

# **THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS**

## **BY-LAW NO. 2022-92**

**A By-law to provide for the placing and maintaining of a civic address system.**

**WHEREAS** *the Municipal Act, 2001*, as amended, provides that the powers of the Council shall be exercised by By-law;

**AND WHEREAS** *the Municipal Act, 2001*, as amended, permits Council to establish, maintain, and operate a centralized communication system for emergency response purposes;

**AND WHEREAS** *the Municipal Act, 2001*, as amended, enables Municipalities that passed a By-law regarding a centralized communication system may, at any reasonable time, to enter upon land to affix numbers to building or erect signs setting out numbers on land;

**AND WHEREAS** Council desires for the health and safety of the residents of South Dundas, 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 Corporation of the Municipality of South Dundas enacts as follows:

### **1.0 SHORT TITLE**

1.1 This By-law may be referred to as the "Civic Addressing By-law."

### **2.0 DEFINITIONS**

2.1 For the purposes of this By-law, the following definitions shall apply:

**"Agricultural"** means any lands zoned agricultural in the Zoning By-law for the Municipality;

**"Building"** means a structure occupying an area greater than ten (10) square meters 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 as defined in the *Building Code Act*.

**"Building Permit"** means a Building Permit issued under the *Building Code Act*.

**"Civic Address"** means the road or street name and the number designated by the Municipality for the purpose of describing its location within the Municipality;

**"Civic Address Blade"** shall mean a plate on which the number forming part of the civic address of a property is affixed in accordance with this By-law;

**"Corporation or Municipality"** means the Corporation of the Municipality of South Dundas and its officers or employees appointed to administer the provisions of this By-law;

**"Director of Transportation"** means the Director of Transportation or designate as appointed by the Municipality;

**"Hamlet"** means those areas designated in the Zoning By-law for the Municipality as settlement areas;

**"Height"** means the distance above existing grade at which the number is placed and shall be a height which conforms to the requirements of this By-law;

**"Number"** means the multiple digit number designated by the Municipality to identify individual properties and shall conform to the requirements contained within this By-law;

**"Owner"** means a person or persons who are in legal possession of property within the Municipality;

**"Property"** means a parcel of land, described in a Deed or other legal document capable of conveying land, or shown as a lot or block on a registered Plan of Subdivision;

**"Rural"** means all other areas within the Municipality outside of designated hamlet areas;

**"Sign Post"** means the support upon which the number shall be placed and shall be a support which conforms to the requirements contained within this By-law;

**"Street"** means any public or private highway, road, street, lane, ally or thoroughfare within the Municipality;

**"Undeveloped Land"** means a vacant piece of land without any utilities and to which a building has not yet been constructed or erected.

### **3.0 ADMINISTRATION OF THE BY-LAW**

- 3.1 The Director of Transportation shall administer the By-law and be responsible for the designation of civic address numbers within the Municipality.

### **4.0 GENERAL PROVISIONS**

- 4.1 Civic addresses shall be assigned by the Transportation Department to all properties with a building(s) in the Municipality.
- 4.2 The Corporation shall complete the initial installation of the post and civic address blade for each property within the municipality to ensure that the installation meets the standards of this By-law.
- 4.3 The civic address number shall be available only through the Municipality and shall be consistent with the requirements contained within this By-law.



- 4.4 New civic addresses shall be assigned as part of the establishment of new lots or redevelopment projects. Verification will take place as part of the Planning approval process or Building Permit process. It is the responsibility of the Chief Building Official to forward the necessary paperwork to the Transportation Department.
- 4.5 When land is severed by consent, with a building thereon, the existing civic address shall be assigned to the appropriate property as determined by the Chief Building Official or designate. This may be included as a condition of severance.
- 4.6 When a second civic address is requested for a property due to the location of a secondary structure with an approved entrance, a review will be conducted by the Director of Transportation. Should the request be deemed reasonable, a second civic address will be assigned. The owner shall pay the fees as established in the Municipality's current fees and charges by-law.
- 4.7 No Building Permit shall be issued in the absence of a civic address, either existing or new.
- 4.8 If the civic address cannot be posted due to incomplete construction, the owner shall post a temporary civic address, which shall not be removed until the permanent number is posted.
- 4.9 Any owner of an undeveloped parcel of land may apply for a civic address in accordance with the provisions outlined in the Undeveloped Lot Civic Address Policy, attached as Schedule "B" to this By-law.
- 4.10 Lands deemed agricultural qualify for the Emily 911 Farm Entrance Program shall place the sign in accordance with the provisions outlined in the Emily 911 Farm Entrance Program Policy, attached as Schedule "A" to this By-law.
- 4.11 Civic addressing shall also be applied to:
- Parks;
  - Beaches;
  - Water access points;
  - Sports fields;
  - Dry hydrants;
  - Cemeteries;
  - Landfill sites; and
  - Public places where the public may congregate for any reason.
- 4.12 Every person who is an owner of a property in the Municipality shall post the civic number assigned to said property. The civic address blade and signpost shall be maintained by the owner at all times. The blade shall be kept in good condition, free from obstruction, for example snow and vegetation, and always visible to oncoming traffic. The Corporation will assume the cost for civic address blade replacement if the Corporation initiates readdressing; there is damage as a result of actions taken by

