



**City of Kingston
Report to Planning Committee
Report Number PC-16-005**

To: Chair and Members of Planning Committee
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Paige Agnew, Director, Planning, Building & Licensing Services
Date of Meeting: March 3, 2016
Subject: Revisions to the Civic Addressing and Road Naming By-Law

Executive Summary:

Road names and municipal address numbers are critical for the efficient delivery of services to a property, a dwelling or a business, and for the timely response of any of the 9-1-1 emergency services that are required to protect property and the health, safety and well-being of the public. The careful naming of roads and the orderly assignment of civic addresses is an important function carried out by the City in accordance with the terms of By-Law Number 2005-98 “A By-Law to Direct the Orderly Addressing of Buildings and Properties and Appropriate Naming of Roads Within the City of Kingston” which is currently in effect.

Staff conducted a review of By-Law Number 2005-98 to assess the effectiveness of the City’s current road naming and civic addressing conventions. It was found that some of the provisions in the by-law required updating to be more effective. The amendments recommended in this report are intended to improve the delivery of municipal and emergency services.

The purpose of this report is to include new definitions, recommend changes to enforcement provisions, update provisions for multiple lot frontages, multi-unit buildings, and signage requirements, and to present an implementing by-law amendment to update By-Law Number 2005-98.

Recommendation:

That By-Law Number 2005-98 “A By-Law to Direct the Orderly Addressing of Buildings and Properties and Appropriate Naming of Roads Within the City of Kingston” be amended to update definitions and introduce new definitions, to revise enforcement procedures, to update the existing provisions regarding civic address conventions for multiple frontages, to implement new

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provisions for the addressing of multi-unit buildings, and to establish new signage requirements;
and

That the draft by-law to amend By-Law Number 2005-98, attached as Exhibit A to Report Number PC-16-005, to implement the proposed changes, be recommended to City Council for first and second readings.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Denis Leger, Transportation, Facilities & Emergency Services	
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:**Purpose**

The purpose of this report is to recommend changes and present an amendment to By-Law Number 2005-98 "A By-Law to Direct the Orderly Addressing of Buildings and Properties and Appropriate Naming of Roads Within the City of Kingston".

Background

The purpose of By-Law Number 2005-98 is to establish a standardized municipal system for identifying individual properties to ensure the accurate and efficient routing of emergency vehicles, mail and other services. A civic addressing system is necessary to protect property as well as the health, safety and well-being of the property owners and the public. The system must also be flexible enough to accommodate future development in a consistent fashion.

Municipalities have the authority, under the terms of the *Municipal Act, 2001*, to assign civic numbers and name roadways under their jurisdiction. In 2000, the City of Kingston enacted By-Law Number 2000-17, "Civic Addressing and Road Naming By-Law" to replace the three separate by-laws that had governed civic addressing and road naming in the former City of Kingston and the former Townships of Kingston and Pittsburgh. The civic address assignment processes were not uniform or consistent, and the by-law provisions did not conform to 9-1-1 emergency conventions.

In 2005, the City of Kingston repealed By-Law Number 2000-17 and enacted By-Law Number 2005-98, "A By-Law to Direct the Orderly Addressing of Buildings and Properties and the Appropriate Naming of Roads Within the City of Kingston" in order to standardize the civic addressing and road naming system and to comply with 9-1-1 emergency conventions. The provisions of By-Law Number 2005-98 ensure that all new roads are appropriately named and that lots and buildings are assigned civic numbers that follow a uniform and sequential pattern.

In 2010, a five year review of the by-law was undertaken and it was determined that improvements were required. An amending by-law was passed which implemented changes with respect to the renumbering of civic addresses, revisions to the road naming provisions, administrative changes and new signage requirements.

The Planning Division is responsible for implementing the provisions of By-Law Number 2005-98 and for monitoring its use. Staff recently conducted a review of By-Law Number 2005-98 to determine if updates were required. As part of this review, legal and by-law enforcement staff were consulted. Consultation was also undertaken with emergency service providers to ensure that the proposed revisions would meet 9-1-1 requirements.

Through consultation, it was found that a majority of the by-law's provisions are still relevant and continue to be applied with effect. However, a number of changes were identified that would improve the system and enhance the delivery of emergency and municipal services. These changes are described below.

