



REPORT

Office of the Clerk

Meeting: Committee of the Whole

Date: July 8, 2025

Report No.: ADMIN-03-25

RESOLUTION NO.: _____ **BY-LAW NO.:** _____

Subject: Cramahe Township Sign Replacement

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report ADMIN-03-25 for information.

Background:

At the Committee of the Whole meeting held on November 5, 2024, Mark Turney of the Economic Development Committee presented a report outlining the urgent need for repair and stabilization of the “Welcome to Cramahe” signage located at approximately thirteen entry points into Cramahe Township. These signs were originally installed in 2011.

The Committee of the Whole supported the report and recommended the following motion, which was subsequently approved by Council at its November 19, 2024, meeting:

Economic Development Advisory Committee – Township Signage Committee of the Whole Item: 11.a.a.

Resolution No. 2024-322

Moved by: Councillor Sherry Hamilton

Seconded by: Councillor Van Egmond

BE IT RESOLVED THAT Council authorize the immediate repair and stabilization of the Cramahe Township signs located at County Road 22 (Castleton) and County Road 25 (Castleton); and

THAT Council prioritize the recommendations of the Cramahe Signage Report within the 2025 budget year.

CARRIED

Assessment and Scope of Work

Staff presented the Economic Development Committee's inspection report to the original signage vendor, *Signs By Carved in Stone*. The company conducted a comprehensive assessment and identified the following required work:

- **Hamlet Signs (7 locations):**
 - Remove existing signs and posts
 - Replace posts with 6x6x12 pressure-treated lumber, set in new concrete
 - Paint posts
 - Fabricate and install new signs
- **Gateway Signs (6 locations):**
 - Remove, clean, and reinstall existing "Cramahe" signs
 - Replace "Welcome" signs with new materials
 - Replace two brackets with new aluminum materials
 - Paint posts
- **Industrial Signage (2 locations):**
 - Remove existing posts and replace with new posts
 - Install two new signs

Total estimated cost for the above work: \$18,023.50

Staff Comments:

Staff from the Roads and Parks & Recreation departments have assessed the condition of the signage and the proposed work. It is the recommendation of staff that the replacement and repair work, as outlined by the signage contractor, represents the most effective and efficient path forward. The anticipated timeline for completion is approximately two months.

Financial Implications:

In accordance with the Council-approved motion and the Township's Procurement Policy No. 2020-77, Appendix 3 – Circumstances for Non-Standard Procurement, Section 1(c):

"To ensure compatibility with existing goods and products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights or to maintain specialized products that must be maintained by the manufacturer or its representative."

Funding for this project will be allocated from municipal reserves - Admin Use Reserves which currently has a balance of \$50,000.

Concluding Comments:

Staff will proceed with the replacement and repair of the Cramahe Township signage. This long-overdue initiative will significantly enhance the visual appeal of the township and reinforce a welcoming image at all key entry points.

Submitted by:

Holly Grant, CAO/Clerk

Reviewed by:

Heather McColl, Asset Management Coordinator

Chris Curwin, Manager of Parks, Recreation & Facilities