

**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 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 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.

**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]**

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**John Bolognone**  
**City Clerk**

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**Bryan Paterson**  
**Mayor**