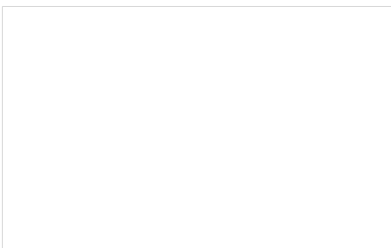

THE CORPORATION OF THE TOWNSHIP OF CENTRAL

FRONTENAC

BY-LAW # 2021-____

Being A By-Law to Update Its Policy to Regulate Civic Addressing

and to Repeal By-Law 2001-109



WHEREAS Section 116 (1) of the Municipal Act, S.O. 2001, c. 25,

as amended (hereinafter the “Act”) authorizes a municipality to

establish, maintain and operate a centralized communication system

for emergency purposes;

AND WHEREAS Section 116 (2) of the Act provides that a

municipality that has passed a by-law under section 116 (1) may at

any reasonable time enter upon land to affix numbers to buildings or

erect signs setting out numbers on land;

AND WHEREAS for the purpose of emergency response, public

safety, and orderly land use planning, Council passed By-Law 2001-

109 on the 27th day of November, 2001 to establish a

system for numbering every property along every public

highway, ~~private road, every water access property,~~

~~and island properties within the municipality and assigning a civic~~

~~address number to all properties where applicable / possible;~~

~~AND WHEREAS the Corporation of the Township of Central-~~

~~Frontenac is desirous to update this system to reflect current-~~

~~realities and technologies.--~~

~~NOW THEREFORE the Council of the Corporation of the Township-~~

~~of Central Frontenac hereby enacts as follows:-~~

~~1.THAT the Public Works Manager is appointed~~

~~911 Co-ordinator, and hereby delegated authority to~~

~~manage the civic addressing policy for the Township~~

~~including but not limited to making minor administrative~~

~~changes to the policy and application form attached to this~~

~~by law as he or she deems necessary;~~

:

~~2.No building permit, occupancy~~

~~permit or entrance permit shall be issued for a~~

~~property until a civic address has been assigned~~

~~under this by-law.~~

:

~~3. Without exception, there shall be no~~

~~duplication of a civic address within the~~

~~boundaries of a municipality. Road names shall~~

~~not be duplicated and a number shall not be~~

~~duplicated on any one road, lane, lake (water~~

~~access properties) or island.~~

:

4.THAT the “Policy to Regulate the-

Civic Addressing System”, attached hereto as-

Schedule ‘A’ is hereby adopted;-

[CD1][HR2]-

5. ~~THAT Schedule 'B'; being the Application~~

~~for Civic Address Number is attached~~

~~hereto for information purposes, but does~~

~~not form part of this By-~~

~~law~~^[CD3]^[HR4]:

-

6. ~~THAT property owners shall be~~

~~responsible for maintenance of~~

~~[CD5][HR6] the civic address sign including, the~~

~~post and blade once installed. The signs~~

~~shall be kept in good condition, free of~~

~~obstruction, and always visible to~~

~~oncoming traffic.~~

:

~~7.No person shall~~

~~move, remove, alter, deface,~~

~~damage, or destroy any number~~

~~blade or sign post erected in~~

~~accordance with this Policy~~

~~without the prior written approval~~

~~of the Township.~~

:

8. In the event a civic

address sign is

damaged, or

removed through no fault of the

Township, the property owner

shall request a replacement at

their expense. _

:

~~9. The~~

~~application fee for a~~

~~civic address number is~~

~~hereby established at~~

~~\$100.~~

~~:~~

10. ~~The fee for~~

~~Replacement~~

~~civic address sign is~~

~~\$75.00~~

~~[HR7] and~~

~~the fee for replacement~~

~~posts is \$ _____ and the~~

~~fee for township staff to~~

install the new sign is-

\$____, said fees also-

subject to the annual-

Cost Index referred to-

in paragraph 4 above.

=

~~11.F~~

~~he fees set~~

~~out in this by~~

~~law may be~~

~~adjusted~~

~~annually on~~

~~and effective~~

~~the 1st of~~

February-

based upon-

the 3rd-

quarter-

Statistics-

Canada Non-

Residential-

Cost Index:-

Ottawa; where

such index-

indicates-

negative-

growth, the-

fees shall-

remain at the-

level-

~~established for~~

~~the prior year.~~

~~The Public~~

~~Works-~~

~~Manager shall~~

~~provide notice-~~

~~by February-~~

~~1st of each-~~

year of any-

increase-

resulting from-

the non-

Residential-

Cost Index,-

rounding the-

fees up to the-

~~next dollar,~~

~~however no~~

~~amendment to~~

~~the by-law~~

~~shall be~~

~~required to~~

~~give effect to~~

~~the fee~~

changes.

