

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW NO. 21-08

ENTITLED a by-law to adopt a new Policy to regulate the administration and maintenance of the established civic addressing system within the Township of North Frontenac and the purchase and installation of Civic Address Number signs where applicable and to repeal By-laws No. 31-00 and 45-05.

WHEREAS the Municipal Act, S.O. 2001, c. 25, s. 116 (1): 2006, c. 32, Schedule A, s. 57, authorizes a Municipality to establish, maintain and operate a centralized communication system for emergency response purposes;

AND WHEREAS 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. Municipal Act, S.O.. 2001, c. 25, s. 116 (2);


AND WHEREAS for the purposes of emergency response, public safety, and orderly land use planning, Council has determined that a system shall be established for numbering every property along every public highway, unassumed road and private lane, and every water access and island lot within the municipality and assigning a civic address number to those properties on which a building has been erected;

AND WHEREAS the Corporation of the Township of North Frontenac deems it necessary that a requirement for the purchase and installation of a civic address sign shall be determined by the Public Works Manager and further that the Chief Building Official shall require proof of the purchase and installation of such sign before issuing a building permit:

NOW THEREFORE the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. THAT the "Civic Addressing Policy". attached hereto as Schedule 'A' and the "Application For Civic Address Number", attached hereto as Schedule 'B' of this By-law is hereby adopted by Council.
2. THAT Schedule 'A' and Schedule 'B' attached hereto shall be read with and form part of this By-law.
3. THAT the Mayor and Clerk are authorized to sign said POLICY on behalf of the Township of North Frontenac and that said POLICY shall be attached hereto as Schedule 'A'.
4. THAT this By-law shall come into force and take effect on the date of its passing and be known as the "Civic Addressing Policy".
5. THAT By-laws No. 31-00 and No. 45-05 are hereby repealed in their entirety.
6. THAT all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this By-law are hereby repealed.

READ a first and second time this 12th day of June, 2008. READ a third time and passed this 26th day of June, 2008.


MAYOR


CLERK

**SCHEDULE 'A' TO
BY-LAW NO. 21-08**

**POLICY TO REGULATE THE ADMINISTRATION AND MAINTENANCE OF THE
ESTABLISHED CIVIC ADDRESSING SYSTEM WITHIN THE TOWNSHIP OF NORTH
FRONTENAC**

1. SHORT TITLE

1.1 This By-law shall be known as the "Civic Addressing Policy".

2. DEFINITIONS

2.1 "Civic Address" shall mean the name of the road and the number, or in the case of water access and island lots, the name of the island and the name of the lake and the number assigned by the Corporation to a property in accordance with this policy for the purpose of describing the property's location within the municipality.

2.2 "Corporation" shall mean The Corporation of the Township of North Frontenac.

2.3 "Height" shall mean the vertical distance above the existing grade.

2.4 "Highway" shall mean any road or road allowance, either opened or unopened under the jurisdiction of the Township of North Frontenac, except where such highway is designated as a King's/Provincial Highway.

2.5 "Municipality" shall mean the geographic boundaries of the Township of North Frontenac.

2.6 "Number" shall mean the multi digit number assigned by the Corporation in accordance with this Policy as part of the civic address for the property.

2.7 "Number Blade" shall mean a plate on which the number or sub-number forming part of the civic address of a property is affixed in accordance with this Policy.

2.8 "Owner" shall mean the person who is the registered owner of the property according to the last revised assessment roll for the Corporation.

2.9 "Property" 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 Corporation.

2.10 "Road" shall mean any assumed road, unassumed road or private lane that has been named or renamed in accordance with the Naming of Roads By-law(s) for the Corporation.

2.11 "Sign Post" shall mean a support erected in accordance with this Policy to which a number blade is attached for the purpose of identifying the civic address of a property.

2.12 "Sub-number" shall mean a number together with such additional numbers or alphabetic characters as may be required to identify the civic address of a property, unit or building that uses the same entrance as another property, unit or building to which a separate civic address has been assigned.

3. PURPOSE

- 3.1 This policy will guide the Public Works Manager of the Corporation, (or his/her designate), who has been given the responsibility by Council, to assign property identification numbers, ensuring that the appropriate number blades and posts are installed and to accept new road name applications for Council to consider in accordance with the Corporation's Road Naming By-law(s), in order to maintain a complete and consistent civic addressing system within the municipality.
(Note: Proposed Island and/ or Lake name(s) shall be submitted to the Ontario Geographic Names Board, c/o Provincial Georeferencing, Ministry of Natural Resources, in accordance with the Ontario Geographic Names Board Act, as amended.)
- 3.2 This policy is to ensure that Municipal-wide system for civic addressing is upheld to ensure proper operation of the Enhanced 9-1-1 system and that a coordinated addressing system is maintained. 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.
- 3.3 This policy will ensure that the Corporation maintains suitable records and that notification is sent to the appropriate agencies when applicable.

