



Regular Council Meeting

To:	Mayor and Council
Date:	December 16, 2024
From:	Drew Hutchison, Engineering Technician Wayne Hancock, Director of Public Works
Report Number:	Public Works 2024-26
Subject:	Recommended Updates to the Municipal Addressing By-law No. 99-86

Recommendation:

That Council adopt By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any public roadways in the Township of Cavan Monaghan.

Overview:

The purpose of this report is to provide information to Council regarding the updates to the Township's existing Municipal Addressing By-law No. 99-86 being a by-law for numbering improved properties in the Township of Cavan-Millbrook-North Monaghan in connection with implementation of the 9-1-1 Emergency System.

The updated Municipal Addressing By-law is a more in-depth document providing a standardized addressing system to be used for future improved properties and developments within the Township of Cavan Monaghan. It establishes guidelines that will be applied by the staff responsible for developing the addressing system for improved properties. The standardized process developed in the by-law has been created to involve the requirements set out by the emergency services.

During the development of the by-law, staff took into consideration future uses of properties within the Township. A standard addressing system has been developed to include but is not limited to: multiple attached dwelling residential properties (apartment buildings, accessory apartments); multiple detached dwelling residential properties (garden suites, detached accessory apartments); mixed use buildings, including commercial/ industrial buildings (shopping plaza, industrial plaza); and detached commercial and industrial buildings (industrial park, commercial blocks).

The by-law's key updates include the following:

- 1) Standardized addressing number system
- 2) Standardized signage location
- 3) Standardized addressing system for multiple unit properties including residential, commercial and industrial properties

Financial Impact:

There is no financial consideration at this time.

Attachments:

Attachment No. 1 - Present Municipal Addressing By-law No. 99-86 being a by-law for numbering improved properties in the Township of Cavan-Millbrook-North Monaghan in connection with implementation of the 9-1-1 Emergency System

Attachment No. 2 - Updated Municipal Addressing By-law No. 24-70 being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan

Respectfully Submitted by,

Reviewed by,

Wayne Hancock
Director of Public Works

Yvette Hurley
Chief Administrative Officer

Drew Hutchison
Public Works Engineering Technician

**CORPORATION OF THE TOWNSHIP OF CAVAN-MILLBROOK-
NORTH MONAGHAN**

BY-NUMBER 99-86

BEING A BY-LAW FOR NUMBERING IMPROVED PROPERTIES IN THE TOWNSHIP OF CAVAN-MILLBROOK-NORTH MONAGHAN IN CONNECTION WITH IMPLEMENTATION OF THE 9-1-1 EMERGENCY SYSTEM.

WHEREAS under the provisions of Section 210 (111) of the Municipal Act, R.S.O. 1990, Chapter M45, as amended, by-laws may be passed by the councils of local municipalities to provide for surveying, settling and marking the boundary lines of highways and giving names to them or changing their names, and for affixing the names at the corners thereof, on public or private property:

AND WHEREAS under the provisions of Section 210 (112) of the said Municipal Act, by-laws may be passed by the councils of local municipalities for numbering the buildings and lots along any highway, beach, park, reserve or any other property in the municipality that it is considered necessary to number by the council, and for affixing numbers to the buildings:

AND WHEREAS under the provisions of Section 210 (113) of the said Municipal Act, by-laws may be passed by the councils of local municipalities for keeping, and every such council shall keep, a record of the highways, beaches, parks, reserves and of the numbers of the buildings, lots and other property, if any, and for entering therein, and every such council is hereby required to enter therein, a division of the streets with boundaries and distances for public inspection:

AND WHEREAS it is deemed desirable to establish a system of numbering all residences and business throughout the Township of Cavan-Millbrook-North Monaghan in connection with the county-wide implementation of the 9-1-1 emergency system.

AND WHEREAS the Council of the Corporation of the Township of Cavan-Millbrook-North Monaghan hereby enacts as follows:

1. Definitions - In the by-law:

"Corporation" shall mean the Corporation of the Township of Cavan-Millbrook-North Monaghan.

