

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## BY-LAW NUMBER 24-2012

### BEING A BY-LAW RESPECTING MUNICIPAL ADDRESSING WITHIN THE JURISDICTION OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY.

**WHEREAS** Section 116 (1) of the Ontario *Municipal Act*, 2001 S.O. , c. 24 as amended, permits Councils of a Municipality to establish, maintain, and operate a centralized communication system for emergency response purposes.

**AND WHEREAS** Section 116 (2) of the Ontario *Municipal Act*, 2001 S.O. , c. 24 as amended, enables Municipalities that passed a by-law under Subsection (1) at any reasonable time to enter upon land to affix numbers to building or erect signs setting out numbers on land;

**WHEREAS** Section 10(2) of the *Municipal Act, 2001*, as amended, permits councils of local municipalities to pass by-laws and make regulations for the health, safety, and well-being of persons within the municipality;

**AND WHEREAS** Section 10(2) of the *Municipal Act, 2001*, as amended, permits Councils of local municipalities to pass by by-laws and make regulations for the protection of persons and property within the municipality;

**AND WHEREAS** this by-law provides the orderly assignment of municipal address numbers within the Corporation of the Township of North Glengarry;

**AND WHEREAS** this by-law provides for the proper maintenance of municipal address numbers by owners of properties within the Corporation of the Township of North Glengarry;

**AND WHEREAS** the orderly assignment and the proper maintenance of municipal address numbers is required for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons;

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY BY THE COUNCIL THEREOF HEREBY ENACTS AS FOLLOWS:

#### 1. DEFINITIONS

In this by-law:

**Building** – means a structure occupying an area greater than ten (10) square metres, consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof, including all the works, fixtures and service systems appurtenant thereto.

**Civic Address** - shall mean the road or street name and the “number” designated by the Township of North Glengarry.

**Corporation** – shall mean the Corporation of the Township of North Glengarry.

**Chief Building Official** – means the Chief Building Official for the Township, or designate.

**Frontage or Front lot line** – means the portion of the property abutting the roadway.

**Lot** – means a parcel of land which is capable of being legally conveyed in accordance with the provisions of the **Planning Act**, RSO 1990, c.P.13

**Municipal Number Sign** – means a horizontal blade describing the number assigned by the Manager or designate to a Building or Lot located on a Roadway, either before or after the coming into effect of this by-law, which is primarily used to designate and locate such Building or Lot along such Roadway.

**Owner** – means, as the context requires, the registered owner, condominium corporation, assessed owner, occupant, tenant, person who for the time being manages or receives the rent for the property whether on his/her own account or as an agent or trustee or on account of any other person.

**Peace Officer** - means, a Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing municipal by-laws.

**Sign Post** - shall mean the support upon which the horizontal “number” blade shall be placed and shall conform to the requirements contained within the by-law.

**Roadway** – means the private or public thoroughfare for the passage of vehicles with reference to which the Building is assigned a Municipal Number.

**Unit** – means a separately rentable area within a Building.

## **2. ASSIGNMENT OF MUNICIPAL NUMBERS**

The Chief building Official or designate shall assign and thereafter maintain a system for assigning sequential Municipal Numbers to Buildings or Lots within the Corporation of the Township of North Glengarry in reference to Roadways.

## **3. POSTING OF MUNICIPAL NUMBERS**

Every Owner shall ensure that a Municipal Number is posted on a Building, signpost or fixed object in accordance with the applicable standards prescribed in this by-law.

## **4. STANDARDS FOR MUNICIPAL NUMBER SIGNS**

a) Every Municipal Number Sign shall be made from durable waterproof material, and bear numbers or characters not less than 76 mm (3 inches) in height in a contrasting white reflective colour on a blue reflective backing affixed on both sides of the number board and shall be located facing the Roadway in a manner that the Municipal Number is clearly visible from the Roadway.

b) Where the Building to be numbered is 15.2 m (50 feet) or more from the front lot line, a Municipal Number Sign shall be posted on a white signpost or other fixed object near the driveway and within 1.0 m (3 feet) of the property line at a height between 1.2 m and 1.8 m (4- 6 feet) above grade level, or in such other location as is approved by the Chief Building Official or designate.

c) Where the Building to be numbered is less than 15.2 m (50 feet) from the Front lot line, the Municipal Number Sign shall be affixed to the portion of the Building or displayed over the garage fronting on the Roadway or on a signpost or other fixed object located between the Building and the front lot line, and not placed or displayed higher than the first storey of the Building or garage or in such other location as is approved by the Chief Building Official.

d) Where, in the opinion of the Chief Building Official or designate, additional signage is required to identify a Building or property abutting more than one street, the Chief Building Official shall provide thirty (30) day's written notice to the Owner that additional signage is required, and in default of the Owner erecting such signage, the Corporation may erect a Municipal Sign in accordance with the provisions of Section 5 of this by-law.

e) The Municipal Number shall be displayed in numeral form (e.g. 116) and not written form (e.g. One Hundred and Sixteen).

#### **5. CIVIC ADDRESS FOR NEW CONSTRUCTION:**

The applicant shall fill out the attached schedule "A" application form of this by-law as amended for a new civic address. The civic address kit shall be paid in full by the applicant upon submitting the prescribed application form to the Township. The amount shall be set out in the Schedule of fees by-law as amended. The manager or his designate shall be responsible for issuing the new civic address number. The Corporation shall be responsible for contacting the owner to coordinate the pickup of the civic address kit. The owner shall be responsible for the installation of the civic address in accordance with this by-law.

#### **6. WORK PERFORMED BY THE CORPORATION**

Where an Owner has failed to install a Municipal Number Sign in compliance with the standards set out in this by-law, or to repair or replace a Municipal Number Sign that has been damaged, removed, stolen, or is missing or incorrectly placed, the Corporation may erect, repair or replace the Municipal Number Sign and the associated expense may be recovered from either the Owner of the Lot or Building or any person responsible for the cause of damage, obstruction of visibility or loss of legibility, and said expense may be collected from the Owner in the same manner as taxes.

#### **7. PROHIBITIONS**

No Person shall:

a) Fail to post or erect a Municipal Number Sign at each primary entrance to a building, and, if applicable, at each entrance to each Unit;

b) Post a number, other than the Municipal Number, on a Building or on a Municipal Number Sign;

c) Post or erect a Municipal Number Sign other than in accordance with the provisions of this by-law;

d) Cause or permit the construction of a Building until a Municipal Sign has been posted on the Lot;

e) Cause or permit a Municipal Number Sign to be obstructed or defaced;

f) Fail to maintain a Municipal Number Sign in a legible condition; or

g) Remove a Municipal Number Sign, other than as may be strictly necessary for the immediate repair or replacement of the Municipal Number Sign.

**8. SEVERABILITY**

Should any section, subsection, clause or provision of this by-law be declared by a Court of competent jurisdiction to be invalid, the remainder of the by-law shall remain effect, save and except for the part declared to be invalid.

**9. OFFENCE**

Any person who contravenes this by-law is guilty of an offence and, upon conviction, is liable to a fine or penalty as provided for in the *Provincial Offences Act*, as amended.

**10. SHORT TITLE**

This By-law may be cited as the “Municipal Addressing By-law”.

**READ** a first, second, third time and enacted in Open Council this 9<sup>th</sup> day of July, 2012.

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**

\_\_\_\_\_  
**Mayor / Deputy Mayor**

I, hereby certify that the forgoing is a true copy of By-law No. 24-2012, duly adopted by the Council of the Township of North Glengarry, on the 9<sup>th</sup> day of July, 2012.

\_\_\_\_\_  
**Date Certified**

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**

**CIVIC ADDRESS APPLICATION FORM**

**SCHEDULE "A"**

**NAME OF APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**LOT:** \_\_\_\_\_ **CONCESSION:** \_\_\_\_\_

**ROAD NAME:** \_\_\_\_\_

**OWNER SHALL IDENTIFY ENTRANCE BY: (CHECK ONE ✓)**

**STAKES \_\_\_\_\_ OR PAINT \_\_\_\_\_**

**PURPOSE FOR CIVIC ADDRESS:** \_\_\_\_\_

**PROCESS:**

**1- OWNER TO COMPLETE APPLICATION FORM SCHEDULE (A).**

**2- FEE TO BE PAID IN FULL TO THE CORPORATION FOR THE ORDERING OF THE CIVIC ADDRESS COMPONENTS.**

**3- CIVIC ADDRESS MANAGER OR DESIGNATE WILL ASSIGNE NUMBER AND ENTER ADDRESS NUMBER INTO THE GIS.**

**4- CORPORATION WILL CONTACT OWNER FOR PICK UP WHEN READY.**

**5- OWNER TO INSTALL CIVIC ADDRESS COMPONENTS IN ACCORDANCE WITH THE BY-LAW.**

**SIGNATURE OF OWNER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_