4. CIVIC ADDRESSING SYSTEM

- 4.1 The Corporation shall maintain the established system for assigning a number and, if applicable, sub-numbers to every property within the municipality as part of its civic addresses.
- 4.2 For roads with the same name that enter the municipality from an adjacent municipality lying to the south, north, west or east and for which numbers have been assigned by the adjacent municipality to the municipal boundary line, the Corporation shall continue sequentially the numbers generated by the adjoining municipalities along the road from the municipal boundary line.
- 4.3 Each property within the municipality that has an entrance onto a municipal road, unassumed road, private lane and each water access or island lot that has a building erected on it on the date of the original By-law #31-00 (September 25, 2000) shall comply with this Policy. All applicants shall pay the applicable fee(s) as set out in this Policy with the exception of the water access or island properties where initial civic address numbering has not been completed by the Corporation, unless a new building is erected after the date of the by-law being enacted.
- 4.4 A maximum of four (4) sub-numbers may be assigned in respect of the same entrance. If more than four (4) sub-numbers are required in respect to the same entrance, the Corporation shall, where feasible, name the entrance as a private lane in accordance with the Corporation's Naming of Roads By-law(s) and thereafter numbers shall be assigned to each property that has direct access to the private lane.

5. PROPERTY NUMBERING PRINCIPLES

Interval Method

- 5.1 The frontage interval method is used to determine civic addresses. The frontage interval is 10 meters, which means that a different property address number is available (but not necessarily used) every 10 meters along a road.
- 5.2 Two numbers are available for every unit of frontage: one number for each side of the road in accordance with the even/odd convention for that road.

Measuring Points

- 5.3 The starting points for civic addressing shall be in accordance with those established by the Corporation's original 911 Committee, which has been disbanded, and any interpretation required shall be the decision of the Public Works Manager. Generally, the starting points occur at the Corporation's boundaries, but there are exceptions where existing numbering schemes or unique road configurations shall be considered.
- 5.4 The centre of the driveway is used as the starting point to metre individual properties for a civic address number unless there are exceptional circumstances (e.g. water access and island properties). For comprehensive development through the plan of subdivision process, adjacent numbering patterns, the layout of new lots and streets, and/or the assigning of numbers prior to building driveways/entrances may require a more arbitrary application of the frontage interval method. In these cases, the goals will be to provide balance, logic, and flexibility in the assigned number scheme.

Boundary Roads

- 5.5 At municipal boundary lines, the Corporation shall continue sequentially with the numbers generated by the adjoining municipalities along the road from the municipal boundary line.

Multiple Dwellings

- 5.6 Semi-detached or townhouse dwellings, which have direct access to the street for each unit, will be assigned a separate civic number for each unit.

Trailer Parks and Campgrounds

- 5.7 A trailer park or recreational vehicle park or campground will be assigned one civic address number by the Corporation and the individual units or sites shall be identified by their unit or site number as assigned by the owner.

Corner Lots

- 5.8 Corner lots shall be allocated a number on the road that provides the main access to the property.

Continuity of Numbering

- 5.9 Address numbers will continue consecutively along the full length of a road, even if it crosses a Corporate boundary. In general, where there is a jog in a road or two roads with sections in common, numbering is consecutive on the higher order road, (i.e. Roads with larger traffic counts receive the priority to keep the numbers consecutive).

Private Roads

- 5.10 The policies described herein shall apply to lots/development on private roads.

Islands

- 5.11 Civic address numbering for island properties shall be numbered starting at 100 and the civic address shall consist of the civic address number, the island name, and the lake name the island is located on.

Water Access

- 5.12 Civic address numbering for water access properties shall be numbered starting at 1000. and the civic address shall consist of the civic address number and the name of the lake the property is located on.

6. DETERMINING NEW PROPERTY NUMBERS

- 6.1 A new civic address number shall be assigned when a completed Application for Civic Address Number is received and fee payment is made by the owner to the Corporation.

Road Access Properties

- 6.2 The civic address number is determined by measuring distances at the site using the metering device owned by the Corporation.

Water Access Properties

- 6.3 Determine civic address numbers for water access properties using a map produced by the Corporation and the plan wheel. Begin metering at the most southerly point of the lake and metre clockwise around the map, following the shoreline as accurately as possible, using the plan wheel, metre to the center of the frontage of each property and record the plan wheel reading at the center of each property. Calculate the civic address numbers using the required formula as set out in the Policy and the recorded distances, and then add 1000 to each number generated by the formula.

