division will begin processing your application. This involves a site inspection at the convenience of the Enforcement Officer to view, photograph and assess the application site. The application will then be forwarded to the City of Owen Sound Operations Department and Community Services Department for verification that parking on this site and/or the City road allowance would not interfere with traffic flow, utilities, drainage, zoning or any other public utility or infrastructure.

If applicable, the Application will be forwarded to the County of Grey for same.

Applicant shall receive notice of the decision within 45 days of the date of receipt of a **complete** application. Should the request be granted, the requirements of the applicant to hold the permit will be outlined.

Upon issuance of the permit for Off-Street parking, the applicant will be required to construct the parking facilities, including hard surfacing (asphalt, concrete, brick, stone, etc.) according to the requirements of the City to conform to any applicable By-laws and Policies. The permit is valid for two (2) years from date of issue. Upon expiry, the applicant may renew the permit, subject to re-evaluation by the City, for a renewal fee as prescribed in the City of Owen Sound’s Fees & Charges By-law 2011-086, as amended.

---

**Applicant has read and understood the conditions of this application**

**Signature of Applicant**
Declaration of contractor regarding construction of off-street parking facilities:

I, ________________________________ certify that the approved off-street parking facilities are constructed in general compliance with the approved site layout, City of Owen Sound Policy CrS-BL1 and City of Owen Sound Standard Drawings OSS-112 and OSS-113 (if applicable).

Signed: 
Company: 
Date: 

FOR OFFICE USE ONLY

BY-LAW ENFORCEMENT

Site Visit Completion Date: 
Inspector: 
Signature: 
Notice of Decision Sent 
Date: 
Permit No.: 
Permit Expiry: 
Comments: 

OPERATIONS DEPARTMENT

Inspection Required __ YES __ NO Completion Date: 
Inspector: 
The Operations Department verifies that issuance of this permit will have a minor impact on any public services provided by the City of Owen Sound.

Approved by: 
Signature: 
Comments: 

PLANNING DIVISION

Date Application Received: 
Approved by: 
Signature: 
Comments: 


DATE: December 10, 2012
TO: By-law Committee
FROM: Jeff Smith
DEPT: Clerk’s
SUBJECT: INTERPRETATION OF THE OPEN AIR BURNING BY-LAW

RECOMMENDATION: THAT the By-law Committee receives the report dated December 10, 2012 from the By-law Coordinator respecting the Open Air Burning By-law.

STRATEGIC INITIATIVE: None.

BACKGROUND: At their meeting on December 5, 2012 the By-law Committee requested that the Open Air Burning By-law be brought to their attention, specifically regarding small open burning devices.

ANALYSIS:
The current Open Air Burning By-law No. 2007-235 allows small outdoor wood burning appliances including chimineas under the following circumstances:

- The appliance is not combustible and has been installed following the manufacturer’s instructions
- No more than 46 cm X 46 cm X 30 cm of dry firewood is used, little or no smoke is created and the fire is contained in the appliance
- The appliance is 3 metres away from any combustible material and not used on a wood deck
- Only one appliance is used at a time on one property
- Fires are only permitted between 4:00 p.m. and midnight and when there is not a ban on open air burning

These requirements are defined in section 2.3 of the by-law. If these requirements are not met, the user must obtain a Burn Permit.

The by-law also prohibits open air fires in certain areas (i.e. on public property or downtown), in certain weather conditions (fog, rain, wind) and using certain types of fuel (i.e. industrial waste, plastic, rubber or any material causing excessive fumes).

CONSULTATION: Fire Prevention Officers

FINANCIAL/BUDGET IMPLICATIONS: None.