=

~~12.F~~

~~or road~~

~~access~~

~~properties,~~

~~township staff~~

~~shall generally~~

~~be responsible~~

~~to complete~~

the initial-

installation of-

the sign post-

and the civic-

address-

number blade-

for each-

application to-

ensure that-

the installation

meets the-

standards of-

the Policy.-

Notwithstandi

ng, the Public-

Works-

manager at-

his/her sole-

discretion may

allow the-

applicant to-

install their-

own sign-

provided the-

installation-

meets the-

standards of-

the policy.

:

~~13.~~

~~For water~~

~~access only~~

~~and island~~

~~properties, the~~

~~property~~

~~owner shall be~~

~~responsible~~

~~for installation-~~

~~to the-~~

~~standards of-~~

~~this policy.~~

~~and the-~~

~~signage shall-~~

~~be installed-~~

~~within 60 days~~

of receipt of

materials. The

sign post,

blade and

related

hardware will

be supplied by

the township

~~and the~~

~~property~~

~~owner shall~~

~~arrange to~~

~~pick up the~~

~~materials from~~

~~the municipal~~

~~office during~~

regular-

business-

hours or from-

a-

predetermined

location where

the Township-

agrees to-

deliver the-

signs when-

they are-

available for-

installation.-

The person-

receiving the-

civic address-

number sign-

and related-

materials shall

be required to-

sign for-

receipt of such

and a copy of-

this By Law-

~~and policy.~~

~~which~~

~~provides~~

~~installation~~

~~instructions~~

~~and standards~~

~~that shall be~~

~~complied with.~~

~~14.A~~

~~ny person who~~

~~contravenes~~

~~any of the~~

~~provisions of~~

~~this By-law~~

~~shall, in~~

~~addition to any~~

~~other penalty~~

~~provided for in~~

~~this By-law, be~~

~~guilty of an~~

~~offence and~~

~~upon~~

~~conviction is~~

~~liable to a fine~~

~~of not more-~~

~~than five-~~

~~thousand-~~

~~dollars-~~

~~(\$5,000.00)-.~~

⋮

⋮

~~15.1~~

~~f an owner~~

~~fails to install~~

~~a civic~~

~~address~~

~~number sign~~

~~for their~~

~~property when~~

~~required, fails-~~

~~to maintain or~~

~~replace a~~

~~damaged or~~

~~removed sign-~~

~~or does not~~

~~install the sign~~

~~according to-~~

the standards-

required in the

Policy, said-

owner shall be

in-

contravention-

of this By-law-

and the Public

Works-

Manager, in-

consultation-

with the Chief-

Administrative

Officer, issue-

an order to the

owner for the-

~~necessary~~

~~remediation to~~

~~be done within~~

~~30 days of the~~

~~date of the~~

~~Order. Failure~~

~~to comply may~~

~~result in the~~

~~Township~~

~~installing the~~

~~civic address~~

~~number sign~~

~~at the owner's~~

~~expense, and~~

~~if the owner~~

~~does not pay~~

~~all expenses-~~

~~to the-~~

~~Township-~~

~~within thirty-~~

~~(30) days, the-~~

~~Township-~~

~~shall add such~~

~~expense to-~~

~~the tax roll for~~

~~the property~~

~~and collect the~~

~~same amount~~

~~as municipal~~

~~taxes~~

~~including~~

~~penalty~~

implications.

=

=

~~16.~~

~~n addition to-~~

~~or as an-~~

~~alternative to-~~

~~any other-~~

~~remedies-~~

~~available to-~~

~~the-~~

~~municipality,~~

~~every person~~

~~who~~

~~contravenes~~

~~any provision~~

~~of this By-law~~

~~is liable for an~~

~~Administrative~~

~~Monetary~~

~~Penalty (AMP)~~

~~in lieu of~~

~~prosecution~~

~~and fine,~~

~~pursuant to~~

~~section 434.1~~

~~of the~~

Municipal Act,

2001, as

amended.