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Proposed Changes to By-Law Number 2005-98

The Planning Division is proposing a number of changes to By-Law Number 2005-98 to improve the provisions and processes in the by-law. The following sections provide an overview of the areas of concern in the current by-law; identify subsections requiring revision, and offer recommendations for amendment. Each of the affected provisions is discussed as follows:

1) Definitions

By-Law Number 2005-98 provides definitions for terms that are used for the assignment of civic addresses and road names within the municipality. A review was conducted with legal and enforcement staff and it was found that clarification was needed for some existing definitions and that new definitions were required to be introduced.

The definition of a "Highway" needed to be revised to comply with the definitions indicated in the *Municipal Act*. In addition, it was found that the term "Civic Number" and variations of "Number Blade" were referred to quite often in By-Law Number 2005-98, but the definitions of these were not included. A definition for "ground sign" is also required. Ground signs are often used to display civic addresses for multiple buildings on a lot. It is recommended that new definitions for these terms be included in the by-law to provide further detail and clarification.

It is proposed that Section 1. Definitions be amended by adding the following new Subsection:

- "5) "Civic Number" means the number (including the unit number where applicable) assigned by the City for the purpose of identifying the building or lot."

It is further proposed that Section 1. Definitions be amended by adding the following new Subsection:

- "6) "Ground Sign" means an on-premise sign including a backlit, posturn, pylon and readograph sign supported from the ground and not attached to any part of a building, as per the City of Kingston Sign By-Law as amended from time to time."

It is further proposed that Section 1. Definitions, Subsection 5 be deleted and replaced by adding the following new Subsection:

- "7) "Highway" means a common and public highway or a portion thereof, under the jurisdiction of the City and includes any bridge, trestle, viaduct or other structure forming part of the highway."

It is further proposed that Section 1. Definitions be amended by adding the following new Subsection:

- "10) "Number Blade" means a sign that is affixed to a support structure adjacent to the Private Road or Highway for the purpose of displaying the Civic Number of the building or lot to which the sign relates."

It was also identified that a new definition would be required to describe the master inventory of civic addresses and road names in the City. The Kingston Central Register is a term used in the

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by-law which refers to the master list of civic addresses and road names. This master list has expanded to include other critical data associated with civic addresses and road names. This master list of civic addresses will be known as the Master Address Repository. It is proposed that the definition of the Master Address Repository be included in the by-law.

It is further proposed that Section 1). Definitions be amended by adding the following new Subsection:

- “9) “Master Address Repository” a database of building addresses, blocks, intersections, street names, street suffix and direction and other location identifiers within the City of Kingston.”

It is further proposed that Section 1). Definitions Sections 5) to 11), inclusive, be renumbered to new Sections 5) to 15), respectively.

2) Enforcement

By-Law Number 2005-98 provides enforcement provisions with respect to notices and the procedures for the issuance of fines and penalties for property owners who fail to post the correct civic number as assigned by the municipality. The posting of the correct civic address is critical to ensure that emergency service providers are able to easily identify and access a building or property in the event of an emergency. The Civic Addressing and Road Naming By-Law is enforced by general by-law enforcement.

Through the review of By-Law Number 2005-98, by-law enforcement and legal staff were consulted. It was confirmed that a provision should be included in which persons should not obstruct or hinder a Provincial Offences Officer or authorized City employee in undertaking their duties. It was also noted that higher fines should be imposed for any contraventions to the by-law to be consistent with other City by-laws. Currently, the by-law states that any person who contravenes the by-law is subject to a maximum fine of \$5,000. It is recommended that any person who contravenes the by-law would be subject to a minimum fine of \$500 and a maximum fine of \$10,000 and that the total of all daily fines for the offence can exceed \$100,000. The proposed changes to the enforcement provisions will also ensure that By-Law Number 2005-98 complies with the provisions in the *Municipal Act*.

It is proposed that Section 4) Enforcement be deleted and replaced with the following:

“4) Enforcement

1. In those instances where:

- a. The posted Civic Number is not in accordance with the Civic Address issued for the property;
- b. The correct Civic Number is posted but not in a conspicuous or visible manner and/or not in accordance with the conventions set out in Schedule “C” hereto; or

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- c. A Number Blade installed in conformance with Schedule "C" herein has not been maintained in a visible condition or has been removed or relocated without the prior authorization of the Director of Engineering or his/her designate;

The Owner shall be provided written Notice in accordance with the provisions of Section 4(2) below, and the Owner shall comply with the terms of the Notice within thirty (30) days from the delivery of the Notice.