ATTACHMENTS: Open Air Burning By-law No. 2007-235

CONFIDENTIAL APPENDIX: NO
Prepared by:

Jeff Smith
By-law Coordinator

Reviewed by:

Kristen Van Alphen
City Clerk

Submitted by:

A. Ruth Coursey
City Manager
BY-LAW NO. 2007-235

THE CORPORATION OF THE CITY OF OWEN SOUND

A BY-LAW FOR PRESCRIBING TIMES DURING WHICH FIRES MAY BE SET IN THE OPEN AIR AND THE PRECAUTIONS TO BE OBSERVED BY PERSONS SETTING FIRES, AND FOR SETTING FEES FOR FIRE PERMITS AND TO REPEAL BY-LAW 2006-098

WHEREAS the Municipal Act, 2001, c.25 provides that Councils of local municipalities may pass By-laws to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances; and

WHEREAS, in the opinion of City Council, the setting of unregulated open air fires is or could become or cause a public nuisance; and

WHEREAS the Municipal Act, 2001, c.25 provides that Councils of local municipalities may pass By-laws to regulate matters not specifically provided for by this Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality; and

WHEREAS the Fire Code, O. Reg. 213/97, FPPA Article 2.6.3.4, provides that open air burning shall not be permitted unless approved or unless such burning consists of a small confined fire supervised at all times, and used to cook food on a grill or a barbecue.

NOW THEREFORE the Council of The Corporation of the City of Owen Sound hereby enacts as follows:

SECTION 1 - DEFINITIONS:

1. The following definitions shall apply to this By-law:

1.1 "Agricultural waste" means any animal faecal deposits or manure, and animal carcasses.

1.2 "Automotive waste" means used automobile and truck bodies, tires, oil, grease, paint, cloth, rags, plastics or other material which contents include any of the aforementioned.

1.3 "City" means the Corporation of the City of Owen Sound.

1.4 "Compostable materials" means waste products from plants, trees, or other vegetation that are naturally bio-degradable including grass clippings, leaves, tree needles, garden waste, and weeds.

1.5 "Construction waste" means any material resulting from, or produced by, the complete or partial construction of a structure, including, but not limited to, pipe, concrete, asphalt, roofing material, masonry, wire, treated wood, particle board, paint, drywall, tar, and asphalt products.

1.6 "Demolition waste" means any material resulting from or produced by the complete or partial destruction or tearing down of a building.

1.7 "Domestic waste" means kitchen waste, food, scraps, cloth, rags, clothing, plastics and any other materials which contents include any of the aforementioned, including cardboard or newspaper.

1.8 "Enforcing Officer" means a Fire Prevention Officer, a Fire Inspector, a Fire Official, a Police Officer or a By-law Enforcement Officer appointed by the City to enforce the provisions of the City of Owen Sound by-law, or a person specially appointed by Council to enforce specific provisions of this By-law.
BY-LAW NO. 2007-235

1.9 "Fire Permit" means a permit issued under the authority of the Owen Sound Fire Chief or their designate.

1.10 "Industrial or Commercial waste" means any material resulting from, or produced by, any business, manufacturing process, trade, market or other undertaking.

1.11 "Open air fire" or "Open burning" means the outdoor combustion of permitted burning materials with or without control of the combustion air and without a stack or chimney to vent the emitted products of combustion to the atmosphere;

1.12 "Outdoor wood burning appliance" means a chiminea or other commercially produced small fire container for residential use, a fire pit or outdoor brick fireplace.

1.13 "Permitted burning materials" means untreated wood, pruning, branches, tree trunks, stumps, or other vegetation that have been allowed to dry for at least one (1) year and that do not constitute compostable materials.

1.14 "Public Nuisance" means the emission into the atmosphere of odour or smoke from open burning which disturbs the comfort and convenience of the neighbourhood or persons in the vicinity.

1.15 "Small confined fire" means a fire contained within a non-combustible base and edging, not exceeding one metre in diameter used for the purpose of cooking food.

1.16 "Smoke" means the gases, particulate matter, and all other products of combustion emitted into the atmosphere when a substance or material is burned including, without limitation, smoke, dust, gas, sparks, ash, soot, cinders, fumes, or other effluvia.