:

17.

At the

discretion of

the Public

Works

Manager, any

person who

breaches any

provision of-

this By-law-

may be issued

an-

Administrative-

Monetary-

Penalty Notice

in an amount-

~~not to exceed~~

~~\$500.00.~~

=

~~18.~~

~~The AMP~~

~~Notice shall~~

~~include the~~

~~following~~

~~information:~~

~~-(i)-~~

~~The name of the~~

~~person contravening~~

~~this By-law;~~

~~-(ii)-~~

~~The particulars of~~

~~the contravention;~~

~~(iii)~~

~~The amount of the~~

~~AMP and the date~~

~~payment is due;~~

~~(iv)~~

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~~19.1~~

~~he AMP~~

~~Notice may be~~

~~served in the~~

~~same manner~~

~~as an order~~

~~under this By~~

law.

~~20. U~~

~~pon receipt of~~

~~the AMP~~

~~Notice, the~~

~~person named~~

~~in the Notice~~

~~shall pay the~~

~~prescribed~~

~~amount to the~~

~~Township~~

~~within fifteen~~

~~(15) days.~~

21.

Where an

AMP is paid in

full within

fifteen (15)

days of

receipt, no

~~prosecution~~

~~shall be~~

~~initiated~~

~~against that~~

~~person for the~~

~~same offence.~~

22. Where an AMP

is not paid in-

full within-

fifteen (15)-

days of-

receipt, a-

further late-

payment-

~~charge shall~~

~~be levied in~~

~~accordance~~

~~with the~~

~~Municipality's~~

~~Fees and~~

~~Charges By~~

~~law.~~

~~23.1~~

~~he Township~~

~~may collect~~

~~any unpaid~~

~~AMP from the~~

~~person named~~

~~in the AMP as~~

a debt owed to

the Township-

in any manner

permitted by-

law:-

:-

In addition to-

~~any other~~

~~collection~~

~~method, the~~

~~Township may~~

~~add the~~

~~amount owing~~

~~to the tax roll~~

~~of the person~~

~~named in the~~

~~AMP Notice~~

~~and collect the~~

~~amount in the~~

~~same manner~~

~~as real~~

~~property~~

~~taxes.~~

~~24.1~~

~~this By-law~~

~~shall come~~

~~into force and~~

~~take effect~~

~~upon~~

~~adoption, and~~

~~be known as~~

the “Civic-

Addressing-

By-Law”.

:

25.I

hat By-Law-

2001-109 be-

repealed.

:

READ a first and

second time this

=====

12th day

of January, 2021.

READ a third time and

passed this

12th day

of January, 2021.

:

:

Frances Smith, Mayor

Cathy MacMunn, CAO

Clerk

:

:

Schedule 'A' to By-Law

2021

2

POLICY TO

REGULATE THE CIVIC

ADDRESSING

SYSTEM WITHIN THE

TOWNSHIP OF

CENTRAL

FRONTENAC

:

1.

DEFINITIONS

:

~~1. "Civic~~

~~Address" shall~~

~~mean the name of~~

~~the road and the~~

~~number assigned,~~

~~or in the case of~~

~~water access and~~

~~island lots, the~~

name of the

island; the

name

of the lake and the

number assigned

by the Township

to a property in

accordance with

this Policy for the

purpose of

describing the

property's

location within the

Township.

2. "Heig

ht" shall mean the

vertical distance

above the existing

grade.

3. “High

way” shall have

the meaning as

prescribed in

Section 25 and 26

of the

Act, either opened

or under the

jurisdiction of the

Township of the

Central

Frontenac.

4. "Muni

cipality" shall

mean the

Township of

Central Frontenac.

5. “Num

ber” shall mean-

the multi-digit-

number assigned-

by the Township in

accordance with-

this Policy as part-

of the civic-

address for the

property.

6. "Num

ber Blade" shall

mean a plate on

which the number

or sub-number

forming part of the

civic address of

the property is

affixed in-

accordance with

this Policy.

~~7. "Own~~

~~er" shall mean the~~

~~person who is the~~

~~registered owner~~

~~of the property~~

~~according to the~~

~~last revised~~

~~assessment roll~~

for the Township.

