

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH  
GLENGARRY BY-LAW 24-2020  
FOR THE YEAR 2020**

***BEING A BY-LAW TO ESTABLISH THE PLACING AND MAINTAINING OF A CIVIC ADDRESSING SYSTEM FOR BUILDINGS AND LOTS WITHIN THE LIMITS OF THE TOWNSHIP OF SOUTH GLENGARRY.***

**WHEREAS**, the *Municipal Act*, 2001, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** the *Municipal Act*, 2001, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law.

**AND WHEREAS** Section 8 of the *Municipal Act*, 2001, c.25 (hereinafter referred to as the "*Municipal Act*") provides that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** pursuant to Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

**AND WHEREAS** pursuant to Section 116(1) of the *Municipal Act*, authorizes a municipality to establish, maintain and operate a centralized communication system for emergency response purposes;

**AND WHEREAS** pursuant to Section 116(2) of the *Municipal Act*, allows municipalities; at any reasonable time, to enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

**AND WHEREAS** pursuant to Section 425 of the *Municipal Act*, a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

**AND WHEREAS** pursuant to Section 426 of the *Municipal Act*, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a by-law passed under this Act;

**AND WHEREAS** pursuant to Section 436 of the *Municipal Act*, a By-Law Enforcement Officer may enter upon any land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this by-law;

**AND WHEREAS** pursuant to Section 446(1) of the *Municipal Act*, a municipality may direct or require a person to do a matter or thing and that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

**AND WHEREAS** pursuant to Section 446(3) of the *Municipal Act*, a municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**AND WHEREAS** Council desires for the health and safety of the residents of South Glengarry, to establish an organized system and therefore, wishes to ensure accurate and efficient routing of emergency vehicles, other services and

to accommodate future growth.

**NOW THEREFORE** the council of the Corporation of the Township of South Glengarry hereby enacts the following as a by-law;

### **SHORT TITLE**

This by-law may be referred to as the “Civic Addressing By-Law”.

### **PART 1 - DEFINITIONS**

#### **1.1** In this by-law;

- a) “Address Plaque” means a form of signage that displays the address number on a building.
- b) “Building” means a structure occupying an area greater than ten (10) square metres consisting of a wall, roof and floors or a combination thereof or a structural system serving the function thereof including all plumbing works, fixtures and service systems appurtenant thereto.
- c) “Chief Building Official” means the Chief Building Official (CBO) appointed by the Corporation of the Township of South Glengarry and his or her designates or successors.
- d) “Civic Address” means the civic number, including the Unit number where applicable, and Road name assigned to a particular Building or lot.
- e) “Civic Blade” means a sign that is affixed to a support structure adjacent to the Private Road, Road or Highway for the purpose of displaying the Civic Number of the lot to which the sign relates.
- f) “Civic Number” means the number, including the Unit number, where applicable, assigned to a particular lot.
- g) “Council” means the Council for the Corporation of the Township of South Glengarry.
- h) “Highway” means a common and public Highway or a portion thereof, under the jurisdiction of the Township of South Glengarry, United Counties of Stormont Dundas and Glengarry or the Province of Ontario and includes any bridge, trestle, viaduct or other structure forming part of the Highway.
- i) “Officer” means an officer of the Township responsible for enforcement of by-laws.
- j) “Owner” means the registered owner of land, the owner in trust, a mortgagee in possession and includes a person, firm, partnership, corporation, company, association or organization of any kind and its principal(s).
- k) “Private Road” means single or a multi lane path accessible to vehicles that is not under the jurisdiction of the Township of South Glengarry, United Counties of Stormont Dundas and Glengarry or the Province of Ontario.
- l) “Property” means any land within the Township of South Glengarry including yards and vacant lots.
- m) “Road” means a Highway under the jurisdiction of the Township of South Glengarry, United Counties of Stormont Dundas and Glengarry or the Province of Ontario or a Private Road.
- n) “Township” means the Corporation of the Township of South Glengarry.

- o) "Unit" means an independently used space within a property (i.e. a store within a shopping mall, an accessory apartment within a residential complex, or multiple structures on a lot).
- p) "Vacant Land" means an area of land in a rural or agricultural zone, as defined in the Township of South Glengarry Zoning by-law, that is not built on or that is not occupied.

## **PART 2 - GENERAL PROVISIONS**

- 2.1** No person shall install or display any civic number, blade, or post that is not assigned or approved by the Townships' Building Department.
- 2.2** All civic blades and posts assigned by the Township are subject to a cost as indicated in "Schedule A" of this by-law.
- 2.3** Every owner of any property within the Township that contains a building (permanent or otherwise) which has the facilities on site from which to report an emergency and / or to which there is a reasonable expectation that emergency vehicles could be dispatched, including properties with facilities under construction shall be required to obtain and clearly display a Civic blade.
- 2.4** Every owner of a mobile park or a private community, including a campground, containing two or more residences (permanent or otherwise) which has the facilities on site from which to report an emergency and / or two which there is a reasonable expectation that emergency services could be dispatched, including properties with facilities under construction shall be required to obtain and clearly display a Civic blade.
- 2.5** Every owner of vacant land within the Township may post or display a civic blade on the designated property in accordance with the requirements of this by-law.
- 2.6** Every owner of land within the Township that is required to post or display a civic blade in accordance with this by-law, must ensure it is always maintained in good repair, visible from the road, and unobstructed by vegetation, structures, snow accumulation or any other screening.
- 2.7** No person shall display a civic number or blade on the door of a residence or structure, or entrance gate.

### **Design of Civic Blade and Address Plaque**

- 2.8** The Township shall, for every property, assign and provide a civic number, post, and blade in accordance with the following design:
  - a) all digits of the property numbers shall be an approximate size of 75mm in height and shall have an appropriate width.
  - b) all numbers shall be fabricated with a reflective white material on a reflective blue backing.
  - c) all numbers shall read from left to right.
  - d) all numbers shall be displayed in numeral form only.
  - e) Civic blades and posts for a property having a building shall be composed of PVC material obtained from the Township.
  - f) Civic blades for vacant land shall be composed of PVC material or aluminum and the posts shall be composed of either metal or PVC material obtained from the Township.

**2.9** The Township shall, for every property, approve an Address Plaque in accordance with the following design:

- a) all digits of the property numbers shall be an approximate size of 76mm in height and shall have an appropriate width.
- b) all numbers shall be displayed in dark writing with a light background, or light writing with a dark background.
- c) all numbers shall read from left to right.
- d) all numbers shall be displayed in numeral form only.

**Placement of Civic Blade or Address Plaque**

**2.10** All owners of a property containing a building (permanent or otherwise) where the front wall of the residence, garage, or main building on the property is located at a distance of 5 metres or more from the property line abutting the street shall install and maintain:

- a) the civic blade to the post at a height of not less than 1.07m and not more than 1.5m from the effective ground level.
- b) the civic blade on the property at a distance of not more than 1m from the property line abutting the street and a distance of not more than 1m from the main driveway or entrance to the property.
- c) the civic blade so as to be readily visible from the street and must be visible from both directions of road traffic.

Any reduction in front yard setback approved by a Minor Variance or a Zoning Amendment does not exempt the requirements of this section.

**2.11** All owners of a property containing a building (permanent or otherwise) where the front wall of the residence, garage, or main building on the property is located at a distance of less than 5 metres from the property line abutting the street shall install and maintain:

- a) the civic blade or address plaque to the front facing, right-hand side of the closest visible building from the road, whether it is a residence, garage, or main building.
- b) the civic blade or address plaque on the building at a height not less than 1.07m and not more than 1.8m above the door threshold.
- c) the civic blade or address plaque so as to be readily visible from the street and must be visible from both directions of road traffic.

**2.12** All owners of a property containing multiple units with separate outside entrances shall display and maintain the unit number next to the exterior door, which provides access to such unit, and be clearly visible from the exterior of the building.

**2.13** In accordance with section 2.5, where owners of vacant land install a civic blade on the property it shall be placed as follows:

- a) the civic blade is affixed to the post at a height of not less than 1.07m and not more than 1.5m from the effective ground level.
- b) the number sign shall be placed on the property line or fence line within 5 meters of the entrance to the property.

## **Property Severance**

- 2.14** Where a developed property severs part of the land for residential use, the dwelling shall retain the civic number originally assigned, and the owner of the vacant land shall obtain a new civic number and display a new civic blade at an entrance to the vacant land as a condition of consent.
- 2.15** Where a vacant property severs part of the land, all owners of all vacant land shall obtain a new civic number and display a new civic blade at an entrance to the vacant as a condition of consent.

## **Existing Civic Blades**

- 2.16** Despite the provisions of this By-law, a civic blade that was in existence prior to the date this By-law comes into force, and was in compliance with the applicable civic number regulations in force under the Township's applicable by-laws at the time the civic number was installed, shall be deemed to comply with this By-law for so long as such civic number continues to be the same height, length and width, comprised of the same material, structurally sound, easily read, and in good condition.

## **Reassigning Civic Address**

- 2.17** Any building(s) with an existing assigned civic address number may be reassigned a new number by the CBO where there are potentially confusing number discontinuities or irregularities, there is an inadequate supply of civic numbers for existing and future lot development, there are emergency service requirements or there are other Township initiatives.
- 2.18** The CBO will provide written notice of the civic address numbering change to the owners of any affected properties. In cases where it is found that the renumbering of a building, unit, or property would pose undue hardship on a number of residents or businesses, the CBO, in consultation with emergency service providers may allow the existing civic address to remain, provided that the existing address follows a clear numbering sequence and complies with the requirements for emergency service. It is the responsibility of the owner to ensure that the new civic address number or signage is installed and visible from the street.

