

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2026-26**

A BY-LAW TO ESTABLISH THE PLACING AND MAINTAINING OF A CIVIC ADDRESSING SYSTEM FOR BUILDINGS AND VACANT LAND 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 the *Municipal Act*, 2001, S.O. 2001, c. 25 s.116(1) authorizes a municipality to establish, maintain and operate a centralized communication system for emergency response purposes;

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25 s.116(2) 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 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 ENACTS AS FOLLOWS:

SECTION 1 - SHORT TITLE

- 1.1. This By-law may be cited as the "Civic Addressing By-Law".

SECTION 2 – DEFINITIONS

- 2.1. "Address Plaque" means a form of signage that displays the civic number on a building.
- 2.2. "Building" means the structure(s) in which is considered the principal use(s) of the property on which the structure(s) is situated.
- 2.3. "Chief Building Official" means the Chief Building Official or their designate appointed by the Corporation of the Township of South Glengarry.
- 2.4. "Civic Blade" means a sign that is affixed to the civic post adjacent to the private road, road or highway for the purpose of displaying the civic number of the building or property to which the sign relates.
- 2.5. "Civic Number" means the number, including the unit number, where applicable, assigned to a particular building or property.
- 2.6. "Civic Post" means the structure used to support the civic blade(s).
- 2.7. "Council" means the Council for the Corporation of the Township of South Glengarry.
- 2.8. "Highway" means a common and public highway or a portion thereof, under the jurisdiction of the Township of South Glengarry, The 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.

- 2.9. "Officer" means a Municipal Law Enforcement Officer, Building Official or any person appointed by Council to enforce by-laws.
- 2.10. "Owner" means the registered owner of land, and includes a lessee, mortgagee in possession, or the person in charge of the property;
- 2.11. "Private Road" means single or a multi lane path accessible to vehicles that is not under the jurisdiction of the Township of South Glengarry, The United Counties of Stormont, Dundas and Glengarry or the Province of Ontario.
- 2.12. "Property" means any land within the Township of South Glengarry including yards and vacant land.
- 2.13. "Road" means a highway under the jurisdiction of the Township of South Glengarry, The United Counties of Stormont, Dundas and Glengarry, the Province of Ontario or a private road.
- 2.14. "Township" means the Corporation of the Township of South Glengarry.
- 2.15. "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).
- 2.16. "Vacant Land" means an area of land in a rural or agricultural zone with a permitted agricultural use, as defined in the Township of South Glengarry Zoning By-law, that is not built on or that is not occupied.

SECTION 3 – APPLICATION, ADMINISTRATION AND ENFORCEMENT

- 3.1. This By-law applies to all lands, buildings, and structures within the geographic limits of the Corporation of the Township of South Glengarry.
- 3.2. The *Chief Building Official* is authorized to administer and enforce this By-law.
- 3.3. The *Chief Building Official* may assign *officers* to enforce this By-law with authority to:
- carry out inspections;
 - issue orders or other requirements as authorized under this By-law; and
 - give immediate effect to any orders or other requirements made under this By-law.
- 3.4. The *Chief Building Official* may assign duties or delegate tasks under this By-law to be carried out in the *Chief Building Official's* absence.

SECTION 4 - GENERAL PROVISIONS

- 4.1. No person shall install or display any *civic number*, *civic blade*, or *civic post* that is not assigned and/or approved by the *Township*.
- 4.2. No *owner* shall use or permit the use of any *building*, including facilities under construction, without obtaining and displaying a *civic number*, *civic blade* or *address plaque* in accordance with the provisions of this By-law.
- 4.3. No *owner* shall display or permit the display of a *civic number*, *civic blade*, *civic post* or *address plaque* unless it's:
- maintained in good repair;
 - clearly visible and legible from the travelled portion of the *road*; and
 - free from obstruction by vegetation, structures, snow accumulation or any other screening.