"Municipality" shall mean the area within the corporate and geographic boundaries of the Township of Cavan-Millbrook-North Monaghan.

"Building" or "structure" shall mean any building or structure for which a permit is required under the Ontario Building Code Act.

"Driveway" shall mean any lane, path, parking lot or other thoroughfare established by an owner or occupant of an improved property for the purpose of securing access to an owner's property from a street or private road.

"Improved property" shall mean any parcel of land which has situated upon it a building or structure used for human habitation or business.

"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, Chapter P.13, as amended.

"Owner" shall mean the registered or assessed owner of property as identified on the last revised Assessment Roll for the Township of Cavan-Millbrook-North Monaghan.

"Private road" shall mean a privately maintained lane which provides a common means of access to lots or improved properties.

"Property identification number" shall mean the number assigned by the Township to any lot or property in accordance with established policy.

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"Property identification number plate" shall mean the plate on which the property identification number is displayed.

"Settlement area" means a more densely populated area such as those identified in the Official Plan of the County of Peterborough.

"Street" means a common and public highway under the jurisdiction of the Province of Ontario, the County of Peterborough or the Township of Cavan-Millbrook-North Monaghan, and may include an unassumed highway.

2. Street Naming and Numbering

- (a) In accordance with the policy adopted, all streets in the Township of Cavan-Millbrook-North Monaghan have been named, and numbers have been assigned to all buildings used for human habitation or business. Such numbers indicate the point at which the main driveway provides access to the street.**
- (b) The owner of a building containing more than one unit including, but not limited to a school, an apartment building or a seniors complex, shall letter/number the units within such building. At the owner's expense, a sign shall be displayed at the main entrance to such building showing the location of all units. Lettering/numbers on such sign shall be sufficiently large for emergency personnel to locate a unit at all times.**
- (c) Nothing in this by-law affects the legal status of a private road. The Corporation is in no way obligated to provide any maintenance or services, other than emergency response services, for properties or sites situated on a private road.**

3. Notice and Signage

- (a) There was an ad placed in the Peterborough This Week which ran for four (4) consecutive weeks advertising the road names changes. The by-law was passed July 20th, 1998.**
- (b) It shall be the responsibility of the owner(s) of improved property who lease or rent the said property to another party to inform the occupant or tenant of the assigned property identification number.**
- (c) The total initial cost of purchasing property identification number plates and posts as described in Schedule "A" shall be borne by the Corporation.**
- (d) The Corporation shall install, affix or erect the property identification number plates for any or all improved properties in rural areas of the municipality which are located on the mainland.**
- (e) The Corporation shall provide and deliver property identification number plates to any and all properties located in a settlement area. The owner of such a property shall attach the number plate to a building or post in a location visible and legible from the abutting street, private road or waterway.**
- (f) Every owner of vacant land who intends to construct a building on the said land shall obtain from the corporation, and install, affix or erect the assigned property identification number, within thirty (30) days of the issuance of any building permit, in the manner and location as set in Schedule "A", attached to and forming part of this by-law.**
- (g) Every owner of property within the boundaries of the Township of Cavan-Millbrook-North Monaghan will be responsible for total replacement costs of post and blade signs described in Schedule "B".**

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4. Enforcement and Penalties


- (a) This by-law shall be enforced by the By-Law Enforcement Officer or by any other officer appointed by the Corporation for the purposes of enforcing this by-law.
- (b) 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 Offenses Act, R.S.O. 1990, Chapter P.33, as may be amended from time to time.

5. General

- (a) Should any section or provision of this by-law be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the section or provision so declared invalid.
- (b) The short title of this by-law shall be the "Civic Addressing By-Law" of the Corporation of the Township of Cavan-Millbrook-North Monaghan.
- (c) This by-law comes effective immediately.

Read a first, second and third time and finally passed this 4th day of January 2000.


REEVE


CLERK

SCHEDULE "A" TO BY-LAW NUMBER 99-86

1. Property Identification Number Plates - Rural Areas and Settlement Areas

- (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**

2. Lettering

- (a) **Minimum height 4 ins (10 mms)**
- (b) **3M sheeting engineering Grade or equivalent**
- (c) **Front 'Gothic D' (Provincial Standard)**
- (d) **Colour: White/Silver - double sided : Rural Areas and Settlement Areas**
- (e) **Character spacing - 1/2 in. centered**

3. 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 or private road, at right angles to the abutting street or private road.**
- (b) **In settlement areas, property identification number plates may be affixed to a building installed on a firmly secured post in accordance with paragraph 3 (d)**
- (c) **All property identification number plates shall be in an unobstructed location, clearly visible and legible from the abutting street or private road.**
- (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) mete) and not more than 13 feet (four (4) metres) from the edge of the travelled portion of the abutting street or private road.**

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SCHEDULE "B" TO BY-LAW NUMBER 99-86

a) Replacement cost for lost, damaged or stolen signs will be the responsibility of the home owner at a cost of \$10.00 per blade and \$10.00 per post, with the Township Roads Department installing the new signs.

Township of Cavan Monaghan

By-law No. 2024-70

Being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan.

Whereas, the Municipality has the authority to pass by-laws to regulate the foregoing, pursuant to the Municipal Act, 2001; and

Whereas, the Council of the Township of Cavan Monaghan has the authority to pass a by-law for numbering the buildings and lots along any highway in the municipality for the enforcement of the by-law; and

Whereas, the Township of Cavan Monaghan deems it expedient to establish an addressing system and to provide the authority to administration for its implementation;

And Whereas, The Council of the Township of Cavan Monaghan has undertaken a review of its existing By-law No. 99-86 for numbering improved properties in the Township of Cavan-Millbrook-North Monaghan in connection with the implementation of the 9-1-1 Emergency System.

Now Therefore, the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. Short Title

The short title of the By-law shall be the “Civic Addressing By-Law” of the Township of Cavan Monaghan.

2. Definitions

For the purpose of this By-law:

“**Building**” or “**Structure**” shall mean any building or structure for which a permit is required under the Ontario Building Code Act.

“**By-law Enforcement Officer**” shall mean the person appointed by the Corporation to perform the duties of the By-law Enforcement Officer.

“**Civic Address(es)**” shall mean the civic number, including Unit number where applicable, assigned by the Township to any lot or property in accordance with this by-law.

“**Civic Address Plate**” shall mean the plate on which the civic address is displayed.

“**Clerk**” shall mean the person appointed by the Corporation to perform the duties of the Clerk.

“**Corporation**” shall mean the Corporation of the Township of Cavan

Monaghan.

“Council” shall mean the Council of the Corporation of the Township of Cavan Monaghan.

“Designate” shall mean the person designated, to have the authority to act under this by-law in the absence of the Director of Public Works, By-law Enforcement Officer or Clerk.

“Director of Public Works” shall mean the person appointed by the Corporation to perform the duties of the Director of Public Works.

“Driveway” shall mean any lane, path, parking lot or other thoroughfare established by an owner or occupant of an improved property for the purpose of securing access to an owner’s property from a highway or private highway.

“Highway” shall mean any common and public highway, road, street, avenue, parkway, unassumed road, private road, service lane under the jurisdiction of the Province of Ontario, County of Peterborough or Township of Cavan Monaghan.

“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, Chapter P.13, as amended.

“Owner” shall mean the registered or assessed owner of the property as identified on the last revised Assessment Roll for the Township of Cavan Monaghan.

“Private Highway” shall mean a privately maintained 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.

“Township” shall mean the area within the corporate and geographic boundaries of the Township of Cavan Monaghan.

“Settlement Area” shall mean a more densely populated area such as those identified in the Official Plan of the Township of Cavan Monaghan.

3. Municipal Addressing Policy

3.1. Civic Address(es)

3.1.1. One number shall generally be allocated for every 15 metres (50 feet) of property highway frontage. The road measurement shall be taken at the centre of the property driveway entrance and a number assigned accordingly.

3.1.2. Every lot or property with a building fronting upon a highway within the Township of Cavan Monaghan shall have a civic address assigned to it.

3.1.3. Upon application of a Building Permit submission to the Chief Building Official,

and verification of an entrance fronting on a highway the applicant can apply to the Public Works Department for a civic address to be assigned to the property. The Director of Public Works or designate shall assign a civic address and arrange for delivery and/or installation as necessary.

- 3.1.4. Civic addresses may be assigned to vacant lots of property with driveway access on a highway, upon the owner's request.

3.2. Numbering System

- 3.2.1. The property on any given highway will be assigned an even civic address; and the property on the opposite side of the highway will be assigned an odd civic address.
- 3.2.2. Those anomalies such as crescents, circles, cul-de-sacs and corner lots shall be assigned civic addresses in a numerical sequence, which address special circumstances.

4. Private Highway Numbering

- 4.1. The Township shall assign a civic address for each property with frontage on a private highway.
- 4.2. The owner of a campground, trailer park and or gated community shall name the highways, and number the sites located within a campground, trailer park and/or gated community. The highway naming and numbering method shall be approved by the Director of Public Works or designate.
- 4.3. The owner of a campground, trailer park and or gated community shall erect and maintain a clearly legible (from the driver's seat of an emergency vehicle) map located at the entrance to a campground, trailer park and/or gated community identifying the highway names and civic addresses contained within.
- 4.4. For the purpose of the emergency response services, the owner or occupants of the campground, trailer park and/or gated community 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, trailer park and/or gated community.
- 4.5. Nothing in the By-law affects the legal status of a private highway or service lane. The Township is no way obligated to provide any maintenance or services for properties or sites located on a private highway or service lane within its jurisdiction. It shall be the responsibility of the owner(s) of the property where a private highway or service lane is located to maintain the private highway or service lane in a state of repair and maintenance, which provides suitable access for emergency vehicles.

5. Municipal Addressing System

- 5.1. The Township of Cavan Monaghan shall maintain an Addressing System.

- 5.2. The Director of Public Works or designate shall ensure that any lots created by consent or plan of subdivision with the Township of Cavan Monaghan are assigned a civic address upon request to the Public Works Department.
- 5.3. The Director of Public Works or designate shall assign a civic address to any previously vacant lot upon application to the Public Works Department.
- 5.4. The Director of Public Works or designate shall ensure that the Addressing System is updated on a regular basis to include any recently assumed highway or extensions of existing highway. This update may also include unassumed highway allowance within a registered plan of subdivision, if required for emergency response purposes.
- 5.5. The Director of Public Works or designate shall ensure that all emergency response agencies with the 9-1-1 Emergency Response System receive, via the Peterborough County 9-1-1 Coordinator, on a timely basis, updated information for the Municipal Addressing System in the Township of Cavan Monaghan.

6. Notice and Signage

- 6.1. The Director of Public Works 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.
- 6.2. The Township shall install, affix or erect the property identification number plates for any or all improved properties in rural areas of the municipality.
- 6.3. The Township shall provide and deliver 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 the building or post in a location visible and legible from the abutting highway or waterway.

Note: Legible decorative numbers are a permitted alternative in designated settlement areas only at the sole cost of the property owner.

- 6.4. Every owner of vacant land who intends to construct a building on said land shall obtain a property identification number within 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.
- 6.5. Every owner of property who leases or rents said property to another party, shall ensure that the assigned civic address is obtained within thirty (30) days.
- 6.6. The Owners of all properties shall maintain in good condition and in a location visible and legible from the abutting highway the assigned civic addresses, as required under the provisions of this By-law.
- 6.7. Every owner of property within the boundaries of the Township of Cavan Monaghan will be responsible for total costs of the post and blade signs described in Schedule "B".