8. Publi

c Works Manager

shall include

his/her delegates;

~~9. "Prop~~

~~erty" shall mean a~~

~~separate parcel of~~

~~land to which an~~

~~assessment roll~~

~~number has been~~

~~assigned~~

~~according to the~~

last revised

assessment roll

for

the Township.

10. Recreational Road

shall mean a

private lane

servicing the

interior areas of a

campground, park

or other privately

owned

~~facility~~^{[CD8][HR9]}. For

~~clarity, privately~~

~~owned~~

~~facility does not~~

~~include a~~

~~condominium~~

~~created under the~~

~~Condominium Act,~~

~~1998, S.O. 1998,~~

~~c. 19 as amended~~

~~unless specifically~~

~~indicated.~~

~~11. "Re~~

~~ad" shall~~

~~mean any~~

~~public~~

~~Highway, un-~~

~~assumed~~

~~road or~~

~~private lane~~

that has-

more than-

two civic-

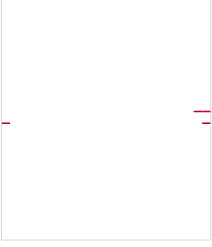
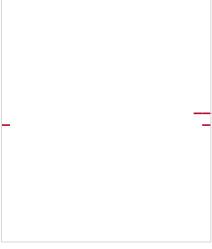
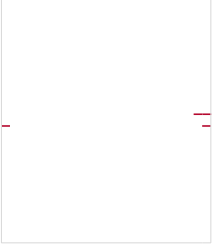
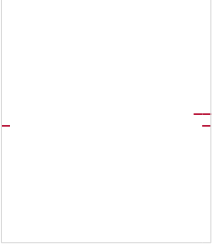
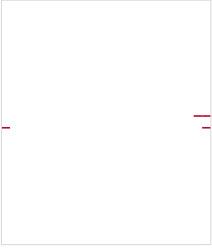
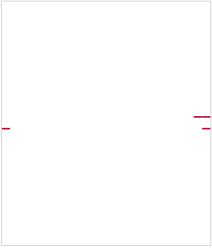
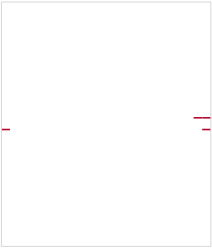
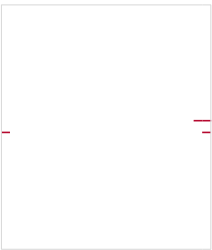
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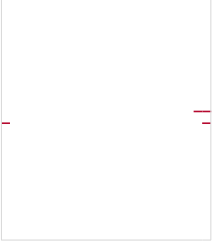
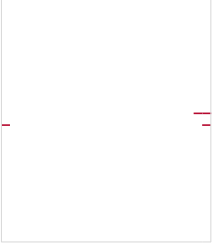
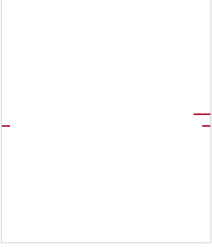
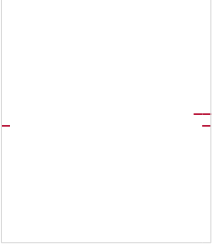
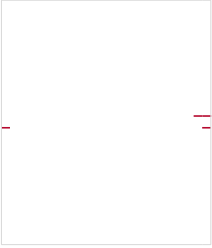
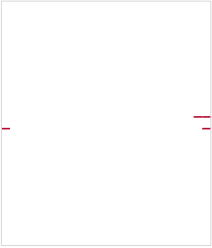
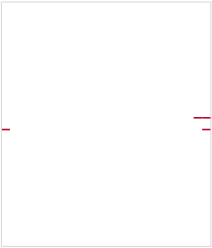
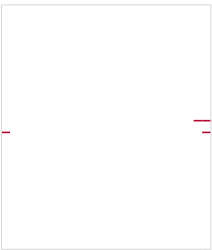
and/or has-