Island Properties

- 6.4 When an island has only one assessment roll number, the civic address number for this property is 100 regardless of the location of the structure(s) on the island. When an island has two assessment roll numbers, the civic address numbers assigned to these properties are 100 and 200, regardless of the location of the structure(s) on the island. To determine civic address numbers for larger islands with more than two assessment roll numbers, the civic address numbers are generated by metering the islands using a map produced by the Corporation and the plan wheel. Begin metering at the most southerly point of the island and meter clockwise around the entirety of the island recording the distance on the plan wheel at the center of the frontage for each property on the island. Calculate the civic address numbers using the required formula as set out in this Policy and the recorded distances, and then add 100 to each number generated by the formula.
- 6.5 Where difficulties occur, the Public Works Manager shall be advised and make a decision on calculating a civic address number in consultation with the Chief Administrative Officer for the Corporation.

Checking

- 6.6 Any new civic number shall be checked against the civic address maps to ensure that the number falls within the ranges identified at the nearest intersection of the subject road.
- 6.7 New numbers shall be checked against the municipality's records (reference sheets in Civic Addressing black binder) of nearby addresses and road intersections to ensure that the new number is logical.

Formula

- 6.8 The civic addressing scheme produced by the Corporation was developed using a formula based on the frontage interval method described in this Policy. Every 10 meter section along a road or the shoreline of a lake or island is converted to a frontage interval by using the following formula:

e.g. 432 meters (from the point where the metering begins)

432 divided by 10 = 43.2

43 x 2 = 86 (drop everything after the decimal)

86 + 1000 for the right side or 1001 for the left side
= 1086 or 1087 would be the civic number issued

NOTE: The number 1000 or 1001 is added to the number generated by the formula for road access properties. The number 1001 is added to the number generated by the formula for water access properties. The number 100 is added to the number generated by the formula for island properties.

7. ISSUING NEW PROPERTY NUMBERS

- 7.1 Numbers for existing vacant lots shall be issued when the owner or contractor submits a request for a building permit, at the expense of the owner and in accordance with the fee structure set out in this Policy. With respect to civic address numbers for new lots created by consent (severance) application, the civic number shall be issued/assigned during the severance process.
- 7.2 Numbers for new lots in plans of subdivision shall be assigned as per the subdivision agreement.

8. APPLICATION REQUIREMENTS

- 8.1 No building permit shall be issued for a property until the Corporation has assigned a civic address number for the property, the owner has paid the required fee, and the Corporation has notified the owner, as set out in this Policy, of the civic address number.
- 8.2 Prior to a number being assigned to a property, the owner shall submit to the Corporation a completed Application for Civic Address Number, as set out in this Policy, a copy of the legal description for the property together with a plan of survey or sketch showing the proposed location of the building/entrance, including its point of intersection with the abutting road.
- 8.3 Any new entrance on a private road must complete the Application for Civic Address Number as set out in this Policy and be in compliance with the application process as set out in the Corporations Entrance Policy.

9. NOTIFICATION OF CIVIC ADDRESS

9.1 Upon the date the original by-law came into effect (September 25, 2000) the Corporation shall give the owner of every property to which a number has been assigned, notice of the civic address of the property by:

9.1.1 personal service, or

9.1.2 mailing the notice to the owner by pre-paid first class mail, to the owner's last known address according to the last revised assessment roll for the municipality.

9.2 It is the property owner's responsibility to contact Bell Canada or any other applicable companies to notify them of their civic address.

10. ORDERING AND INSTALLING PROPERTY IDENTIFICATION SIGNS

Order

10.1 Upon assigning a new civic address number, the Public Works Manager shall construct a number blade and ensure a sign post is available for installation.

Fees

10.2 The fee to cover the cost of the civic address number blade, post, materials, and the cost of installation, (if being done by the municipality), shall be collected at the time of application.

Responsibility for Installation

10.3 The Corporation shall complete the initial installation of the sign post and the civic address number blade for each property within the Corporation to ensure that the installation meets the standards of this Policy where possible, with the exception of water access and island properties.

Owner or Contractor Installation

Applicable for Water Access and Island Properties Only

10.4 The signs and related materials, (sign posts and hardware to attach the blade), shall be picked up by the owners or designates from the Municipal office during regular business hours or from a predetermined location where the Corporation shall 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 Policy, which provides installation instructions and standards that shall be complied with.

