

## The Corporation of the Township of North Frontenac

### By-Law Number 49-21

**Being a By-law to Adopt a Policy to Regulate the Administration and Maintenance of the Established Civic Addressing System within the Township of North Frontenac including the Purchase and Installation of Civic Address Numbers and the Naming of Private Lanes; and to Repeal By-law #58-16**

**Whereas** Section 116 (1) of the Municipal Act, S.O. 2001, c. 25, as amended authorizes a Municipality to establish, maintain and operate a centralized communication system for emergency response purposes;

**And Whereas** Section 116(2) states 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 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 in accordance with this Policy;

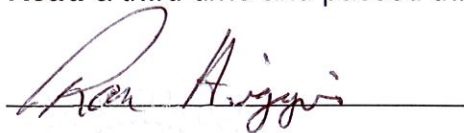
**Now Therefore** the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. **That** the “Policy to Regulate the Civic Addressing System”, attached hereto as Schedule ‘A’; and the “Private Lane Naming Procedure”, 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** this By-law shall come into force and take effect on the date of its passing and be known as the “Civic Addressing Policy”.
4. **That** By-law #58-16 is hereby repealed in its entirety.
5. **That** all resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this By-law are hereby repealed.

6. **That** should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**Read** a first and second time this 20<sup>th</sup> day of August, 2021.

**Read** a third time and passed this 20<sup>th</sup> day of August, 2021.

A handwritten signature in cursive script, appearing to read "Ron Argyis", written over a horizontal line.

Mayor

A handwritten signature in cursive script, appearing to read "B. Peckler", written over a horizontal line.

Deputy Clerk

## **Schedule “A” to By-law #49-21**

### **Policy to Regulate the Civic Addressing System within the Township of North Frontenac**

#### **1. Definitions**

- 1.1 “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 Municipality.
- 1.2 “Height” shall mean the vertical distance above the existing grade.
- 1.3 “Highway” shall mean any Kings/Provincial Highway; or any road or road allowance, either opened or unopened under the jurisdiction of the Township of North Frontenac,.
- 1.4 “Municipality” shall mean the geographic boundaries of the Township of North Frontenac.
- 1.5 “Number” shall mean the multi digit number assigned by the Township in accordance with this Policy as part of the civic address for the property.
- 1.6 “Number 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.
- 1.7 “Owner” shall mean the person who is the registered owner of the property according to the last revised assessment roll for the Township.
- 1.8 “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 Township.
- 1.9 “Road” shall mean any assumed road, unassumed road or private lane that has been named or renamed in accordance with the Naming of the Roads By-law(s) for the Township.
- 1.10 “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.
- 1.11 “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.
- 1.12 “Township” means the Corporation of the Township of North Frontenac.

## **2. Purpose**

- 2.1 This Policy will guide the Public Works Manager of the Township (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 lane name applications for Council to consider in accordance with this Policy 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 Ontario Geographic Names Board Act, as amended.)
- 2.2 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.
- 2.3 This Policy will ensure that the Township maintains suitable records and that notification is sent to the appropriate agencies when applicable.

## **3. Civic Addressing System**

- 3.1 The Township 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.
- 3.2 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 Township shall continue sequentially the numbers generated by the adjoining municipalities along the road from the municipal boundary line.
- 3.3 Each property within the municipality that had an entrance onto a municipal road, unassumed road, private lane and each water access or island lot that had a building erected on it on the date of the original By-law #31-00 (September 25, 2000) should have been assigned a civic address number.
- 3.4 If an eligible property did not receive a Civic Addressing Sign during the original Civic Addressing process, the applicable fee(s) will be waived for the installation of signs, upon written request of the applicant, if the ownership of the property has not changed since 1998; or remains within the immediate family (Proof of ownership must be provided). All other applicants for a civic addressing sign shall pay the applicable fee(s) as set out in the Township's Fees and Charges By-law with the exception of the water access of island properties where the initial civic

address numbering has not been completed by the Township, unless a new building is erected after the date of the by-law being enacted.

- 3.5 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 Township shall, where feasible, name the entrance as a private lane in accordance with the Township's Naming of Roads By-law(s) and thereafter numbers shall be assigned to each property that has direct access to the private lane.