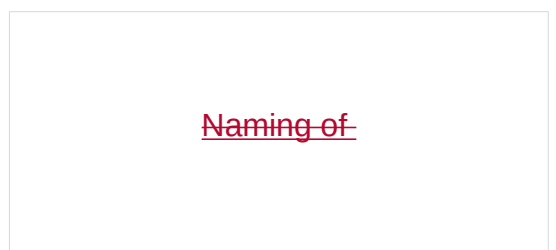
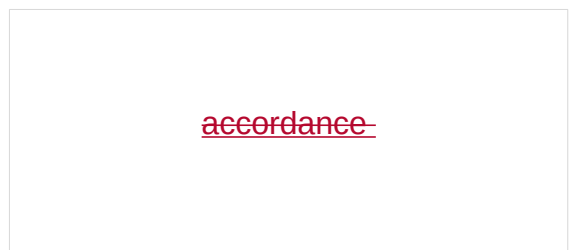
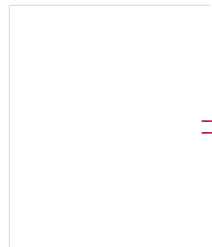
been named-

or renamed-

in-







~~the Roads~~

~~By-law(s) for~~

~~the~~

~~Township,~~

~~but~~

~~shall not~~

~~include~~

~~Recreational~~

Roads

~~12.~~

~~“~~

~~Sign-~~

~~Post”~~

~~shall-~~

~~mean a-~~

~~support-~~

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~~13.~~

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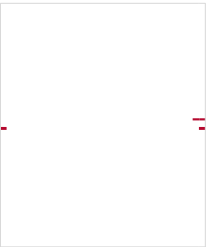
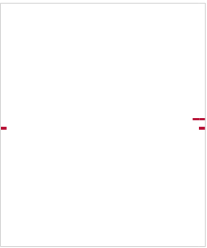
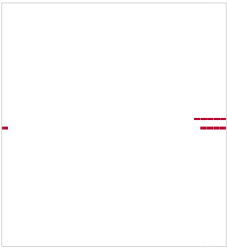
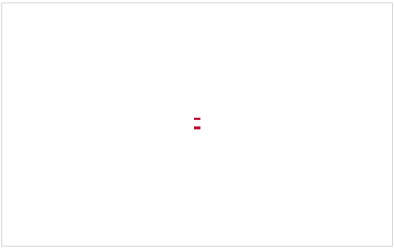
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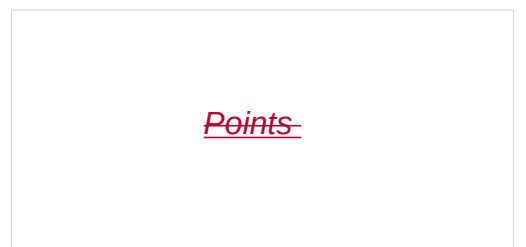
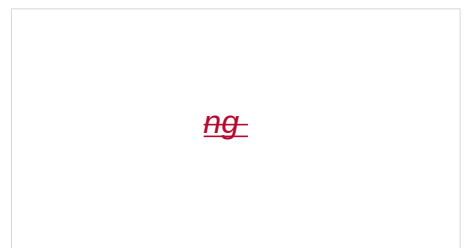
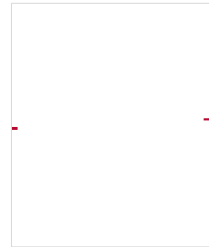
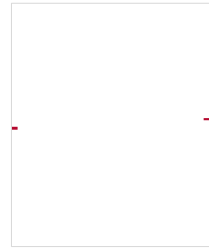
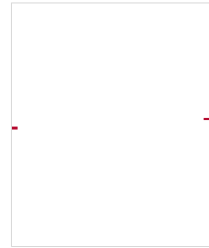
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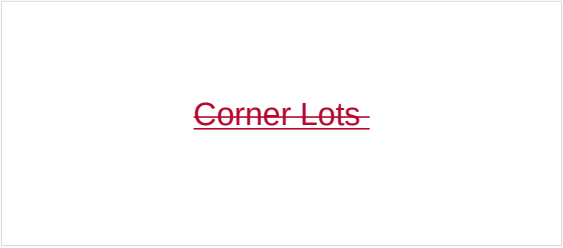
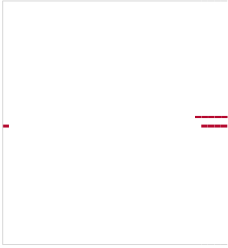