the Corporation; a reported collision with a police report; or other circumstance at the discretion of the Director of Transportation. If the need for replacement is due to negligent actions on the part of the owner, the owner shall pay the fee as set out in the Municipality's Fees and Charges By-law.

4.13 Every owner shall notify the Municipality within 48 hours should there be any damage to the sign or should there be any interference with the visibility of the sign.

4.14 The civic address post, blade and number shall consist of:

- Post being 1.5" x 1.5" aluminum
- Blade being 5" x 16" metal, blue in colour
- Numbers being 4" white reflective adhered to a blue blade

4.15 In rural areas the civic address number shall be placed on the signpost at a height of not less than 1.5 meters and not greater than 1.8 meters.

4.16 The sign post shall be placed at a distance not to exceed 1 meter from the property line of the street and furthermore the sign post shall be placed at a distance not to exceed 1 meter from the driveway or entrance to the property or as approved by the Director of Transportation.

4.17 In hamlet areas the civic address number will be placed on the dwelling unit or structure parallel to the traveled portion of the street at a location to be determined and agreed upon by the Owner and Director of Transportation.

4.18 All replacement signs and posts shall be installed to the standards as outlined within this By-law and may be installed by the Owner or Municipality.

4.19 The Corporation shall maintain an accurate and current record of all civic addresses assigned to properties within the Municipality.

## **5.0 VALIDITY**

5.1 This By-law shall come into force and effect on the date of passing.

5.2 If a court of competent jurisdiction declares any provision, or an part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council, in enacting this By-law that each and every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

## **6.0 REPEAL**

6.1 That By-law No. 2020-14 is repealed in its entirety.



**READ** and passed in open Council, signed and sealed this 8<sup>th</sup> day of August, 2022.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK

**Schedule "A" – Emily 911 Farm Entrance Program**

**Schedule "B" – Undeveloped Lot Civic Address Policy, Application & Acknowledgment Form**

<b>POLICY MANUAL</b>	<b>Policy No. 6-10</b>
<b>For Municipality of South Dundas</b>	<b>Effective Date: March 2, 2020</b>
<b>Subject: Emily 911 Farm Entrance Program</b>	<b>DEPARTMENT: All Departments</b>

## **Policy:**

The purpose of this Policy is to establish and regulate the Emily 911 Farm Entrance Program. The Emily 911 Farm Entrance Program is a program to assign civic addresses to agricultural lots to assist first responders with locating agricultural properties during an emergency.

## **Eligibility:**

The Emily 911 Farm Entrance Program policy provides agricultural property owners with a civic address that will allow first responders to better identify and respond to an emergency on agricultural properties that otherwise would be difficult to locate. Owners of agricultural properties within the Municipality of South Dundas are eligible to install one sign per property. The Emily 911 Farm Entrance Program is voluntary.

## **Submitting an Emily 911 Farm Entrance Program Application:**

All applicants requesting an Emily 911 Farm Entrance Program civic address sign shall complete and submit an Emily 911 Farm Entrance Program Application (attached) and Acknowledgement form (attached) to the Municipality of South Dundas. All applications shall be accompanied with the associated fee payable to the Municipality of South Dundas in the amount outlined in the most current Fees and Charges By-law. The applicant shall be the property owner or must otherwise include a letter from the property owner designating the applicant as the property owner's agent.

## **Emily 911 Farm Entrance Program Application Review**

The Director of Transportation shall review the application form and will determine the appropriate location for the requested sign. The Director will issue a civic number for the property using the roads odd/even configuration. The same civic address number shall not be used at more than one access location on the same property. Emily 911 Farm Entrance Program signs will reflect the current design standard used by the

Municipality.

## **Process**

After the application has been reviewed and approved, the Director shall issue a sign with the corresponding civic address and install the sign and post. Administration shall notify Stormont, Dundas and Glengarry United Counties GIS and Mapping Services Department with the location and civic address number.

## **Limitations**

The Emily 911 Farm Entrance Program sign shall not be used as a mailing address and shall only be used to better identify agricultural properties for first responders. The Emily 911 Farm Entrance Program is not acceptable for residential building applications. Obtaining an Emily 911 Farm Entrance Program sign does not guarantee that access is adequate for emergency vehicles and where access is not adequate, emergency vehicles may not be able to enter the property. The owner is responsible to ensure the sign is in good working condition and is clearly visible from both directions of the travelled portion of the road. Should the sign be damaged, knocked down, or removed, the owner is required to contact Administration for a replacement. The assignment of an Emily 911 Farm Entrance Program sign does not permit further use of, or development of, the property without appropriate application and approval.

<b>POLICY MANUAL</b>	<b>Policy No. 6-14</b>
<b>For Municipality of South Dundas</b>	<b>Effective Date: August 8, 2022</b>
<b>Subject: Civic Addressing of Undeveloped Lots</b>	<b>DEAPARTMENT: All Departments</b>

## **Policy:**

The purpose of this Policy is to establish and regulate the civic addressing of undeveloped lots to assist first responders with locating properties during an emergency.

Property owners of agricultural lots shall refer to Policy No. 6-10 Emily 911 Farm Entrance Program.

## **Eligibility:**

The Civic Addressing of Undeveloped Lots policy provides property owners of vacant land(s) within the Municipality with a voluntary opportunity to apply for a civic address that will allow first responders to better identify and respond to an emergency.

## **Submitting an Undeveloped Lot Civic Address Application:**

All applicants requesting a civic address sign for their undeveloped lot shall complete and submit an Undeveloped Lot Civic Address Application (attached) and Acknowledgement form (attached) to the Municipality of South Dundas. All applications shall be accompanied with the associated fee payable to the Municipality of South Dundas in the amount outlined in the most current Fees and Charges By-law. The applicant shall be the property owner or must otherwise include a letter from the property owner designating the applicant as the property owner's agent.

## **Undeveloped Lot Civic Address Application Review**

The Director of Transportation shall review the application form and will determine the appropriate location for the requested sign. The Director will issue a civic number for the property using the roads odd/even configuration. The same civic address number shall not be used at more than one access location on the same property. Civic address signs will reflect the current design standard used by the Municipality.



## **Process**

After the application has been reviewed and approved, the Director shall issue a sign with the corresponding civic address and install the sign and post. Administration shall notify Stormont, Dundas and Glengarry United Counties GIS and Mapping Services Department with the location and civic address number.

## **Limitations**

The civic address sign for an undeveloped lot shall only be used to better identify vacant properties for first responders and shall not be used as a mailing address or for the collection of residential waste. Obtaining a civic address sign for an undeveloped lot does not guarantee that access is adequate for emergency vehicles and where access is not adequate, emergency vehicles may not be able to enter the property. The owner is responsible to ensure the sign is in good working condition and is clearly visible from both directions of the travelled portion of the road. Should the sign be damaged, knocked down, or removed, the owner is required to contact Administration for a replacement. The assignment of a civic address for an undeveloped lot does not permit further use of, or development of, the property without appropriate application and approval.



## MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740  
Morrisburg ON K0C 1X0  
613.543.2673 | southdundas.com

### **Undeveloped Lot (Vacant) Civic Address Acknowledgement Form**

I/We the undersigned, owners of the undeveloped property, subject to the application, acknowledge that approval of a civic address:

1. Is to assist in emergency situations only;
2. Does not permit further use or development of the property without the appropriate approvals;
3. Does not permit for the collection of residential waste, in accordance with By-law No. 2020-33;
4. Does not constitute the approval of an entrance nor does it deem the access safe for use or that it meets any Municipal entrance standards;
5. Does not guarantee that access is adequate for emergency vehicles and where access is not adequate, emergency vehicles may not be able to enter the property;
6. Requires the landowner to ensure the signage remains visible and is maintained. Should the signage be damaged, knocked down or removed, the landowner shall contact the Municipality for replacement or repair of the signage.

I/ We confirm that we have read and understand the above stipulations and by signing below confirm our agreement to the above.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness



**MUNICIPALITY OF SOUTH DUNDAS**

34 Ottawa Street, P.O. Box 740  
Morrisburg ON K0C 1X0  
613.543.2673 | southdundas.com

**Undeveloped Lot Civic Address Application Form**

Map attached ☐ Yes ☐ No

Date: \_\_\_\_\_

Road/Street: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Between civic # \_\_\_\_\_ and civic # \_\_\_\_\_

Owner: \_\_\_\_\_

New civic number issued: \_\_\_\_\_

Applicant Fee : \_\_\_\_\_ Paid by: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

\*\*\*\*\*

Installed by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Copy to Counties: \_\_\_\_\_

Copy to Finance Department: \_\_\_\_\_