SECTION 2 - APPLICATION

2.1 SCOPE

2.1 The scope of this By-law is as follows:

2.1.1 All lands within the corporate limits of the City of Owen Sound are subject to the provisions of this By-law.

2.1.2 This By-law shall not apply to approved camp fires located within City owned campgrounds.

2.2 FIRES FOR COOKING FOOD

2.2 No person shall use a fire for the preparation of food for human consumption except under the following conditions:

2.2.1 The fire is only between the hours of 11:00 a.m. and 12:00 a.m. (midnight); and

2.2.2 The fire is wholly contained within a permanent or portable barbecue or a small contained fire; and

2.2.3 The fire is supervised at all times; and

2.2.4 The odour or smoke from the fire does not create a public nuisance.
2.3 OUTDOOR WOOD BURNING APPLIANCES

2.3.1 No person shall use an outdoor wood burning appliance within the City without a permit, unless the following provisions are met:

2.3.1 The manufacturer's installation instructions are followed; and

2.3.2 The appliance is not placed on a wooden deck or combustible platform; and

2.3.3 Only dry seasoned firewood is used and little or no smoke is created as a by-product; and

2.3.4 A clearance of three (3) metres in all directions from other combustible materials is observed; and

2.3.5 The appliance is not used when a ban has been placed on all open air burning; and

2.3.6 Only one appliance may be used on a property at a time; and

2.3.7 Fires are permitted only between the hours of 4:00 p.m. and midnight; and

2.3.8 The appliance is constructed from non-combustible material;

2.3.9 Only a volume of combustible material of less than 46 centimetres wide by 46 centimetres long by 30 centimetres high is permitted to burn or attempted to burn; and

2.3.10 The fire is contained within the appliance at all times.

SECTION 3 - RESTRICTIONS FOR ALL FIRES

3.1 No person or owner of any land shall:

3.1.1 Set, or permit to be set, an open air fire in the central business district in the City of Owen Sound as defined in the City of Owen Sound Official Plan, and set out in Schedule “B” of this By-law;

3.1.2 Set a fire or allow a fire to burn in any highway, park, walkway, public land, or upon any land owned by or operated under agreement with the Corporation of the City of Owen Sound without having first obtained permission to do so from an Officer of the Corporation;

3.1.3 Burn industrial or commercial waste, automotive waste, agricultural waste, construction waste, compostable materials, domestic waste, petroleum products, plastic, rubber, painted lumber, mixed demolition waste debris; or anything else that will cause excessive smoke or fumes which will create a public nuisance;

3.1.4 Set, or permit to be set, a fire in an incinerator, burning barrel or similar device;

3.1.5 Set a fire or permit a fire to burn when the wind is in such a direction or of such intensity so as to reduce the visibility on any highway or cause danger to any person or structure;

3.1.6 Set a fire or permit a fire to burn when wind conditions are such that sparks, ash, or cinders may cause the fire to spread beyond the controlled area of the open burning;
BY-LAW NO. 2007-235

3.1.7 Permit a fire to burn if an inversion forms, trapping smoke near the surface, creating a public nuisance on a nearby population;

3.1.8 Set a fire or permit a fire to burn if weather conditions on the site where the open burning is to take place are not suitable to the rapid dispersion of the smoke emissions to the atmosphere, creating a public nuisance on the nearby population;

3.1.9 Create, by the setting or burning of the fire, any odour or smoke which causes discomfort to any person residing in the area;

3.1.10 Set a fire or permit a fire to burn when rain or fog is present;

3.1.11 Set a fire or permit a fire to burn if a Smog Alert has been issued;

3.1.12 Set a fire or allow a fire to burn if the wind speed exceeds 15 km per hour during the open burning;

3.1.13 Burn materials other than commercially produced charcoal, briquettes, or permitted burning materials.

SECTION 4 - FIRE PERMIT REGULATIONS

4.1 No person shall set, burn or permit any fire to be set or burned, other than a small confined fire or a fire in an outdoor wood burning appliance, without first obtaining a Fire Permit.

4.2 The fee for the issuance of a fire permit are set out on Schedule "A" of By-law No. 2007-062.

4.3 The applicant for a fire permit shall:

4.3.1 Complete the prescribed application form by providing information and indicating that the provisions of this By-law will be complied with;

4.3.2 Pay the prescribed fee for the fire permit, to be issued by the Chief Fire Official or their designate.

4.4 The Chief Fire Official may from time to time make amendments to the Fire Permit application form that is administrative in nature.

4.5 Where a fire permit is required, no person shall:

4.5.1 Set a fire or permit the setting of a fire, or having set or permitted the setting of a fire, permit a fire to continue to burn without first having obtained a fire permit, in the form attached as Schedule "A", from the Chief Fire Official, or their designate, and in accordance with the provisions of the permit and this By-law;

4.5.2 Set a fire or permit a fire to burn between sunset and sunrise unless otherwise expressly permitted by permit;

4.5.3 Set or maintain a fire, in the open air on a specified day for disposal of vegetable matter or vegetation on farm lands which is normal and incidental to farming purposes, without a fire permit first being issued to cover the period of the proposed fire and shall notify the Fire Department for each day of the proposed fire, provided the farmer complies with all provisions of this By-law;
4.5.4 Set a fire or allow a fire to burn on any land of which they are not the registered owner, without the written permission of the registered owner, which permission shall be evidenced by the signature of the registered owner of the land on the fire permit.

4.6 A fire permit may be cancelled or suspended at any time by the Chief Fire Official or their designate and immediately upon receiving notice of such cancellation or suppression the permitted applicant shall extinguish any fire started under the permit.

4.7 Where a fire permit has been issued pursuant to this By-law the applicant and the owner shall jointly and severally be responsible for any damage or injury to persons or property with respect to the setting of a fire or permitting the fire to burn and to insure that:

4.7.1 Not more than one (1) cubic metre of material is burned at any one time; and

4.7.2 Only dry material is burned (excluding leaves); and

4.7.3 The fire is kept at least 15 metres from any dwelling and/or from any structure, hedge, fence, vehicular roadway, overhead wire or combustible material whatsoever; and

4.7.4 The fire is attended at all times until it is completely extinguished; and

4.7.5 Sufficient equipment and resources are available at the burn site to extinguish the fire if the fire gets out of control or is causing any adverse effect including those set out in Section 3 above; and

4.7.6 The Owen Sound Fire & Emergency Services Department is informed, prior to setting the fire, of the approximate time the fire will be set and extinguished; and

4.7.7 At the end of the burn, that the fire is completely extinguished before leaving the burn site.

SECTION 5 - INSPECTIONS AND ORDERS

5.1 An Enforcing Officer or Fire Department official may enter, at all reasonable times, on any property that is subject to this By-law, to ascertain whether the regulations in this By-law are being complied with.

5.2 An Enforcing Officer or Fire Department official may order the extinguishing of any open burning that is in violation of this bylaw.

5.3 If, in the opinion of the Enforcing Officer or Fire Department official, the open burning poses an imminent danger to persons, structures or other properties, or smoke emissions are creating a public nuisance, the Enforcing Officer or fire department official may:

5.3.1 Require the open burning to be extinguished; or

5.3.2 Require that no additional burning material be added to the fire.

5.4 No person shall interfere with or obstruct an Enforcing Officer or Fire Department official while performing their duties pursuant to this By-law.
BY-LAW NO. 2007-235

SECTION 6 – EXEMPTIONS

6.1 Nothing in Section 3 prohibits the following:

6.1.1 A small contained fire pursuant to Section 4 of this By-law;

6.1.2 A fire wholly contained in a permanent or portable barbecue.

SECTION 7 - OFFENCES AND PENALTIES

7.1 Any person who contravenes the provisions of this By-law is guilty of an offence and upon conviction therefore is subject to the penalty set out in the Provincial Offences Act.

7.2 Every person responsible for open burning who fails to heed the order of an Enforcing Officer or fire official, shall be responsible for all costs and expenses resulting from extinguishment by the Enforcing Officer, Fire Department official or Fire Department.

7.3 Where the provisions of this By-law are in conflict with the provisions of any other City By-law, the provisions of this By-law shall prevail.

SECTION 8 – SEVERABILITY

8. If, for any reason, any section, clause or provision of this By-law is declared invalid by a court of competent jurisdiction, the same shall not affect the validity of this By-law as a whole or any part thereof other than the part which was declared to be invalid.

SECTION 9 – SHORT TITLE

9. This By-law may be cited as the "The City of Owen Sound Open Air Burning By-law".

SECTION 10 - REPEALED

10. By-law No. 2006-098 is hereby deemed to be repealed, subject to and the provisions of Section 11 hereof.

SECTION 11 – DATE OF EFFECT

11. This By-law shall come into full force and effect upon the final passing thereof and upon receipt of short form wording approval from the Regional Senior Justice.

FINALLY PASSED AND ENACTED this 3rd day of December, 2007.

__________________________
Mayor

__________________________
Clerk
SCHEDULE "A" TO BY-LAW 2007-235

CITY OF OWEN SOUND
FIRE & EMERGENCY SERVICES
1209 3rd Avenue East
Owen Sound, Ontario
N4K 2L6

Telephone (519) 376-2512
Fax (519) 372-0757

APPLICATION FOR A FIRE PERMIT
(Pursuant to Open Air Burning Bylaw No. 2007-235)

The authority granted the applicant, by the issuance of this permit, may be revoked at anytime in accordance with By-law No. 2007-235.

Permit No. ______
Permit Fee ______

Applicant's Name: ____________________________

Mailing Address: ______________________________

Telephone No: ________________________________

Location of Burn: ______________________________

Registered Owner: _____________________________

Type of material to be burned: ____________________

Estimated quantity: _____________________________

Proposed date for burn: _________________________

Person responsible for supervising burn: ________

Telephone #: _________________________________

I, the undersigned, make application for a Fire Permit, pursuant to Bylaw No 2007-235, and I confirm that the material to be burned meets the requirement of the Environmental Protection Act, and the conditions under which the burn will take place, meet the requirements of Bylaw No. 2007-235.

Date ____________________________

Applicant's Signature __________________________

Date ____________________________

Owner's Signature ___________________________

Pursuant to the provisions of Bylaw No. 2007-235, this Permit authorizes ____________________________

to hold a supervised open air fire at ____________________________
on ____________________________

NOTICE: FAILURE TO CONDUCT THE BURN IN ACCORDANCE WITH THE BY-LAW MAY RESULT IN A FINE.

Date: ____________________________

Per: ____________________________

Issuing Officer ____________________________

It is the responsibility of the applicant, PRIOR TO STARTING THE BURN, to call the Fire Department and inform them of the approximate time the burn will commence and end. Owen Sound Fire & Emergency Services (519) 376-2512.

Personal Information on this form is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of enforcing the provisions of Bylaw No. 2007-235. Questions should be directed to the Fire Chief.
SCHEDULE "B" TO BY-LAW 2007-235

DISTRICT WHERE OPEN AIR BURNING IS PROHIBITED

NO OPEN AIR BURN DISTRICT
DATE: December 6, 2012
TO: J. Smith DIV: By-law DEPT: Clerks
FROM: H. White DIV: DEPT: Clerks
SUBJECT: CIVIL MARRIAGE SERVICES

COMMENTS: City Council, at its meeting held on December 3, 2012 considered the above noted matter and the following resolution, R-121203-025, was adopted:

"THAT the matter of Civil Marriage Services be referred to the By-law Committee for review."