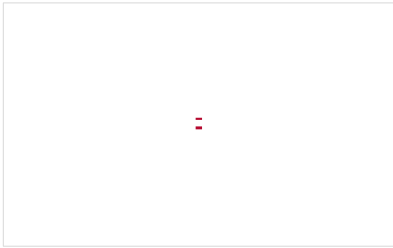
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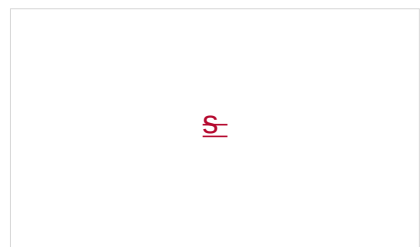
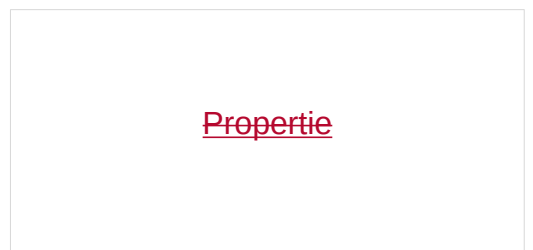
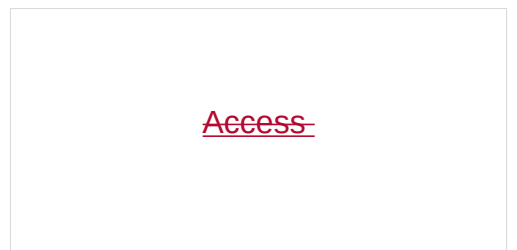
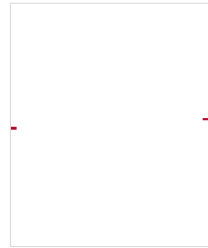
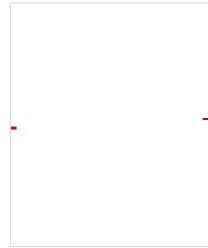
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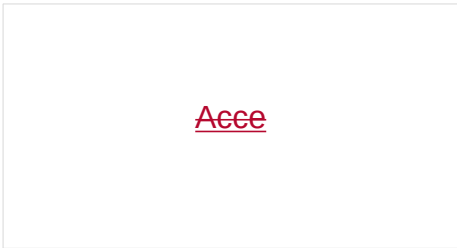
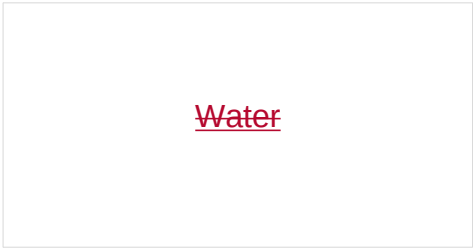
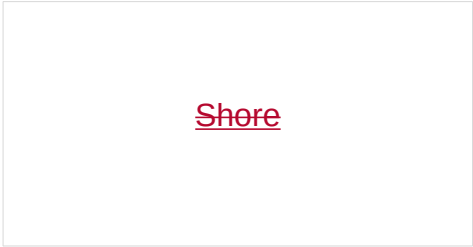
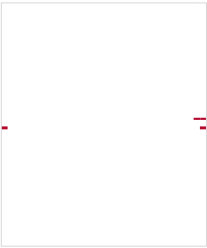
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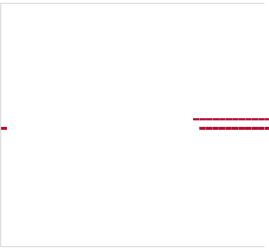
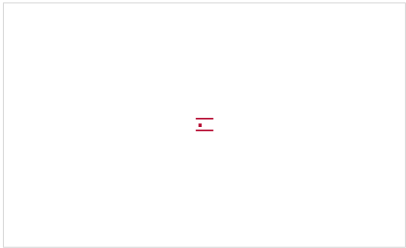
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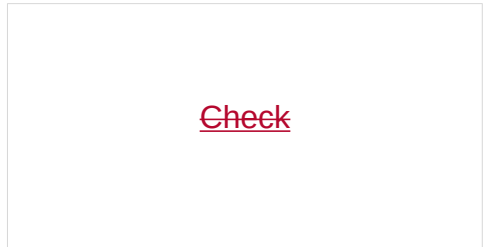
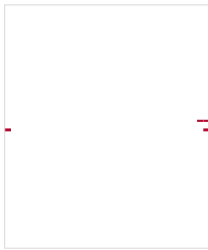
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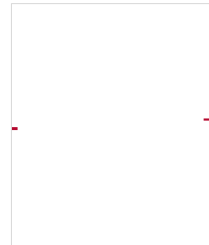
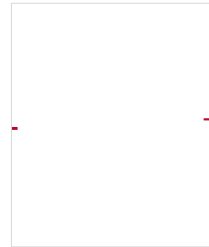
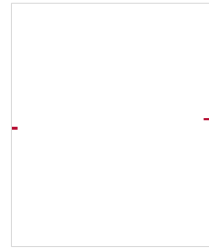
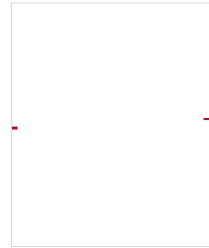
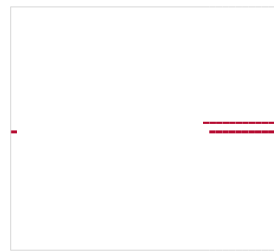