10.5 If the owner or contractor has not carried out the installation within 60 days of receipt of materials, the procedures in this Policy for notification and possible municipal installation shall be followed. (See Section 17 – Enforcement)

Standards for Installing Civic Address Signs

10.6 The number blade shall be placed on the sign post at a height of not less than 1.2 meters (47 inches) and not greater than 1.7 meters (67 inches) above grade.

- 10.7 Posts shall be installed in a uniform manner 1.5 metres from the principle driveway entrance and two or more metres from the shoulder of the road. Civic address number signs shall be clearly visible to oncoming traffic from both directions and not interfere with road maintenance.
- 10.8 Where a sign post and number blade cannot be erected in conformity with the requirements of this Policy, due to unusual conditions or circumstances, the Public Works Manager of the Corporation is hereby authorized to determine, in consultation with the owner of the property, a suitable alternative location or arrangement that best complies with the requirements of this Policy, and thereafter the sign post and number blade shall be erected and maintained in the manner agreed to.
- 10.9 Civic address number signs installed at water access and island properties shall be installed by the owner on the dock, or firmly mounted on the shoreline in stable ground, and the sign must be clearly visible and maintained at all times.

11. MAINTENANCE RESPONSIBILITY

- 11.1 The civic address number sign, the post and the blade shall be maintained by the owner at all times. The sign shall be kept in good condition, free of obstruction, and always visible to oncoming traffic.
- 11.2 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 Corporation.
- 11.3 In the event a civic address sign is damaged, through no fault of the Corporation, and must be replaced, the cost to the owner is \$40.00 to replace the sign blade and the post. The cost is \$20.00 to replace either the sign blade or the sign post.

12. MATERIAL STANDARDS FOR SIGN POSTS AND BLADES

- 12.1 The number blade shall be constructed as follows:
 - 12.1.1 12 gauge aluminum measuring 162 mm by 305 mm, or such measurement as may be required under the circumstances;
 - 12.1.2 the aluminum shall be covered with blue engineering grade reflectorized "3M Scotchlite" or Ministry of Transportation approved material equal on both sides of the blade;
 - 12.1.3 the numbers shall be in white engineering grade reflectorized "3M Scotchlite" or Ministry of Transportation approved;
 - 12.1.4 the sign blade shall, in all aspects, conform to Ministry of Transportation Standard Specifications 2001.
- 12.2 The sign post shall be of coated galvanized square tubular steel, 25mm by 25mm conforming in all respects with Ontario Standard 2007, with the exception that the holes shall be punched/drilled as required.
- 12.3 All hardware required to affix blade to post, that is bolts and locknuts shall be of stainless steel.

13. NEW ROAD NAMES

- 13.1 All road names, Township and private, shall follow the Corporation's Road Naming By-law.
- 13.2 Owners of property on an island and/or lake that is not officially named shall contact the Ontario Geographic Names Board, c/o Provincial Georeferencing, Ministry of Natural Resources, Peterborough, Ontario, to proceed with the naming of the island and/or lake in accordance with the principles and guidelines of the Ontario Geographic Names Board Act, as amended. The proposed new island and/or lake name will be reviewed by the Ontario Geographic Names Board and approved by this Board, prior to the Corporation assigning the civic address number to the island and/or lake property.

If an island is identified without an official island name, the Corporation shall send registered letters to all owners of island properties detailing the procedure to follow and the contact information to proceed with obtaining an official island name. Owners shall have thirty (30) days to respond to the Corporation to indicate that they have contacted the Ministry of Natural Resources to proceed with the official naming process. If, after thirty (30) days, the owner has not responded to the Corporation, the Council of the Township of North Frontenac shall pass a resolution to propose a name for the island in question and the name shall be provided to the Ministry of Natural Resources for application to the Ontario Geographic Names Board for the official island name. If approved by the Board, this shall be the official island name.

14. RECORD OF CIVIC ADDRESSES

- 14.1 The Corporation shall maintain an accurate and current record of all civic addresses assigned to properties within the municipality.
- 14.2 Immediately following the assigning of a new or changed civic address number, the Public Works Manager shall be responsible for making the necessary entries on addressing maps and municipal records, and shall notify the owner. The Public Works Manager shall also provide the updated information to the Deputy Treasurer to be included in monthly address changes sent to the Municipal Property Assessment Corporation. The original Application for Civic Address Number completed by the applicant and all pertinent and supporting documentation shall be filed in the appropriate roll file upon completion of the entire process.
- 14.3 New or revised civic addressing information shall be added to the appropriate municipal records (i.e. 911 register, maps, etc.) and sent to Bell Canada (to be built into the 911 system), and forwarded to the following agencies, Police, Fire, and Ambulance Service. Refer to the Corporation's in-house Civic Addressing Procedures Manual for contact information for the various agencies. This new information would include the extension of an existing road range, a new road with a new name and range, or new island or water access properties that is not within an established range.