## **PART 3 - ADMINISTRATION AND ENFORCEMENT**

- 3.1** The CBO is authorized to administer and enforce this By-law.
- 3.2** The CBO may assign Officers to enforce this By-law and shall have the authority to:
- a) carry out inspections;
  - b) make orders or other requirements as authorized under this By-law; and
  - c) give immediate effect to any orders or other requirements made under this By-law.
- 3.3** The CBO may assign duties or delegate tasks under this By-law to be carried out in the CBO's absence or otherwise.

## **Entry and Inspections**

- 3.4** An Officer may enter on land at any reasonable time and in accordance with the conditions set out in sections 435, 436 and 437 of the *Municipal Act*, 2001 for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
- a) this By-law;
  - b) a direction or order made under this By-law;

- c) an order made under s. 431 of the *Municipal Act, 2001*.
- 3.5** An Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under Section 438 of the *Municipal Act, 2001*, in accordance with the conditions set out in that section, where he or she has been prevented or is likely to be prevented from carrying out an inspection under Section 3.4.
- 3.6** No Person shall interfere with, obstruct, or permit to obstruct an Officer while performing their duties under this by-law.

#### **Orders including Delivery**

- 3.7** If an Officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the property on which the contravention occurred to do work to correct the contravention.
- 3.8** An order under Section 3.7 shall set out:
- a) reasonable particulars of the contravention adequate to identify the contravention and the location of property on which the contravention occurred;
  - b) the work to be completed;
  - c) the date or dates by which the work must be completed; and
  - d) notice that if the order is not complied with, then the work may be done at the expense of the owner;
  - e) notice that if the cost of work plus administration fees are not paid in time, they may be recovered by adding the amount to the tax roll for the Property.
- 3.9** Delivery of an order to discontinue a contravening activity made under Section 3.7 or an order to do work made under Section 3.8 may be given personally or by registered mail to the last known address of:
- a) the owner; and
  - b) such other persons affected by the order as an Officer determines.

Delivery by registered mail shall be deemed to have taken place on the fifth day after the date of mailing.

- 3.10** Where a time frame is set out in an order for carrying out any action, an Officer may extend the time for compliance beyond the established time frame provided such extension is required and is acceptable to the Officer.

#### **Township Carrying Out Work**

- 3.11** Where a person does not comply with a direction or a requirement, including an order, under this By-law to do a matter or thing, the CBO, in addition to all other remedies, may cause the Property to be brought into compliance with this by-law. For this purpose, the CBO with such assistance by others as may be required, may enter onto the Property at any reasonable time without further notice to the Owner in order to do such work necessary to achieve compliance with this by-law at the person's expense.
- 3.12** The Township may recover the costs of doing a matter or thing under Section 3.11 by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes and such costs shall include an administration fee as set in Schedule "B". The amount of the Township's costs, including interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

#### **Penalties**

- 3.13** Every person who contravenes any provision of this by-law is guilty of an

- offence and, upon conviction, is liable to:
- a) a fine as provided for in section 61 of the Provincial Offences Act, R.S.O 1990, c. P.33.

**3.14** Where a person is convicted of an offence under this by-law, the Ontario court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

#### **Validity and Severability**

**3.15** If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law, and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

**3.16** Where a provision of this by-law conflicts with the provision of another by-law in force within the Township, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

#### **Repeal**

**3.17** On the date this by-law comes into effect, By-Law 21-05 as amended shall be hereby repealed.

**3.18** This By-law shall come into force upon the date of passing by Council.

#### **EFFECTIVE DATE**

This By-Law shall come into force upon the date of passing by Council.

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***READ A FIRST AND SECOND TIME ON THE 4<sup>th</sup> DAY OF MAY, 2020***

***READ A THIRD TIME PASSED, SIGNED AND SEALED IN OPEN COUNCIL ON THE 19<sup>th</sup> DAY OF MAY 2020.***

***MAYOR:***

***CLERK:***

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**SCHEDULE 'A'**  
**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**By-Law No 24-2020: Civic Addressing By-law**  
**Fees**

<b>Item</b>	<b>Fee</b>
Civic Blade Property with Building	\$47.00
Civic Post c/w Cap - Property with Building	\$61.00
Civic Blade- Vacant Land	\$35.00
Civic Post- Vacant Land	\$25.00



**SCHEDULE 'B'**

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**By-Law No 24-2020: Civic Number By-law**

**Service Use and Activity Charges**

<b>Item</b>	<b>Service or Activity Fee</b>	<b>Fee</b>
	<b>1st Order.</b> Where the informal notice has not been complied with, for the first Order issued in respect to any property.	<b>\$ 50.00</b>
	<b>Subsequent Orders.</b> Where there has been a previous Order issued, each subsequent Order issued thereafter	<b>\$ 100.00</b>
	<b>Township undertakes to complete the work.</b> Where the Township undertakes to complete the work required to comply with any final order.	<b>Cost of the work performed plus an administrative fee of 30%</b>
	<b>Certificate of Compliance.</b> Where after inspecting a property, an Officer, may, or on the request of the Owner, issue the Owner a certificate of compliance	<b>\$25.00</b>