- 4.4. Every owner of *vacant land* within the *Township* may post or display a *civic number*, *civic blade* or *civic post* on the designated *property* in accordance with the provisions of this By-law.
- 4.5. All *civic blades* and *civic posts* assigned by the *Township* are subject to fees as set out in "Schedule A" of this By-law. Fees set out in Schedule 'A' shall be adjusted without amendment to this By-law annually on January 1st of each year by the *Chief Building Official*. The *Chief Building Official* shall adjust the fees to achieve full cost recovery but under no circumstance shall the fees be set higher than the purchase cost for the *Township*.

Civic Number, Civic Blade and Civic Post Design

- 4.6. The *Township* shall provide *civic numbers*, *civic blades* and *civic posts* in accordance with the following design:
- a. all digits of the *civic number* shall be an appropriate size of 75mm to 125mm 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 *civic posts* shall be composed of PVC material obtained from the *Township*; and
 - f. *civic blades* for *vacant land* shall be composed of PVC material or aluminum, and the *civic posts* shall be composed of PVC material or metal obtained from the *Township*.

Address Plaque Design

- 4.7. Address plaques shall meet the following design criteria:
- a. all digits of the *civic number* shall be an approximate size of 75mm to 125mm 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; and
 - d. all numbers shall be displayed in numeral form only.

Placement of Civic Blade or Address Plaque

- 4.8. All owners of a *property* containing a *building*, where the front wall of the *building* is located 5 metres or more from the property line abutting the *road* shall install and maintain:
- a. the *civic blade* to the *civic post* at a height of not less than 1.07 metres and not more than 1.5 metres from the effective ground level;
 - b. the *civic blade* and *civic post* on the property at a distance not more than 1 metre from the property line abutting the *road* and a distance not more than 1 metre from the main driveway or entrance to the *property*; and
 - c. the *civic blade* to be readily visible from both directions of *road* traffic.
- 4.9. All owners of a *property* containing a *building*, where the front wall of the *building* is located less than 5 metres from the property line abutting the *road* shall install and maintain:
- a. The *civic blade* and *civic post* in accordance with the requirements of section 4.8; or

- b. the *civic blade* or *address plaque* to the front facing wall of the *building*, within 2 metres of an entrance door (if applicable);
- c. the *civic blade* or *address plaque* on the *building* at a height not less than 1.07 metres and not more than 1.8 metres above the door threshold; and
- d. the *civic blade* or *address plaque* to be readily visible from both directions of *road* traffic.

4.10. 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*.

4.11. Where owners of *vacant land* install a *civic blade* on the *property*:

- a. the *civic blade* shall be affixed to the *civic post* at a height of not less than 1.07 metres and not more than 1.5 metres from the effective ground level; and
- b. placed on the property line or fence line within 5 metres of the entrance to the *property*.

Property Severance

4.12. Where a developed *property* severs part of the land for residential use, the dwelling shall retain the *civic number* originally assigned.

Existing Civic Blades

4.13. 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

4.14. Any *building(s)* with an existing assigned *civic number* may be reassigned a new number by the *Chief Building Official* where there are number discontinuities or irregularities, there is an inadequate availability of *civic numbers* for existing and future lot development, there are emergency service requirements or there are other *Township* initiatives.

4.15. The *Chief Building Official* shall provide written notice of the *civic number* change to the *owner(s)* 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 *Chief Building Official*, in consultation with emergency service providers may allow the existing *civic number* to remain, provided the existing *civic number* follows a clear numbering sequence and complies with the requirements for emergency services. It is the responsibility of the *owner* to ensure the new *civic number* or signage is installed and visible from the *road*.

SECTION 5 – ENTRY, INSPECTIONS AND ORDERS

Entry and Inspections

5.1. 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; and
- c. an order made under section 431 of the *Municipal Act*, 2001.

- 5.2. 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 5.1.
- 5.3. No person shall interfere with, obstruct, or permit to obstruct an *officer* while performing their duties under this By-law.