#### **4. Property Numbering Principles**

##### Interval Method

- 4.1 The frontage interval method is used to determine civic addresses. The frontage interval is ten (10) metres, which means that a different property address number is available (but not necessarily used) every ten (10) metres along a road.
- 4.2 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

- 4.3 The starting points for civic addressing shall be in accordance with those established by the Township'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 Township's boundaries, but there are exceptions where existing numbering schemes or unique roads configurations shall be considered.
- 4.4 The center of the driveway is used as the starting point to meter 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 and 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

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

##### Multiple Dwellings

4.6 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

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

Corner Lots

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

Continuity of Numbering

4.9 Address numbers will continue consecutively along the full length of a road, even if it crosses a Township boundary. In general, where there is a jog in the 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

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

Islands

4.11 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

4.12 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.

**5. Determining New Property Numbers**

5.1 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 Township.

Road Access Properties

5.2 The civic address number is determined by measuring distances at the site using the metering device owned by the Township.

Water Access Properties

- 5.3 Determine civic address numbers for water access properties using a map produced by the Township and the plan wheel. Begin metering at the most southerly point of the lake and meter clockwise around the map, following the shoreline as accurately as possible, using the plan wheel, meter 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

- 5.4 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 by using a map produced by the Township 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 as generated by the formula.
- 5.5 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 Township.

#### Checking

- 5.6 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.
- 5.7 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

- 5.8 The civic addressing scheme produced by the Township 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 metres (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 number for island properties.

## **6. Issuing New Property Numbers**

- 6.1 Numbers for existing vacant lots shall be issued when the owner submits an Application for Civic Address Number, at the expense of the owner in accordance with the fee structure set out in the Township's Fees & Charges By-law, provided a Municipally approved entrance exists.
- 6.2 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 at the expense of the property owner.
- 6.3 Numbers for new lots in plans of subdivision shall be assigned as per the subdivision agreement.
- 6.4 No building permit, entrance permit, or recreational vehicle license shall be issued for a property until the Township has assigned a civic address number for the property, the owner has paid the required fee, and the Township has notified the owner, as set out in this Policy, of the civic address number.

## **7. Application Requirements**

- 7.1 Prior to a number being assigned to a property, the owner shall submit to the Township, the 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.
- 7.2 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 Township's Entrance Policy.

## **8. Notification of Civic Address**

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

8.1.1. Personal service, or;



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

## **9. Ordering and Installing Property Identification Signs**

### Order

- 9.1 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

- 9.2 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

- 9.3 The Township shall complete the initial installation of the sign post and the civic address number blade for each property within the Township 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)

- 9.4 The signs and related materials (sign posts and hardware to attach the blade), shall be picked up by the owners or designated from the Municipal office during regular business hours or from a predetermined location where the Township 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.
- 9.5 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 16-Enforcement).

### Standards for Installing Civic Address Signs

- 9.6 The number blade shall be placed on the sign post at a height of not less than 1.2 metres (47 inches) and not greater than 1.7 metres (67 inches) above grade.
- 9.7 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.

9.8 Where a sign 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 Township 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.

9.9 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.

## **10. Maintenance Responsibility**

10.1 The civic address number sign, the post and the blade shall be maintained by the civic owner at all times. The sign shall be kept in good condition, free of obstruction, and always visible to oncoming traffic.

10.2 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 Township.

10.3 In the event a civic address sign is damaged, through no fault of the Township, and must be replaced, the cost to the owner to replace the sign blade and the post shall be as set out in the Township's Fees & Charges By-law.

## **11. Material Standards for Signs Posts and Blades**

11.1 The number blade shall be constructed as follows:

11.1.1 Twelve (12) gauge aluminum measuring 162 mm by 305 mm, or such measurement as may be required under the circumstances;

11.1.2 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;

11.1.3 The numbers shall be in white engineering grade reflectorized "3M Scotchlite" or Ministry of Transportation approved;

11.1.4 The sign blade shall, in all aspects, conform to Ministry of Transportation Standard Specifications 2001.

11.2 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.

11.3 All hardware required to affix blade to post, that is bolts and locknuts, shall be of stainless steel.

## **12. New Lane Names**

- 12.1 All private lane names shall follow the Township's Private Lane Naming Procedure – Schedule "B" to this Policy.
- 12.2 Owners of a 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 Township assigning the civic address number to the island and/or lake property.

If the island is identified without an official island name, the Township 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 Township 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 Township, 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.

## **13. Record of Civic Addresses**

- 13.1 The Township shall maintain an accurate and current record of all civic addresses assigned to properties within the municipality.
- 13.2 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.
- 13.3 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 Township's in-house Civic Addressing Records 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.

#### **14. Fee Schedule**

14.1 Fees shall be as set in the Township's Fees & Charges By-law, as amended.

#### **15. Administration**

15.1 The Public Works Manager, or designate, shall be appointed as the Civic Addressing Coordinator for the Township and shall be responsible for the administration and enforcement of the Civic Addressing Policy.

15.2 The Public Works Manager shall keep the Chief Administrative Officer for the Township informed of any major concern(s) with the Civic Addressing Program.

#### **16. Enforcement**

16.1 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).

16.2 If an owner fails to purchase a civic address number sign for their property when required, the owner shall be in violation of this By-law and the Public Works Manager, in consultation with the Chief Administrative Officer, shall issue an Order to the owner. The owner, at the owner's expense, shall make application to the Township 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 with the owner, shall 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.

16.3 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 Township 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 Township within thirty (30) days, the Township 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.

## **Schedule “B” to By-law #49-21**

### **Township of North Frontenac Private Lane Naming Procedure**

#### **1. Definitions**

In this Procedure:

- a) “Council” means the Council of The Corporation of the Township of North Frontenac;
- b) “Municipality” means The Corporation of the Township of North Frontenac.
- c) “Lane” means any privately owned drivable route for the purpose of providing vehicular access to properties and buildings.

#### **2. Purpose**

To provide a consistent procedure for naming and renaming lanes that will ensure the effective implementation of lane signage for emergency and location services.

#### **3. Application**

In accordance with Section 4.4 of the Civic Addressing Policy, if more than four (4) sub-numbers are required in respect to the same entrance, the Municipality shall, where feasible, name the lane.

If a lane requires naming, then the property owner may complete and submit a New Lane Application to the Municipality with applicable fees as set out in the Fees and Charges By-law. The property owner and/or developer is required to provide three proposed names for the lane. If an application is not received, Council may name the lane.

#### **4. Approval in Principle**

Applications will be submitted to Council for an approval-in-principle of a name, or similar variant of a name, provided in the application. If none of the names provided in the application are approved-in-principle, Council may propose a different name, or Council may request a new set of names be submitted for their consideration.

#### **5. Public Notice**

Once, approval-in-principle is granted by Council, the Clerk shall provide for public notice of the proposed name and Council’s intent to pass a By-law to name the lane.

The Notice will be posted at the Municipal Office and on the Municipal Website at least 10 days’ prior to the Meeting where Council will consider the By-law. Notice will also be provided by the Clerk to all property owners who access their property using the lane at least 30 days prior to the Meeting where Council will consider the By-law. These property owners will be provided the opportunity to provide comments to Council on the proposed lane name.

#### **6. Bylaw**

A Council By-law officially establishes a lane name in the Township of North Frontenac.

## 7. Signage Posting

Following a By-law being passed by Council establishing a lane name, all signage for the lane shall be erected by the Township Public Works staff as soon as possible. Any previously existing addresses on the affected lane(s) shall be readdressed by the Township at no cost to the property owner(s). Properties without addressing prior to the establishment of a new lane are subject to regular applications, fees, and processes as per the Civic Addressing Policy.

## 8. Naming Guidelines

As provided by the 9-1-1 Public Emergency Reporting Service (PERS) Manual by Bell Canada:

- The following symbols are not permitted:

Underscore \_ \_

Forward Slash //

Equal sign ==

Greater than <<

Less than >>

Star \*\*

Plus sign ++

Parenthesis (())

Colon ::

Semi colon ;;

Brackets [[ ]]

Period ..

Comma ,,

Ampersand ('and' sign) &&

Other recommended suggestions for Council to consider before approving a name in principal:

- Homonyms, or names that are very close in pronunciation should be avoided to prevent potential confusion when relaying this information between callers, dispatchers, and responders. Likewise, it is suggested, that names that are difficult to pronounce or have uncommon spellings of common names be avoided, as this may negatively impact the overall response time from Emergency Service Providers;
- Lane names, wherever practical, is suggested to be only one-word names; longer names require larger signs and more letters which increase setup and replacement costs.
- Avoid naming that gives recognition of any living person;
- Substantiation is preferred, for Council's information, for proposed lane names, if the source of the name is not obvious;
- No use of awkward, corrupt, discriminatory or derogatory names, in regard to race, sex, colour, creed, political affiliation, or other social factors.