- 15. FEE SCHEDULE (payable when application submitted to the Corporation)
 - 15.1 Purchase and installation of civic address number sign.....\$100.00
 - 15.2 Purchase of civic address number sign & post only (water access and island properties – installation is the responsibility of the owner).....\$ 75.00
 - 15.3 Additional special civic sign installation charge.....\$100.00 (In the event drilling of rock is required to facilitate the installation of the sign as determined by the Public Works Manager)
 - 15.4 Purchase of replacement civic address number sign & post.....\$ 40.00
 - 15.5 Purchase and installation of Private Lane Name sign and post installed (new or amended lane names, or replacement sign) \$120.00

16. ADMINISTRATION

- 16.1 The Public Works Manager, or designate, shall be appointed as the Civic Addressing Coordinator for the Corporation and shall be responsible for the administration and enforcement of the Civic Addressing Policy.
- 16.2 The Public Works Manager shall keep the Chief Administrative Officer for the Corporation informed of any major concern(s) with the Civic Addressing Program.

17. ENFORCEMENT

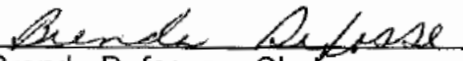
- 17.1 Any person who contravenes any of the provisions of this By-law shall, in addition to any other penalty provided for in this By-law, be guilty of an offence and upon conviction is liable to a fine of not more than five thousand dollars (\$5,000).
- 17.2 If an owner fails to purchase a civic address number sign for their property that has a structure on it, the owner shall be in violation of this By-law and the Public Works Manager, in consultation with the CAO, shall issue an Order to the owner. The owner, at the owner's expense, shall make application to the Corporation for the purchase of a civic address number sign and pay the required fee within thirty (30) days of the date of the Order. Failure to comply by the owner, shall result in the Corporation installing the civic address number sign, at the owner's expense, and if the owner does not pay all expenses to the Corporation within thirty (30) days, the Corporation shall add such expense to the tax roll for the property and collect the amount in the same manner as municipal taxes including penalty implications.
- 17.3 Where a sign post and number blade are not maintained by the property owner as required by this Policy, and the situation continues for more than thirty(30) days after notice has been mailed to the owner; the Corporation may remedy the condition in such a manner as deemed necessary at the expense of the owner and if the owner does not pay all expenses to the Corporation within thirty(30) days, the Corporation shall add such expense to the tax roll for the property and collect the amount in the same manner as municipal taxes including penalty implications.

SIGNED, SEALED AND DELIVERED on the 26th day of June, 2008.

THE CORPORATION OF THE TOWNSHIP OF
NORTH FRONTENAC



Ron Maguire – Mayor



Brenda Defosse – Clerk



Township of North Frontenac

6648 Road 506
P.O. Box 97, Plevna, Ontario K0H 2M0
Tel: 613-479-2231 or 1-800-234-3953 Fax: 613-479-2352

APPLICATION FOR CIVIC ADDRESS NUMBER

CONTACT INFORMATION

Owner's Name _____ Date _____
(print) (signature)

Address _____

Telephone _____ (home) _____ (business/cell)

SITE INFORMATION

Site Roll No. 10-42- _____

Site Road Name _____

Lot _____ Con _____ Plan No. _____

Geographic Township Name _____

Is this part of an Entrance Permit Application? Yes _____ No _____

If yes, provide Entrance Application No. _____

Building Permit No. (if applicable) _____

Provide civic numbers for properties on same road before and after your property
_____ and _____

Site telephone number (if different from above) _____

LOCATION INFORMATION

Please provide a sketch of the property labeling all significant roads and landmarks. Provide a description of the property for accurate site identification, including things such as building colour and style, distance from entrance, signs, landmarks, etc. Show north arrow on sketch. Attach a copy of survey if available.

APPLICATION FEE is in accordance with the Civic Addressing Policy and is payable with this application

FEE SCHEDULE

- \$100.00 – Purchase and installation of Civic Address sign**
- \$ 75.00 – Water access and island properties, owner installs sign**
- \$100.00 – Additional special installation charge (drilling of rock)**
- \$ 40.00 – Replacement – blade & post**

FOR OFFICE USE ONLY

APPLICATION NO. _____	NEW CIVIC NUMBER _____
APPLICATION FEE \$ _____	DISTANCE (m) _____
DATE PAID _____	SIDE OF ROAD (L) (R) _____
RECEIPT NO. _____	