Orders including Delivery

- 5.4. 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, the person who caused or permitted the contravention, the *owner*, or the occupier of the *property* on which the contravention occurred to do work to correct the contravention.
- 5.5. An order under section 5.4 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;
 - d. notice that if the order is not complied with, then the work may be done at the expense of the *owner*; and
 - 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*.
- 5.6. Delivery of an order to discontinue a contravening activity made under section 5.4 may be given personally, by email to the last known email address, 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.
- 5.7. Delivery by email shall be deemed to have taken place on the day of sending provided the email was sent prior to 5 p.m.
- 5.8. Delivery by registered mail shall be deemed to have taken place on the fifth day after the date of mailing.
- 5.9. 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*.

SECTION 6 – TOWNSHIP CARRYING OUT WORK

- 6.1. Where a person does not comply with a direction or requirement, including an order, the *Chief Building Official*, in addition to all other remedies, may cause the *property* to be brought into compliance with this By-law. For this purpose, the *Chief Building Official* 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.

- 6.2. The *Township* may recover the costs of doing a matter or thing 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 out in Schedule "A". The amount of the *Township's* cost, 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.

SECTION 7 – SEVERABILITY

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

SECTION 8 – OFFENCES AND PENALTIES

Administrative Monetary Penalties (AMPs)

- 8.1. Every person who contravenes any provision of this By-law may be issued an administrative penalty in accordance with schedule "B" and the *Township's* Administrative Monetary Penalty System By-law.
- 8.2. An administrative penalty imposed under this By-law:
- a. shall constitute a debt to the *Township*;
 - b. may be added to the tax roll and collected in the same manner as municipal taxes; and
 - c. is not a fine for the purposes of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 8.3. A person who is issued an administrative penalty may request a review in accordance with the *Township's* Administrative Monetary Penalty System By-law.

Offence (POA)

- 8.4. Every person who contravenes any provision of this By-law is guilty of an offence, and upon conviction, is liable to a fine as provided for in the Municipal Act, 2001, as amended.
- 8.5. A person who is alleged to have contravened any provision of this By-law, may be charged under the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

Election of Enforcement

- 8.6. Where an administrative penalty has been issued to a person for a contravention of this By-law, the person shall not be charged with an offence under the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, for the same contravention.

Continuing Contravention

- 8.7. Each day a contravention continues constitutes:
- a. a separate administrative penalty; and/or
 - b. a separate offence under the Provincial Offences Act, R.S.O. 1990, c. P.33.

Remedies not listed

- 8.8. In addition to any administrative penalty or prosecution, the *Township* may take any action necessary to remedy a contravention of this By-law.

SECTION 9 – SCHEDULES TO BY-LAW

- 9.1. Schedules “A” and “B” are deemed to form part of this By-law.

SECTION 10 - REPEAL

- 10.1. By-law 24-2020 is hereby repealed in its entirety upon this By-law’s final passing.

SECTION 11 - EFFECTIVE DATE

- 11.1. This By-law shall come into force and effect upon a third and final reading.

READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND SEALED IN OPEN COUNCIL THIS 13TH DAY OF APRIL 2026.

MAYOR:



CLERK:



SCHEDULE 'A'

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

By-Law No. 2026-26: Civic Addressing By-law

Fees

Item	Fee
Civic Blade – Property with Building	\$64.00
Civic Post with Cap – Property with Building	\$83.00
Post Cap	\$7.00
Additional Routed Slots in Post	\$11.00
Farm Post and Blade – Vacant Land	\$77.00
Administrative Charge	+ 30% as required
Township Undertakes to Complete the Work	Cost of work performed + 30% Administrative Charge

SCHEDULE 'B'

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

By-Law No 2026-26 Civic Addressing By-law

Administrative Monetary Penalties

Item	Violation	Section	AMPs Amount
1	Fail to install <i>Township approved civic number, civic blade or civic post</i>	4.1	\$150
2	Fail to obtain and display <i>civic number, civic blade or address plaque</i>	4.2	\$150
3	Fail to maintain <i>civic number, civic blade or address plaque</i> in good repair	4.3.a	\$150
4	Fail to display <i>civic number, civic blade or address plaque</i> free from obstruction	4.3.c	\$150