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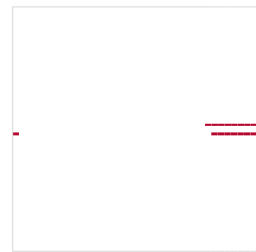
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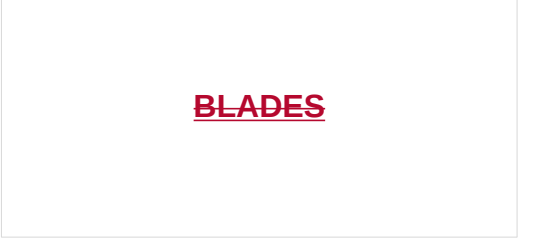
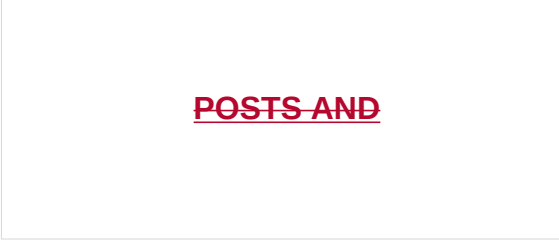
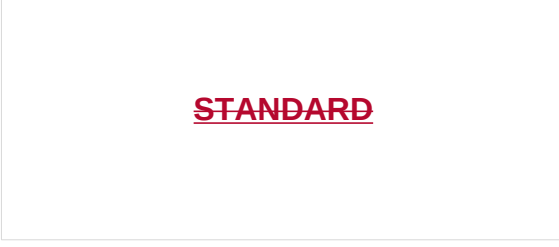
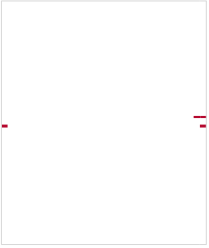
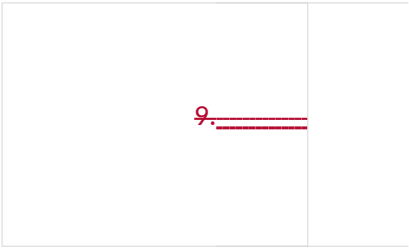
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~~that is-~~

~~bolts-~~

~~and-~~

~~locknut~~

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10.

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OF CIVIC

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2. ~~Within~~

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[\[CD15\]](#)

[\[HR16\]](#)