2. Notice shall be deemed to be delivered in the following circumstances:
 - a. The Notice is delivered by personal service to the Owner;
 - b. Seven (7) days after the date the Notice is sent by prepaid registered mail to the last known address of the Owner; or
 - c. If service cannot be effected by methods a) or b) above, by posting the Notice in a conspicuous and visible manner upon the property.
3. Any person who contravenes the provisions of this by-law is guilty of an offence and upon conviction, is subject to a fine as provided in Section 429 of the *Municipal Act*, and all such offences are designated as continuing offences.
4. A person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500 and a maximum fine of \$10,000 and the total of all daily fines for the offence is not limited to \$100,000.
5. Directors and Officers of a Corporation who knowingly concur in the contravention of this by-law are guilty of an offence.
6. No person shall fail to comply, or fail to allow compliance, with a Notice issued pursuant to Section 4(1) of this by-law.
7. In addition to the penalty prescribed in Section 4(4) above, if the Owner fails to comply, or fails to allow compliance, with the Notice issued pursuant to Section 4(1) of this by-law, the City shall have the right to enter onto the property and post the Civic Number, as assigned to the building or property, and charge the Owner with the expense of same and said expense may be added to the tax roll and collected in the same manner as taxes.
8. No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is discharging their duties under this by-law.
9. When a person has been convicted of an offence under this by-law, the Superior Court of Justice, or any court of competent jurisdiction may, in addition to any penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence by the person convicted; and requiring the person

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convicted to correct the contravention in the manner and within the period that the court considers appropriate.”

3) Administration

The Director of Planning, Building & Licensing Services is responsible for the administration of the “Civic Addressing and Road Naming By-Law”. The Director of Planning, Building & Licensing Services or his/her designate shall assign, update, and maintain a list of civic addresses and road names for the entire City.

The provision of By-Law Number 2005-98 regarding administration is Section “5) Administration, Subsection “1)”. This sub-section states:

- “1) The Director of Planning and Development or his/her designate is responsible for the administration of this By-law.”

It is recommended that Section “5. Administration” Subsection “1)” be deleted and replaced with the following section to reference the updated department name and Director title resulting from corporate reorganization:

- “1) The Director of Planning, Building & Licensing Services or his/her designate is responsible for the administration of this by-law.”

4) Civic Addressing Conventions

The assignment of civic numbers must comply with the emergency 9-1-1 services system and is intended to be based on a uniform and standardized numbering system. The conventions for assigning new civic addresses are necessary for the consistent numbering of civic addresses across the municipality and the consecutive progression of address numbers along the length of a roadway. Proposed changes to the civic addressing conventions are noted below:

a) Corner Lots

The existing civic addressing conventions for corner lots state that buildings and properties shall be numbered on the road frontage where the principal vehicular access to the building is located. For one and two family residential dwellings, the civic address is assigned to the shorter of the lot lines which abuts the road.

The recommended amendment is to address one and two family dwellings based on the road frontage from which principal vehicular access to the site is obtained. Emergency service providers have confirmed that this practice complies with emergency service requirements.

It is proposed that the following provision for corner lots be deleted as it is a duplication of the existing provision for multiple frontages.

- “4) For corner lots or when sharp curves occur in the road, buildings located on the corner shall receive a civic number based upon the road from which the full or principal vehicular access is obtained, except in the case of one and two family residential

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dwelling as defined in the zoning by-law. In that case, the civic address shall be allocated to the shorter of the lot lines which abuts the road.

The following section outlines how the corner lot scenario would be addressed.

b) Lots with Multiple Frontages

It has been noted that civic addressing issues can arise with respect to buildings with multiple frontages. There are some buildings within the City that have more than one civic address. In these cases, the addresses were assigned based on the entrances off different streets (i.e. a building can be known as 100 Main Street and 200 Victoria Street).

Emergency service providers have confirmed that buildings with multiple addresses from different streets can cause potential confusion with respect to providing prompt emergency services to the building. To comply with 9-1-1 requirements, it is proposed that only one address will be assigned for a standalone building with multiple frontages. The civic address for the building will be numbered on the frontage where full vehicular access is obtained. Where there is no vehicular access to the property, the building will be numbered on the road frontage where the principal pedestrian access to the building is located. If applicable, unit numbers will be assigned and will be established by using the civic address of the building as assigned by the municipality.

The provision of By-Law Number 2005-98 regarding lots with multiple frontages is "Schedule "A" Civic Addressing Conventions", Section "2B. Special Cases", Subsection 5) "Lots With Multiple Frontage". The existing subsection states as follows:

"5) Lots with Multiple Frontage

For properties with more than one frontage, the properties shall be numbered on the frontage where full vehicular access is provided. Where there is no vehicular access to the property, the property shall be numbered on the road frontage where the principal pedestrian access to the building is located.

The Director of Planning and Development or his/her designate, in consultation with emergency service providers, may assign more than one address to a building with multiple units and multiple entrances."

It is proposed that the second paragraph of the new renumbered Subsection 4) be deleted and replaced with the following:

- "4) "For buildings that have multiple frontages and separate entrances, only one civic address shall be assigned to the building. If applicable, subsequent unit numbers shall be assigned, which will be established by using the primary civic address of the building."

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c) Multiple Unit Buildings

The by-law contains provisions for assigning unit numbers to multiple unit buildings (i.e. apartments, commercial plazas and malls, industrial buildings, etc.). Emergency service providers have confirmed that there should be a clear and uniform numbering sequence for units contained within multiple unit buildings.

It is proposed that “Schedule “A”, Civic Addressing Conventions”, Section 2B. Special Cases” of By-Law Number 2005-98 be amended by adding to the new renumbered Subsection 5:

- “5) Multiple unit buildings that only contain a ground floor level shall be assigned unit identifiers that follow a clear numbering sequence. Units shall be assigned as Units 1, 2, 3, etc.

Multiple unit buildings that contain more than one level shall be assigned unit identifiers that contain the floor number prefix and shall be numbered in a sequential manner. The ground floor units shall be assigned as Units 100, 101, 102, 103, etc. The upper floors shall be assigned as 200, 201, 202, (second floor), 300, 301, 302 (third floor), etc. Basement units would be addressed as Lower Level 1 with units as assigned as 1, 2, 3, etc.”

Clarification in the by-law was also required for the assignment of units that are contained within an existing house. Emergency service providers have confirmed that each residential unit within an existing house (i.e. second unit or basement apartment) must have a separate unit number. Each unit within the existing house must be assigned in a sequential manner to ensure the proper delivery of emergency services, other municipal services and mail. The civic number for the unit shall contain the unit number and the primary address of the property (i.e. 1-100 Main Street).

It is further proposed that “Schedule “A”, Civic Addressing Conventions”, Section 2B. Special Cases” of By-Law Number 2005-98 be amended by adding to the new renumbered Subsection 6:

- “6) Where there are multiple residential units within an existing house, each unit shall be assigned as Units 1, 2, 3, 4, etc.

For dwellings that contain a secondary suite, the principal unit shall be assigned as Unit 1 (i.e. 1-100 Main Street) and the secondary unit shall be assigned as Unit 2 (i.e. 2-100 Main Street).”

It is further proposed that Schedule “A” Civic Addressing Conventions – 2B Special Cases, Sections Sections 4) to 9), inclusive, be renumbered to new Sections 4) to 8), respectively.

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5) Road Naming Conventions

By-Law Number 2005-98 contains road naming provisions that set out the process for naming new roads within the municipality. Through a review of the by-law it was found that there were no revisions required for the road naming provisions.

6) Signage Conventions for Civic Addressing

The by-law contains signage conventions for civic addressing, in both the urban and rural areas, and gives explicit directions regarding the placement, size, colouring, and type of numbers to be displayed on either buildings or number blades. Once a civic address has been assigned to the property, it may be the responsibility of either the land owner or the City of Kingston to post the correct civic number. For most properties located within the urban area, land owners are responsible for posting the correct civic number on their building.

a) Multi-Unit Housing

There are no explicit signage provisions for the posting of civic numbers for a multi-unit house. The correct civic number for the house and subsequent unit numbers must be appropriately posted to allow for the delivery of emergency services and other services.

An entrance to a residential unit may be located at the front, side or rear of the existing house. The civic number for the unit should be posted on the façade of the house where the entrance to the unit is located. Where this is not possible, the civic number should be posted in plain view of the outside of the exterior door to the unit.

It is recommended that "Schedule "C" Signage Conventions for Civic Addresses" Section "1. Urban Signage Conventions" of By-Law Number 2005-98 be amended by adding the following new Subsection "10".

- "10) For units contained within an existing house, the primary civic number for the building shall be posted on the facade of the house where it is visible from the appropriate street. The civic number for each residential unit shall be posted on the front façade of the house where the entrance of the unit is located. Where the posting of the civic number for the unit on the façade of the house is not possible, the posting of the civic number shall be in plain view from the outside of the exterior door that provides access to the unit. Where necessary, wayfinding signage shall be installed.

If the principal unit and the secondary unit (i.e. basement apartment, in-law suite, secondary suite) of an existing house are situated in the rural area, a number blade, which identifies the civic number for each unit, is required to be installed at the driveway entrance of the property. Two number blades shall be installed which identifies the principal unit as Unit 1 (i.e. 1-100) and the secondary unit as Unit 2 (i.e. 2-100)."

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b) Multiple Buildings on a Single Lot

It was noted through this review that additional civic address signage should be required for multiple buildings that are situated on a single lot. It has been determined that a ground sign should be installed on a property that has multiple buildings to ensure that the civic address for a building is properly identified for emergency services purposes.

It is proposed that "Schedule "C" Signage Conventions for Civic Addresses" Section "1. Urban Signage Conventions" of By-Law Number 2005-98 be amended by adding the following new Subsection "11":

"11) Where multiple buildings are located on a lot and the civic numbers for the buildings are not visible from the road, the range of civic addresses must be displayed on a ground sign. The ground sign must be located in a prominent location on the property where the principal vehicular access is obtained. The size and colour of the civic numbers on the ground sign must comply with the signage conventions in this Schedule.

c) Additional Signage Requirements

It should be recognized that there may be site constraints on a property that may hinder the visibility of a civic number. For example, a building or unit may be obscured by such features as vegetation, gates, topography or other structures. It was found that new provisions should be included in the by-law with regards to additional signage to ensure efficient way finding for the property, building or unit.

It is proposed that "Schedule "C" Signage Conventions for Civic Addresses" Section "1. Urban Signage Conventions" of By-Law Number 2005-98 be amended by adding the following new Subsection "12":

"12) Where, in the opinion of the Director, it has been determined that the location of the building and/or unit on a lot is such that the civic numbering signage requirements outlined in this Schedule are inadequate with respect to the visibility of the civic number from the road, the Director may impose additional requirements (i.e. directional signs) relating to the visibility of the civic number to ensure efficient way finding and public safety."

Technical Changes

In order to accommodate the proposed changes to By-Law Number 2005-98, a number of technical changes are required. These changes are administrative in nature and involve the renumbering of subsections in order to accommodate new subsections. Other changes include incorporating minor changes to terms and definitions throughout the by-law. The technical changes reviewed in this report are included in the proposed amendment to By-Law Number 2005-98 attached as Exhibit A.

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Conclusion

The proposed changes to By-Law Number 2005-98 are intended to establish clear and defined requirements. Requirements and standards for civic addressing and road naming are important to ensure citizens and businesses of Kingston receive prompt and immediate emergency service delivery when it is required.

An amending by-law has been prepared for the Planning Committee's consideration and recommendation to City Council. A copy of the proposed amending by-law is attached to this report as Exhibit A.

Existing Policy/By-Law:

By-Law Number 2005-98 A By-Law to Direct the Orderly Addressing of Buildings and Properties and Appropriate Naming of Roads Within the City of Kingston"

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

Contacts:

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Other City of Kingston Staff Consulted:

Greg Robinson, Executive Officer, Fire and Rescue

The existing Civic Addressing and Road Naming By-Law Number 2005-98 was also circulated to other relevant internal departments for review and comment. The responses to the technical circulation have been addressed and are included within this report.

Exhibits Attached:

Exhibit A Draft By-Law

By-Law Number 2016-_____

A By-Law to Amend By-law Number 2005-98, being a “By-Law to Direct the Orderly Addressing of Buildings and Properties and Appropriate Naming of Roads Within the City of Kingston”

Passed: [Meeting Date]

The Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2005-98 of the City of Kingston titled “A By-Law to Direct the Orderly Addressing of Buildings and Properties and Appropriate Naming of Roads within the City of Kingston (“Civic Addressing and Road Naming By-Law”) is hereby amended as follows:
 - a) Section 1. Definitions be amended by adding the following new Subsection 5 immediately following Subsection 4:
 - 5) “Civic Number” means the number (including the unit number where applicable) assigned by the City for the purpose of identifying the building or lot.
 - b) Section 1. Definitions, be amended by adding the following new Subsection 6 immediately following the proposed new Subsection 5:
 - 6) “Ground Sign” means an on premise sign including a backlit, posturn, pylon and readograph sign supported from the ground and not attached to any part of a building, as per the City of Kingston Sign By-Law, as amended from time to time.
 - c) Section 1. Definitions be amended by deleting the new Subsection 7 and replace it with the following:
 - 7) “Highway” means a common and public highway or a portion thereof, under the jurisdiction of the City and includes any bridge, trestle, viaduct or other structure forming part of the highway.
 - d) Section 1. Definitions be amended by adding the following new Subsection 9 immediately following the new Subsection 8:
 - 9) “Master Address Repository” means a database of building addresses, blocks, intersections, street names, street suffix and direction and other location identifiers within the City of Kingston.
 - e) Section 1. Definitions be amended by adding the following new Subsection 10 immediately following the new Subsection 9:

10) "Number Blade" means a sign that is affixed to a support structure adjacent to the Private Road or Highway for the purpose of displaying the Civic Number of the building or lot to which the sign relates.

f) Section 4 Enforcement be deleted in its entirety and replaced with the following:

4) Enforcement

1. In those instances where:

- a. the posted Civic Number is not in accordance with the Civic Address issued for the property;
- b. the correct Civic Number is posted but not in a conspicuous or visible manner and/or not in accordance with the conventions set out in Schedule "C" hereto; or
- c. a Number Blade installed in conformance with Schedule "C" herein has not been maintained in a visible condition or has been removed or relocated without the prior authorization of the Director of Engineering or his/her designate;

The Owner shall be provided written Notice in accordance with the provisions of Section 4(2) below, and the Owner shall comply with the terms of the Notice within thirty (30) days from the delivery of the Notice.

2. Notice shall be deemed to be delivered in the following circumstances:

- a. the Notice is delivered by personal service to the Owner;
- b. seven days after the date the Notice is sent by prepaid registered mail to the last known address of the Owner; or
- c. if service cannot be effected by methods a) or b) above, by posting the Notice in a conspicuous and visible manner upon the property.

3. Any person who contravenes the provisions of this by-law is guilty of an offence and upon conviction, is subject to a fine as provided in Section 429 of the *Municipal Act*, and all such offences are designated as continuing offences.

4. A person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500 and a maximum fine of \$10,000 and the total of all daily fines for the offence is not limited to \$100,000.

5. Directors and Officers of a corporation who knowingly concur in the contravention of this by-law are guilty of an offence.
 6. No person shall fail to comply, or fail to allow compliance, with a Notice issued pursuant to Section 4(1) of this by-law.
 7. In addition to the penalty prescribed in Section 4(4) above, if the Owner fails to comply, or fails to allow compliance, with the Notice issued pursuant to Section 4(1) of this by-law, the City shall have the right to enter onto the property and post the Civic Number, as assigned to the building or property, and charge the Owner with the expense of same and said expense may be added to the tax roll and collected in the same manner as taxes.
 8. No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is discharging their duties under this by-law.
 9. When a person has been convicted of an offence under this by-law, the Superior Court of Justice, or any court of competent jurisdiction may, in addition to any penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence by the person convicted; and requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.
- g) Section 5 Administration, Subsection "1)" be deleted and replaced with the following:
- "1) The Director of Planning, Building and Licensing Services or his/her designate is responsible for the administration of this by-law."
- h) Schedule "A" Civic Addressing Conventions, Section "2B. Special Cases", Subsection "4) Corner Lots" be deleted:
- 4) For corner lots or when sharp curves occur in the road, buildings located on the corner shall receive a civic number based upon the road from which the full or principal vehicular access is obtained, except in the case of one and two family residential dwellings as defined in the zoning by-law. In that case, the civic address shall be allocated to the shorter of the lot lines which abuts the road.
- i) Schedule "A" Civic Addressing Conventions, Section "2B. Special Cases" of By-law Number 2005-98, the second paragraph of the new Subsection 4 "Lots with Multiple Frontage" be deleted and replaced with the following:
- 4) For buildings that have multiple frontages and separate entrances, only one civic address shall be assigned to the building. If applicable, subsequent unit numbers shall be assigned, which will be established by using the primary address of the building.

- j) Schedule "A" Civic Addressing Conventions, Section "2B. Special Cases" of By-Law Number 2005-98 be amended by adding to the new Subsection "5" - immediately following the new Subsection 4 "Lots with Multiple Frontage":

- 5) "Multiple unit buildings that only contain a ground floor level shall be assigned unit identifiers that follow a clear numbering sequence. Units shall be assigned as Units 1, 2, 3, etc.

Multiple unit buildings that contain more than one level shall be assigned unit identifiers that contain the floor number prefix and shall be numbered in a sequential manner. The ground floor units shall be assigned as Units 100, 101, 102, 103, etc. The upper floors shall be assigned as 200, 201, 202, (second floor), 300, 301, 302 (third floor), etc. Basement units would be addressed as Lower Level 1 with units as assigned as 1, 2, 3, etc.

- k) Schedule "A" Civic Addressing Conventions, Section "2B. Special Cases" of By-Law Number 2005-98 be amended by adding to the new Subsection "6" - immediately following the new Subsection 5 "Commercial Plazas and Malls":

- 6) Where there are multiple residential units within an existing house, each unit shall be assigned as Units 1, 2, 3, 4 etc.

For dwellings that contain a secondary unit, the principal unit shall be assigned as Unit 1 (e.g. 1-100 Main Street) and the secondary unit shall be assigned as Unit 2 (e.g. 2-100 Main Street).

- l) "Schedule "C" Signage Conventions for Civic Addresses" Section 1. Urban Signage Conventions of By-Law Number 2005-98 be amended by adding the following new Subsection "10" immediately following Subsection "9":

- 10) For units contained within an existing house, the civic number for each residential unit shall be posted on the façade of the house where the entrance of the unit is located. Where the posting of the civic number for the unit on the façade of the house is not possible, the posting of the civic number shall be in plain view from the outside of the exterior door that provides access to the unit. Where necessary, wayfinding signage shall be installed.

If the principal unit and the secondary unit (e.g. basement apartment, in-law suite, secondary suite) of an existing house are situated in the rural area, a number blade, which identifies the civic number for each unit, is required to be installed at the driveway entrance of the property. Two number blades shall be installed which identifies the principal unit as Unit 1 (e.g. 1-100) and the secondary unit as Unit 2 (e.g. 2-100).

- m) "Schedule "C" Signage Conventions for Civic Addresses" Section 1. Urban Signage Conventions of By-Law Number 2005-98 be amended by adding the following new Subsection "11" immediately following the new Subsection "10":

- 11) Where multiple buildings are located on a lot and the civic numbers for the buildings cannot be visible from the road, the range of civic addresses must be displayed on a ground sign. The ground sign must be located in a prominent location on the property where the principal vehicular access is obtained. The size and colour of the civic numbers on the ground sign must comply with the signage conventions in this Schedule.
- n) "Schedule "C" Signage Conventions for Civic Addresses" Section 1. Urban Signage Conventions of By-Law Number 2005-98 be amended by adding the following new Subsection "12" immediately following the new Subsection "11":
- 12) Where, in the opinion of the Director, it has been determined that the location of the building and/or unit on a lot is such that the civic numbering signage requirements outlined in this Schedule are inadequate with respect to the visibility of the civic number from the road, the Director may impose additional requirements (e.g. directional signs) relating to the visibility of the civic number to ensure efficient way finding and public safety.

Given First and Second Readings: [Meeting Date]

Given Third Reading and Passed: [Meeting Date]

John Bolognone
City Clerk

Bryan Paterson
Mayor