6. Financial

- 6.1. The cost for a new sign or post will be the responsibility of the property owner. The cost for a new sign or post will be reflected in the Township's User Fees and Charges By-law. The Township Public Works Department will install all new signs.
- 6.2. Replacement cost for lost, damaged or stolen signs will be the responsibility of the property owner. The cost for a replacement sign or post will be reflected in the Townships User Fees and Charges By-law. The Township Public Works Department will install all new signs.

7. Enforcement and Penalties

- 7.1. This By-law shall be enforced by the Director of Public Works, By-law Enforcement Officer or designate appointed by the Township for the purpose of enforcing this By-law.
- 7.2. Every person who violates any of the provisions of the By-law is guilty of an offense and upon conviction shall be liable to a fine pursuant to the Provincial Offenses Act, R.S.O. 1990, Chapter P.33, as may be amended from time to time.

8. General

- 8.1. 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.

Read a first, second and third time and passed this 16 day of December, 2024

Matthew Graham
Mayor

Cindy Page
Clerk

Schedule “A” to By-law No. 2024-70

1. Property Identification Number Plates – Rural Areas

- Size: Minimum 13 cm x 30 cm (5 in x 12 in)
- Thickness/ material: 1.0 mm aluminum
- Background: 3M sheeting engineering grade or equivalent
- Color: Green sign – double-sided

2. Lettering

- Minimum height: 10 cm (4 in)
- 3M sheeting engineering grade or equivalent
- Font: “Gothic D” (Provincial Standard)
- Colour: White/ silver – double sided
- Character spacing – ½ in. centered

3. Location and Height

- 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 highway or private highway, at right angles to the abutting highway or private highway.
- In settlement areas, property identification number plates may be affixed to a building or installed on a firmly secured post in accordance with section (c) and (d) below.
- All property identification number plates shall be in an unobstructed location, clearly visible and legible from the abutting highway or private highway.
- Property identification number plates shall be mounted on a firmly secured post, at an elevation of not less than 1.4m (5ft) and not more than 2m (6ft 6ins) above grade. Such post shall be installed not less than 1m (3ft 3ins) and not more than 4m (13ft) from the edge of the travelled portion of the abutting highway.

4. Multiple Dwelling Units

- **Multiple Attached Dwellings**

- An apartment building or a multiple attached dwelling (e.g. building composed of townhouse units, basement or accessory apartments) on one assessed property of land with common access is given one property identification number and each of the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.

- **Multiple Detached Dwellings**

- A property with multiple detached dwelling (residential) buildings, such as a property with a garden suite or detached accessory unit, on one assessed property of land with common access is given one property identification number and each of the units are assigned alphabetical unit identifications.

- **Multiple Commercial/ Industrial Buildings (Mixed Use)**

- A multiple commercial/industrial (mixed use) building, such as a shopping plaza, on one assessed property of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.
- A detached multiple commercial/industrial (mixed use) building, such as an industrial park, with multiple detached units on one assessed property of land with a common access is given one property identification number and each of the units are assigned alphabetical unit identifications.

Note: The owner of a property or building containing more than one unit including, but not limited to a school, and apartment building, senior complex, commercial plaza, or industrial park shall letter/number the units within such building. At the owner's expense, a sign shall be displayed at the common access point to the property showing the location of all units. Lettering/numbers on such sign shall be sufficiently large for emergency personnel to locate a unit at all times.

Schedule “B” to By-law No. 2024-70

1. The cost for a new sign or post will be the responsibility of the property owner. The cost for a new sign or post will be reflected in the Township’s User Fees and Charges By-law. The Township Public Works Department will install all new signs.
2. Replacement cost for lost, damaged or stolen signs will be the responsibility of the property owner. The cost for a replacement sign or post will be reflected in the Townships User Fees and Charges By-law. The Township Public Works Department will install all new signs.