~~assigni~~

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3. ~~New~~

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~~address~~

~~ing-~~

~~informat~~

~~ion-~~

~~shall be~~

~~added~~

~~to the~~

~~appropri~~

~~iate~~

~~municip~~

~~at~~

~~records~~

~~(i.e. 911~~

~~register,~~

~~maps,~~

~~etc.)~~

~~and~~

~~sent to~~

~~Bell~~

~~Canada~~

~~(to be-~~

~~built-~~

~~into the-~~

~~911-~~

~~system)~~

~~, and-~~

~~forward~~

~~ed to-~~

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Police,

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Refer to

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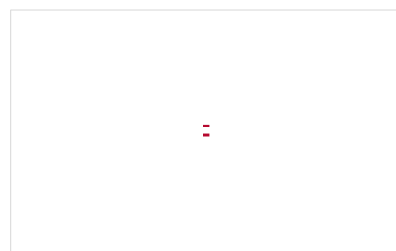
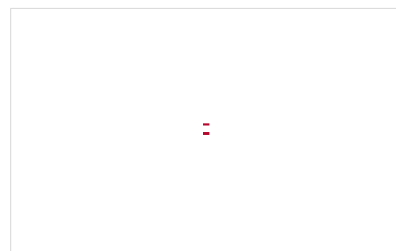
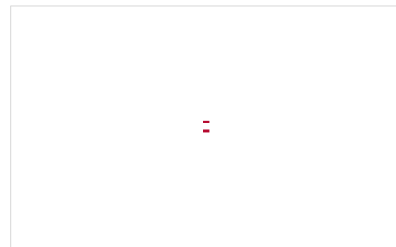
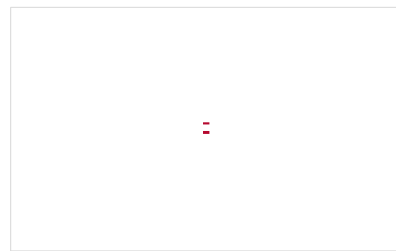
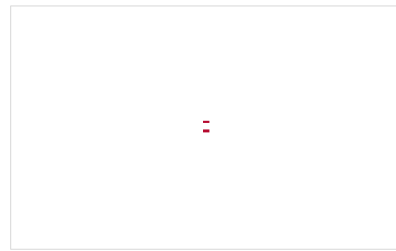
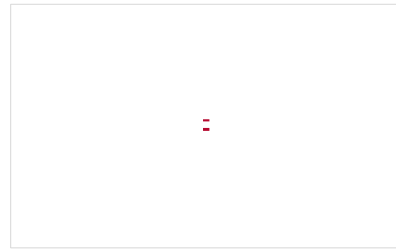
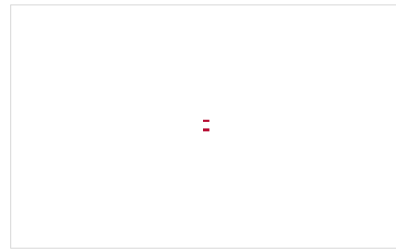
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[HR18]

⋮

⋮

⋮



[HR2]A

~~greed~~

[CD3] ~~§~~

~~onsider taking~~

~~schedule B out of~~

~~bylaw otherwise~~

~~if you modify~~

~~form at any time.~~

~~you need to~~

~~amend the~~

~~bylaw. You could.~~

~~also put in~~

~~wording~~

~~somewhere to~~

~~indicate that the~~

~~PW manager is~~

~~delegated~~

~~authority to~~

~~revise schedule B~~

~~without council.~~

~~approval~~

[HR4]~~A~~

~~greed-~~

[CD5]1

think this should

be moved to the

main bylaw as

well so it can be

enforced through

the bylaw

[HR6]A

greed

[HR7] Gi

ndy after-

speaking with-

Tyson, we have-

agreed that the-

replacement cost

for a civic-

number whether-

it be a blade or-

post is \$75.00

[CD8]D

o we want this to

include-

condominium-

roads? I don't

think so, and if

that is the case,-

we may want to-

clarify this

[HR9] Ci

ndy I do not think

we need to-

include-

condominium-

roads

[CD10]⊥

don't understand

this formula and

what the 5-

represents, but

then I'm math-

challenged. As

long as it makes

sense I am good-

with it. I guess-

what I'm not sure

about is since-

this seems to be-

different than-

the interval-

method, which-

~~one is used to~~

~~calc the civic~~

~~address because~~

~~reading 4.1+~~

~~would interpret~~

~~this to apply~~

[HR11]±

~~yson to check~~

[CD12]§

~~o I've amended.~~

~~this to encourage~~

~~those severing to~~

~~apply for both.~~

~~but allowing.~~

~~some discretion.~~

~~for tyson to make~~

~~exceptions-~~

[CD13]

~~My notes from-~~

~~our first meeting-~~

~~had this struck-~~

~~out~~

[HR14] ~~Y~~

~~ou are right~~

~~Cindy, civic~~

~~number should~~

~~only be installed~~

~~by the township~~

[CD15]

Open to-

interpretation?

Consider putting-

a reasonable-

time limit - i.e.-

two business-

days ??

[HR16]⌞

think that is ok

[CD17]§

hould we specify

who is

responsible for

this? I think this

part is done by

County GIS staff?

[HR18] ~~└~~

~~believe Charlene~~

~~sent me a~~

~~spreadsheet that~~

~~I would add any~~

~~new or changed~~

~~civic addresses~~

~~to, I believe I~~

send it to her and

they send it to-

the appropriate-

locations?

: