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THE CORPORATION OF THE TOWNSHIP OF CENTRAL

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FRONTENAC

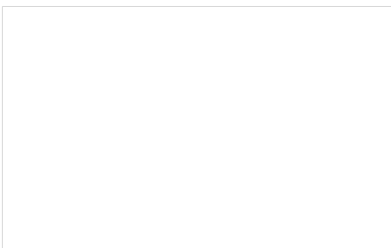
BY-LAW # 2021-\_\_\_\_\_

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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 27<sup>th</sup> 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~~<sup>[CD3]</sup><sub>[HR4]</sub>:-

-

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;~~

~~(ii)~~

~~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.F~~

~~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~~

~~his By-law~~

~~shall come~~

~~into force and~~

~~take effect~~

~~upon~~

~~adoption, and~~

~~be known as~~

the "Civic-

Addressing-

By-Law".

:

25.†

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.

:

:

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\_\_\_\_\_

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. “Height

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

ipality” 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.

& 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<sup>[CD8][HR9]</sup>. 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-

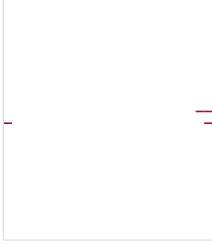
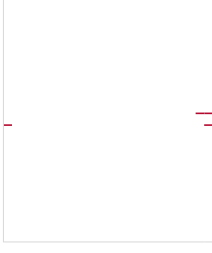
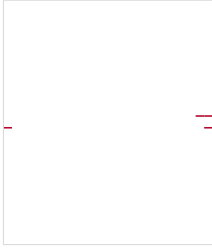
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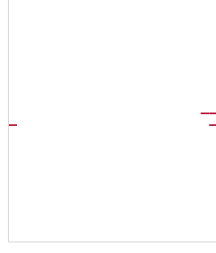
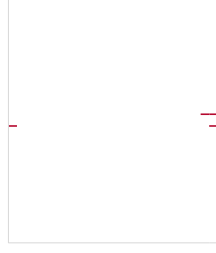
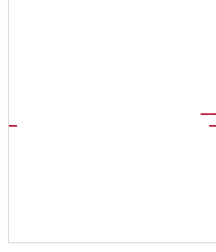
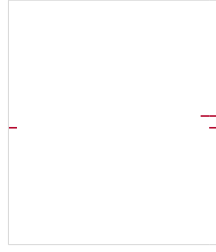
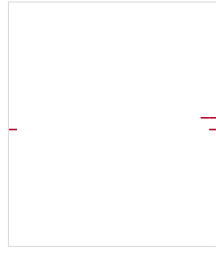
and/or has-

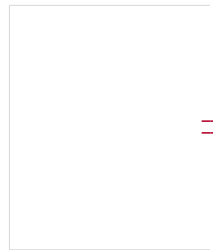
been named-

or renamed-

in-







accordance-

with the-

Naming of-

the Roads

By law(s) for

the

Township

but

shall not

include

Recreational

Roads

~~12.~~

~~“~~

~~Sign-~~

~~Post”~~

~~shall-~~

~~mean a-~~

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~~erected-~~

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Policy-

to

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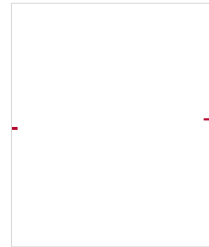
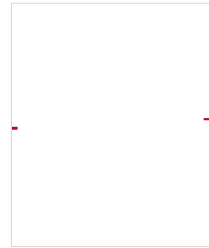
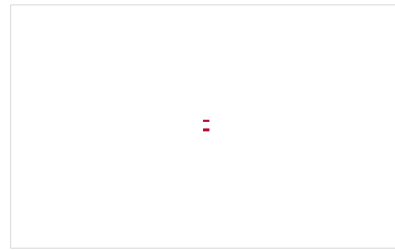
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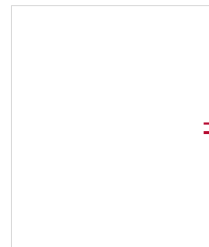
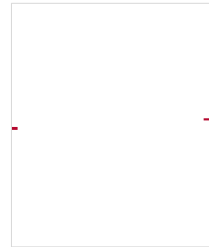
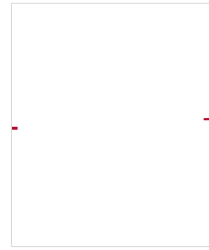
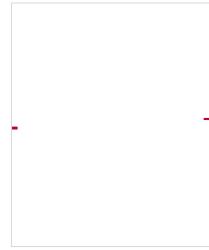
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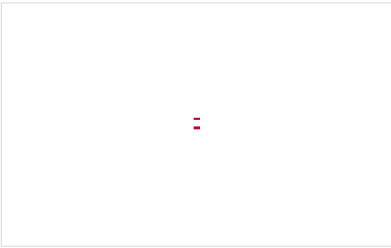
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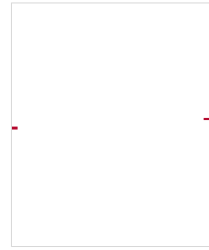
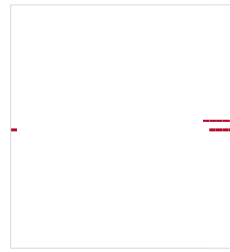
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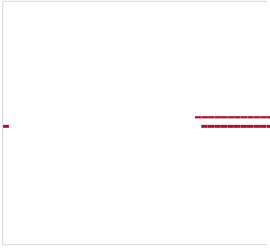
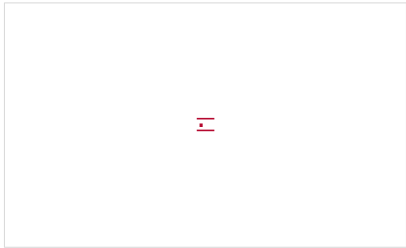
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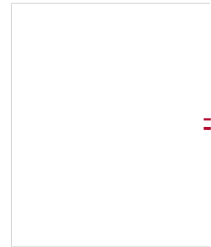
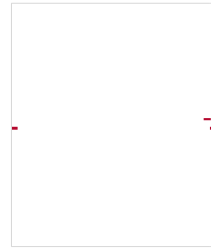
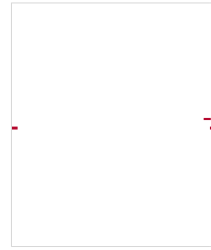
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new-or-

change

d-civic-

address

number

,the-

Public-

Works-

Depart

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entries-

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maps-

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records,

and

shall

notify

the

owner.

The

Public

Works-

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shall be

filed in-

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entire-

process

is

3. New

or-

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civic-

address

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informat

ion-

~~shall be~~

~~added~~

~~to the~~

~~appropri~~

~~iate~~

~~municip~~

~~al~~

~~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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the-

followin

g-

agencie

s:-

Police,-

Fire-

and-

Ambula

nce-

Service.

Refer to

the-

Townsh

ip's in-

house-

Civic-

Address

sing-

Record

s for-

contact-

informat

ion for

the-

various-

agence

s. The-

new-

informat

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would-

include-

the-

extensi

on-of-

an-

existing

road-

range.

a new

road

with a

new

name

and

range

or new

island-

or water

access-

properti

es that-

is not-

within-

an-

establis

hed

range<sup>[CD]</sup>

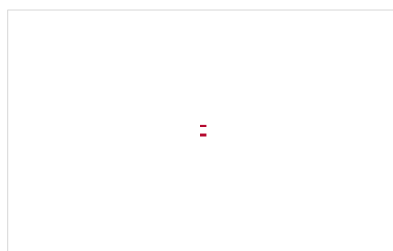
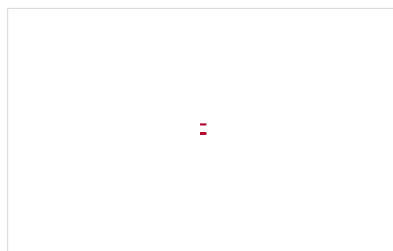
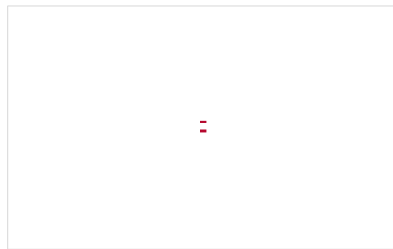
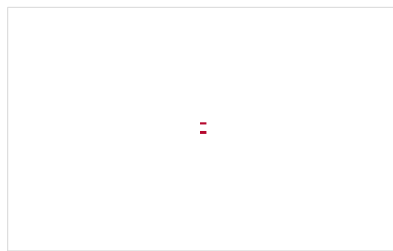
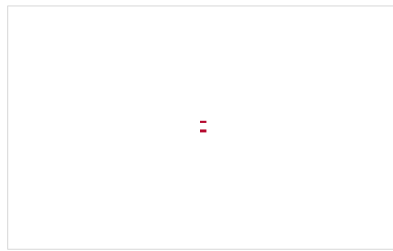
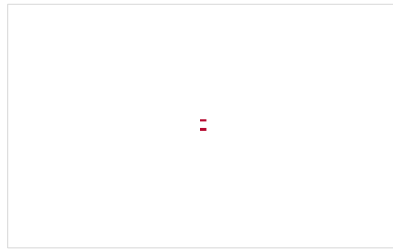
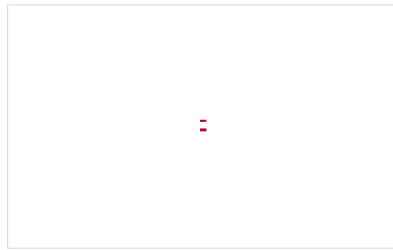
17]

[HR18]

=

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[HR2]A

~~greed~~

[CD3] ~~6~~

~~consider 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]△

greed-

[CD5]

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

e 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]✕

~~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]§

ould 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?

: