

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH ALGONQUIN**

BY-LAW NUMBER 2011-405

Being a By-law to establish a Civic Addressing Numbering System to provide for an accurate, simple property identification to assist with the delivery of emergency and other services which is capable of accommodating growth within the Township of South Algonquin.

WHEREAS Section 9 of the Municipal Act, 2001, S.O. C.25, as amended, provides that a municipality may pass by-laws that regulate or prohibit matters; and

WHEREAS Section 61 (1) of *the Act* authorizes a municipality to enter upon land lying along a highway to install name signs setting out the names of highways; and

WHEREAS Section 61 (2) of *the Act* provides that where a local municipality has passed a by-law under Section 48 of *the Act*, a municipality may enter upon land lying along the private road to install name signs setting out the names of highways;

and

WHEREAS the Council of the Corporation of the Township of South Algonquin is desirous to pass a by-law for numbering the buildings and lots along any highway in the municipality for the enforcement of this by-law; and

WHEREAS the Corporation of the Township of South Algonquin deems it expedient to establish an addressing system and to provide the authority to administration for its implementation;

NOW THEREFORE, the Council of the Corporation of the Township of South Algonquin hereby ENACTS AS FOLLOWS:

1. DEFINITIONS:

For the purpose of this By-law:

1.1 "Building" or "Structure" shall be defined in accordance with the Ontario Building Code Act, S.O.1997.

1.2 "Chief Building Official" shall mean the person appointed by the Corporation to perform the duties of the Chief Building Official.

1.3 "Civic Address(es)" shall mean and refer to the street number assigned by the Municipality to any lot or property in accordance with this By-law.

1.4 "Clerk-Treasurer" shall mean the person appointed by the Corporation to perform the duties of the Clerk-Treasurer.

1.5 "Corporation" shall mean the Corporation of the Township of South Algonquin.

1.6 "Council" shall mean the Council of the Corporation of the Township of South Algonquin.

1.7 "Designate" shall mean the person designated, in writing to have the authority to act under this By-law in the absence of the Chief Building Official or Clerk-Treasurer.

1.8 "Driveway" shall mean and refer to any lane, path or parking lot or other thoroughfare established by the owner or occupant of a property for the

purpose of securing access to an owner's property from a street or private road.

1.9 "Lot" or "Property" shall mean a parcel of land which is capable of being legally conveyed in accordance with the provisions of the Planning Act, R.S.O.1990, C.p13, as amended.

1.10 "Owner" shall mean the registered owner of property as identified on the last revised Assessment Roll for the Township of South Algonquin.

1.11 "Private Road" shall mean and refer to a private lane, which provides a common means of access to lots or properties, and may include a service lane, which provides access to sites within a campground.

1.12 "Street" shall mean a common and public highway under the jurisdiction of the Province of Ontario or Township of South Algonquin and may include an unassumed highway.

1.13 "Township" shall mean the Corporation of the Township of South Algonquin.

2. Municipal Addressing Policy:

2.1 Civic Address(es)

2.1.1 Every lot or property with a building situated thereon fronting upon a Road within the Township of South Algonquin shall have a civic address assigned to it.

2.1.2 Upon application of a Building Permit the Chief Building Official upon verification of entrance onto a road may approve that a civic address be assigned to a property. The Chief Building Official, Clerk-Treasurer or designate shall assign a civic address, complete the required documentation, and provide for the property owner the identification number plates, posts and hardware where applicable.

2.1.3 The existing civic addresses as of the date of the passing of this By-law may be approved by the Chief Building Official, Clerk-Treasurer or designate. All new civic addresses that are replaced shall conform to this by-law.

2.1.4 Civic addresses may be assigned to vacant lots or property with driveway access on a road, upon the owner's request.

2.2 Numbering System

2.2.1 The property on any given street will be assigned an even civic address; and the property on the opposite side of the street will be assigned an odd civic address.

2.2.2 Those anomalies such as crescents, circles, cul-de-sacs and corner lots shall be assigned civic addresses in a numerical sequence, which addresses these special circumstances.

3. Private Road Numbering

3.1 The Municipality for each inhabited property shall assign a civic address with frontage on a private road.

3.2 The owner of a campground or trailer park shall name the roads, and number the sites located within a campground or trailer park and the

numbering method shall be approved by the Chief Building Official, Clerk-Treasurer or designate.

3.3 The owner of a campground or trailer park shall erect and maintain a clearly legible (from the driver's seat of an emergency vehicle) map located at the entrance to a campground or trailer park identifying the road names and civic addresses contained within.

3.4 For the purpose of the emergency response services, the owner or occupants of a campground or trailer park shall use the civic address assigned to the main property in conjunction with the name of the service lane and site number, as assigned within the campground or trailer park.

3.5 Nothing in this By-law affects the legal status of a private road or service lane. The Township is no way obligated to provide any maintenance or services for properties or sites located on a private road or service lane within its jurisdiction. It shall be the responsibility of the owner(s) of the property where a private road or service lane is located to maintain the private road or service lane in a state of repair and maintenance, which provides suitable access for emergency vehicles.

4. Municipal Addressing System

4.1 The Township of South Algonquin shall maintain an Addressing System.

4.2 Chief Building Official, Clerk-Treasurer or designate shall ensure that any lots created by consent or plan of subdivision with the Township are assigned a civic address upon application.

4.3 The Chief Building Official shall assign a civic address to any previously vacant lot address upon application.

4.4 The Chief Building Official, Clerk-Treasurer or designate shall ensure that the Addressing System is updated on a regular basis to include any recently assumed streets or extensions of existing streets. This update may also include unassumed road allowances within a registered plan of subdivision, if required for emergency response purposes.

4.5 The Chief Building Official, Clerk-Treasurer or designate shall ensure that all applicable emergency response agencies receive, on a timely basis, updated information for the Municipal Addressing System in the Township of South Algonquin.

5. Notice and Signage

5.1 The Chief Building Official, Clerk-Treasurer or designate will forward, as required, Notice to an Owner of a property within, the Township advising them of any changes to their civic address. The Notice shall be sent by regular mail to the owner and address provided on the latest revised Assessment Roll.

5.2 The Township shall provide for the property owner the identification number plates, posts and hardware where applicable for any or all improved properties in rural areas of the municipality which are located on the mainland.

5.3 The Township shall provide property identification number plates to any and all properties located in a settlement area. The owner of a property shall attach the number plate to building or post in a location visible and legible from the abutting street or waterway.
Note: Legible decorative numbers are a permitted alternative in

designated settlement areas only at the sole cost of the property owner.

5.4 Every owner of vacant land who intends to construct a building on said land shall obtain and install, affix or erect the assigned civic address with thirty (30) days of the issuance of any Building permit, in the manner and location as set out in Schedule "A" of this by-law.

5.5 Every owner of property who leases or rents said property to another party, shall ensure that the assigned civic address is obtained and installed, affixed or erected within (30 days).

5.6 No person shall install, affix or allow to remain installed, affixed or erected on any property or building/ any number save and except the assigned civic address.

5.7 The Owners of all properties shall maintain in good condition and in a location visible and legible from the abutting street assigned civic addresses, as required under the provisions of this By-law.

6. Maintenance

6.1 Where the Owner of a property fails to obtain, affix, erect or maintain the assigned civic address in accordance with this by-law:

6.1.1 Those owners of properties which are affected by provisions of this By-law shall keep and maintain in good condition their civic address numbers or number blades, as the case may be.

6.1.2 Every owner or occupant shall ensure that the civic address sign is visible at all times and kept unobstructed by vegetation, structures, snow accumulation or nay other screening.

6.2 Every person who violates any of the provisions of this by-law is guilty of an offence and upon conviction shall be liable to a fine pursuant to the Provincial Offences Act, R.S.O. 1990, Chapter P.33/ as may be amended from time to time.

6.2.1 That the Township shall not be liable for any loss, cost or expense which the owners of land may incur as a result of the road name sign or civic address sign being damages, missing, obstructed or illegible.

7. General

7.1 Should a section of any provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof/ other than the Section of provision so declared invalid.

7.2 The short title of this by-law shall be "Civic Addressing By-law" of the Corporation of the Township of South Algonquin.

8. Force and Effect

8.1 That this By-law shall take force and effect upon the final passing thereof.

READ AND SECOND TIME this 15th, day of September, 2011.

Jane Dumas, Mayor

Harold Luckasavitch, Clerk

READ A THIRD TIME, PASSED AND ENACTED this 15th, day of September 2011.

Jane Dumas, Mayor

Harold Luckasavitch, Clerk

Schedule "A"
To By-law 2011-405

1. Property Identification Number and Plates - Rural Areas

- a. Size: Minimum 5 ins. x 10.5 ins. (13 mm x 26.5 mm)
- b. Thickness/material: 1.5 mm aluminum
- c. Background: 3M "Scotchlite" brand sheeting or equivalent, engineering grade
- d. Colour: Green-double-sided

2. Property Identification Number Plates - Settlement Areas & Waterfront Properties

- a. Size: Minimum 5 ins. x 9 ins. (3 numbers) (13 mm x 23 mm)
Size: Minimum 5 ins. x 11.5 ins. (4 numbers) (13 mm x 29 mm)
- b. Thickness/material: 1.5 mm aluminum
- c. Background: 3M "Scotchlite" brand sheeting or equivalent, engineering grade
- d. Colour: Green-double-sided

3. Lettering

- a. Minimum height 4 ins. (10 mm)
- b. 3M Sheeting Engineering Grade or equivalent
- c. Font "Gothic D" (Provincial Standard)
- d. Colour: White/Silver-double sided
- e. Character spacing-1/2 in., centered

4. Location and Height

- a. In rural areas, property identification number plates shall be installed or erected immediately adjacent to the driveway on the left hand side as seen from the street, at right angles to the abutting street or private road.
- b. In settlement areas, property identification number plates may be affixed to a building or installed on a firmly secured post in accordance with paragraph 4(d) below.
- c. *ALL* property identification number plates shall be in unobstructed location, clearly visible and legible from the abutting street.
- d. Property identification number plates shall be mounted on a firmly secured post, at an elevation of not less than 5 feet (1.4 metres) and not more than 6 ft. 6 ins. (2 metres) above grade. Such posts shall be installed not less than 3 ft. 3 ins. (one (1) metre) and not more than 13 feet (four (4) metres) from the edge of the travelled portion of the abutting street.

- e. Where an improved property abuts a waterway which provides the principal access thereto, the property identification number plate in a single sided format shall be placed parallel to the abutting waterway in a clearly visible location from the said waterway and shall be mounted within 10 feet (3 metres) of the high water mark on a firmly secured post or structure of a permanent nature. The property identification number plate shall be mounted at an elevation not less than 5 feet (1.4 metres) and not more than 6 ft. 6 ins. (2 metres) above grade.

- f. Provided that the requirements of this by-law for posting a property identification number plate on an improved property are complied with, nothing contained herein shall serve to prohibit the concurrent erection of the assigned property identification number elsewhere on the said improved property in a format other than the standard property identification number plate obtained from the Township.

SCHEDULE “B”

Civic Addressing By-Law

Intersecting Provincial Highways and Municipal Maintained Roads

Highway 127:

MUNICIPAL ROAD	CIVIC NO	START NUMBER	FINISH NUMBER	WARD
McKenzie Lake Road South)	3398	3	1796	Sabine
McKenzie Lake Road (North)	4874	1796	3	
McRae-Hay Lake Road	5655	3	1421	
McGuey Road	6628	3	877	
Old 127	6823	3	1074	Airy

Highway 523:

MUNICIPAL ROAD	CIVIC NO	START NUMBER	FINISH NUMBER	WARD
Lyell Lake Landing Road	3291	3	98	Lyell
Reids Road	4707	3	26	
Tom and Mick Murray Park Road	5344	3		

Highway 60:

MUNICIPAL ROAD	CIVIC NO	START NUMBER	FINISH NUMBER	WARD
Aylen Lake Road	22784	3	1706	Dickens
Spectacle Lake Road	23037	3	266	Dickens
Major Lake Road	25190	3	4230	Murchison
Merton Street	25279	3	124	
Dawson Road(East)	25311	3	171	
Victoria Street	25312	3	82	
Dawson Road(West)	25443	171	3	
Dunnes Road	26155	3	1181	
Paplinskie Road	26429	3	440	
Hilltop Crescent	29055	3	71	Airy
Old 127	29237	1074	3	
Church Hill Street	29380	3	150	
Park Street	29411	3	61	
Paradise Road	29485	3	414	
Post Street	29528	3	89	
Ottawa Street	29529	3	122	
Madawaska Street	29540	3	282	
Galeairy Lake Road	29597	3	171	
Algonquin Crescent	29638	3	82	
Airy Road	29793	3	255	

SCHEDULE “C”

Civic Addressing By-Law

Intersecting Provincial Highways and Private Lanes

The Corporation of the Township of South Algonquin has undertaken the naming of private lanes intersecting with the three(3) provincial highways within its boundaries for the purposes of the Civic Addressing Project. The naming of these private lanes does not infer that the municipality will assume any responsibility for any maintenance on these roads. The municipal responsibility will be only for the signs required to provide the civic addressing service and to ensure that the signs are maintained to a suitable standard for the designated purpose of the signs.

Highway 127:

PRIVATE LANE	CIVIC NO	START NUMBER	FINISH NUMBER	WARD
There are no private lanes to be signed for the Civic Addressing Project				

Highway 523:

PRIVATE LANE	CIVIC NO	START NUMBER	FINISH NUMBER	WARD
Murray Lane	3431	3	171	Lyell
Davies Lane	3795	3	198	

Highway 60:

PRIVATE LANE	CIVIC NO	START NUMBER	FINISH NUMBER	WARD
Landsdown Avenue		3	273	Murchison
Haskin Lane	25831	3	42	
Yantha Lane	25838	3	42	
August Lane	28587	3	254	Airy

SCHEDULE “D”

Civic Addressing By-Law

Municipal Road Name Changes

The Corporation of the Township of South Algonquin has eliminated road names and renamed some roads for the purpose of reducing possible confusion upon implementation of civic addressing. The following roads names will be eliminated:

ROAD NAME	WARD
Bresnahan Street	Murchison
Shellhorn Street	Murchison
Church Street	Airy
Hill Street	Airy
Post Street(South of Highway 60)	Airy

Bresnahan Street and Shellhorn Street will be incorporated with Holstein Street thus creating:
HOLSTEIN STREET

Church Street and Hill Street will be incorporated as one street and will be named:
CHURCH HILL STREET

Post Street from Highway 60 Southerly to Ottawa Street will become a part of Ottawa Street thus becoming:
OTTAWA STREET

That section of Madawaska Street where this street intersects with Post Street at the Employment Resource Centre and intersects with Madawaska Street will be hereby named:
MADAWASKA LANE

SCHEDULE “E”

Civic Addressing By-Law

The following are designated as lanes or trails for the purposes of the Civic Addressing Project. The municipality accepts no responsibility for maintenance of said lanes or trails. The following lanes or trails are those accessible only from municipally controlled roads and streets; or off unmaintained lanes originating off Highway 127, 523 or Highway 60.

AIRY WARD:

Avery Lane
Dave Bowers Lane
Hardtack Lane
Lumely Lane
Stubbs Lane

DICKENS WARD:

Side Road	101
Side Road	111
Side Road	121
Side Road	131
Side Road	141
Side Road	151
Side Road	161
Side Road	171
Side Road	181
Side Road	191
Side Road	201
Side Road	211
Side Road	221
Side Road	231
Side Road	241
Side Road	251
Side Road	261
Side Road	271
Side Road	281
Side Road	291

LYELL WARD:

Argue Lane
Lakeside Lane
Reids Lane
Woodland Lane

MURCHISON WARD:

Forest Lane
Grouse Lane
Haskin Lane
Partridge Lane
River Lane
Yantha Lane

SABINE WARD:

Alexann Lane
Hayward Lane
McGuey Lane
Marina Lane
Skinkle Lane
Tin Camp Trail
Ups and Down Lane
Windmill Point Lane