Helen White
Deputy Clerk
hw

c: K. Van Alphen, City Clerk
Council Pending File – By-laws
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<th>Action/Direction</th>
<th>Required Direction and Timeline</th>
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<td>Draft Policy and By-law Amendment to permit and govern initiative</td>
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<tr>
<td>2012-Jul</td>
<td>Meter Hood Policy – Exemption to Traffic By-laws</td>
<td>Make changes to policy Crs-BL3 for consistency</td>
<td>2012-Dec</td>
<td>By-law Coordinator</td>
<td>By-law Complete</td>
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<tr>
<td>(Staff)</td>
<td>Review Six Mandatory Municipal By-law</td>
<td>Initial review of six critical by-laws mandated by the Municipal Act</td>
<td>Report for By-law Committee 2012-Dec</td>
<td>Clerks</td>
<td>By-law Under Review</td>
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<tr>
<td>2012-Sep</td>
<td>Enforcing Accessible Parking on Private Property</td>
<td>Draft a by-law similar to Windsor sample allowing City Enforcement officers to ticket, fine and tow.</td>
<td>For By-law Committee 2012-Dec</td>
<td>By-law Coordinator</td>
<td>By-law</td>
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<tr>
<td>2012-Oct</td>
<td>ATV Route on City Streets</td>
<td>Report on ATV by-laws/best practices inc comments from Police Services &amp; Operations</td>
<td>Report for By-law Committee 2012-Dec</td>
<td>By-law Coordinator</td>
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<tr>
<td>(Staff)</td>
<td>Fees and Charges</td>
<td>Review By-law to ensure they are consistent and current</td>
<td>Coordinated with 2013 Budget 2013-Jan</td>
<td>By-law Coordinator</td>
<td>Budget Under Review</td>
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<td>2012-Jun</td>
<td>Traffic By-law</td>
<td>Top 10 By-laws to Review</td>
<td>2013-Feb</td>
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<td>2012-Jun</td>
<td>Extended Parking Licence</td>
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<td>2012-Jun</td>
<td>Communication Policy - By-law Updates</td>
<td>Top 10 By-laws to Review</td>
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<td>2012-Jun</td>
<td>Sign By-law</td>
<td>Determine lead committee, review with other committees (Inc, DIA, Accessibility, Planning, Economic Development)</td>
<td>2013-Feb</td>
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<td>2012-Oct</td>
<td>Outdoor Cafes</td>
<td>Review Policy for downtown cafes with Stratford as an example, consider stakeholder meeting</td>
<td>Report for By-law Committee 2013-Apr</td>
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<td>2012-Oct</td>
<td>Active and Safe Routes to School</td>
<td>Find more information if available</td>
<td>Memo for By-law Committee 2013-Apr</td>
<td>By-law Coordinator</td>
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<td>2012-Jun</td>
<td>Waste Management By-law (Bag Tags.)</td>
<td>Top 10 By-laws to Review</td>
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<td>Tree By-law</td>
<td>Top 10 By-laws to Review</td>
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<td>Parking</td>
<td>Change parking lot 9 to permit-only parking</td>
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<td>2012-Sep</td>
<td>Fireworks Exemption in Noise By-law</td>
<td>Add exemption for permitted fireworks to Noise By-law</td>
<td>Pending Noise By-law Review TBD</td>
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<td>Item</td>
<td>Consultation Strategy</td>
<td>Jan</td>
<td>Feb</td>
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<td>Review Six Mandatory Municipal By-law</td>
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<td>Outdoor Cafes</td>
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<td>Business Licensing &amp; Regulating By-laws</td>
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<td>Group Feedback (FCR)</td>
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<td>Action Plan: Review 2013, Develop 2014</td>
<td>Consult Staff</td>
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**Legend:**
- **Staff Research & Review**
- **Public & Department Consultation**
- **B** By-law Committee Review
- **C** Presentation to Council