

**The Corporation of the  
Municipality of Trent Lakes**

**By-law No B2016-144**

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**A By-law to Set Out the Policies for a Civic  
Addressing System for The Corporation of the  
Municipality of Trent Lakes**

**Whereas** the Council of the Municipality of Trent Lakes deems it appropriate and in the public interest to adopt a civic numbering system to facilitate access to emergency services and other property related services;

**And Whereas** pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended a municipality that has passed a by-law under the Act may at any reasonable time enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

**And Whereas** the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, permits a local municipality to direct that where an owner has defaulted, the municipality may have the default remedied at the owner's expense and add the cost to the tax roll;

**Now therefore** be it enacted by The Corporation of the Municipality of Trent Lakes as follows:

**For the purpose of this By-law:**

- (a) **"Building"** means the principal structure or structures on a property and includes a dwelling, business premises, school, place of worship, place of public assembly, medical centre, hospital, retirement or nursing home;
- (b) **"Civic Property Number"** means the number (including the unit number where applicable) assigned by the Municipality for the purpose of identifying the building;
- (c) **"Municipal Number Plate"** means the reflective plate or sign issued by the Municipality representing the official civic property number;
- (d) **"Municipality"** means The Corporation of the Municipality of Trent Lakes;
- (e) **"Owner"** means the registered owner of a property and an occupant and/or tenant of all or any part of such property;
- (f) **"Property"** means a lot or an area of land described as an individual parcel of land in a registered plan of subdivision or described by other means in a registered deed;
- (g) **"Record"** means the official building/property number record for the Municipality which record may be the Assessment Roll;
- (h) **"Roadway"** includes all or part of any public or private highway, road, lane, right-of-way;
- (i) **"Water Access Only"** means any lot which is not serviced by a Highway or Private Road and can be accessed by water.

**Short Title:**

1. This By-law may be cited as the "Civic Addressing By-law" of the Municipality of Trent Lakes.

**System:**

2. The civic addressing system developed and updated from time to time by the Municipality is hereby adopted to provide for an accurate, simple, municipal-

wide system of property identification to assist with the delivery of emergency and other services. The Municipality reserves the right to make any necessary changes to a property's civic property number and/or to the name of any roadway at any time it deems necessary.

3. Nothing in the By-law affects the legal status of a private road. The Municipality is in no way obligated to provide any maintenance or services, other than emergency response services, for properties situated on a private road, or within the area of a trailer park, a tourist resort or a campground located within the municipality.
4. The following types of properties shall be required to post a civic property number: any property containing a residence (permanent, seasonal or otherwise), as well as any commercial, industrial, recreational bush camp, (which may, at the discretion of the municipality, include a hunt camp), religious and educational property which has the facilities on site from which to report an emergency and/or to which there is a reasonable expectation that emergency vehicles could be dispatched, including property with facilities under construction.
5. An official record of the civic property numbers of all lots within the Municipality shall be maintained by the Municipality and updated accordingly.
6. No person, except an employee or agent of the Municipality as authorized, shall remove a civic property number reflective plate or the post that holds the plate once it is posted. No person, except an employee or agent of the Municipality as authorized, shall remove a Fire Route reflective sign or the post that holds the sign.
7. All roadways in the Municipality have been named. All private roads in the Municipality have been assigned a Fire Route number, a Spur number or a name ending in "Way" which will be the official name of the private road and no other name or sign is permitted to be installed or placed on the post mounting the name plate. The Municipality hereby has the right to remove any non-compliant sign. The letters and numbers on private road signs shall be a minimum of 4 inches in height and be displayed as white reflective numbers on red background.
8. A trailer park, tourist resort or campground will be assigned one civic property number. Individual units or sites shall be numbered by the owner of the establishment and, at the owner's expense, a sign shall be erected or installed at the entrance(s) to the establishment indicating the location of all sites. Lettering and numbers on the sign shall be sufficiently large for drivers of emergency vehicles to locate a site at all times without leaving the vehicle.

**Number Plates and Posts:**

9. For properties with roadway access the assigned number shall be displayed in accordance with the following:
  - 9.1 The Municipality shall establish a number plate displaying the property's designated civic property number pertaining to Clause 3 above.
  - 9.2 The property number erected shall be assigned by the Municipality within 30 days of the passage of foundation stage of the building permit for the habitable building.
  - 9.3 All numbers shall be a minimum of 4 inches in height and be displayed as white reflective numbers on green background.
  - 9.4 Where there are two dwelling units, etc. at a single address number, the civic property number and a letter representing the unit portion shall be displayed which will be supplied by the Municipality.
  - 9.5 A reflective plate and a post will be supplied and installed on road access properties, provided a habitable building is located on the property, for those properties with corresponding property listings in the current tax roll. No reflective plate or post will be supplied if the lot is vacant.
  - 9.6 The post must be on the same side of the roadway as the property.

- 9.7 The reflective plate shall be erected at a right angle to the abutting roadway, with the top edge not less than 4.5 feet and not more than 6.5 feet above ground level. It must be kept visible at all times and kept unobstructed by vegetation, structures or any other screening.
10. For lake properties (water access only) the assigned number shall be displayed in accordance with the following:
- 10.1 The Municipality shall establish a number plate displaying the designated civic property number pertaining to Clause 3 above;
  - 10.2 The civic property number erected shall be assigned by the Municipality;
  - 10.3 All numbers shall be a minimum of 4 inches in height and be displayed as white reflective letters on green background;
  - 10.4 A reflective plate and a post will be supplied to each water access only owner provided a building is located on the property, for those properties with corresponding property listings in the current tax roll. No reflective plate or post will be supplied if the lot is vacant.
  - 10.5 Owners of water access only properties may place their reflective plate supported by a free standing post at their boathouse. If the owner does not have a boathouse then post and plate must be installed at the access point of the property either on shore or attached to the end of the dock. The post and plate will be supplied by the Municipality. It is the choice of the resident to use the post supplied to display the plate or they may choose a different post. The plate supplied must be used regardless of the post chosen.
  - 10.6 Reflective plates must not be nailed to or hung from trees, mail boxes, fence posts, etc. The reflective plate must be supported by a free-standing post 4.5 to 6.5 feet above grade. The reflective plate must be at a location visible by approaching vessels from either direction. It must be kept visible at all times and kept unobstructed by vegetation, structures or any other screening.
  - 10.7 The owner will be advised when the sign and post are available at the Municipal Office and arrangements will be made for pick up.
  - 10.8 When the owner is given the plate and post, the owner will be required to sign for receipt of the hardware and a copy of instructions about installation will be provided.

**Maintenance:**

- 11. Owners of properties affected by provisions of this By-law shall keep and maintain in good condition their civic property number plates and posts.
- 12. Every owner or occupant shall ensure that the civic property number plate is kept visible at all times and unobstructed by vegetation, structures, snow accumulation or any other screening. The plate and plate location shall be maintained so that the plate remains clearly visible from the roadway or from approaching water vessels at all times.

**Prohibition:**

- 13. No owner of property or any person shall relocate a civic property number plate without prior authorization by the Municipality, or remove a civic property number plate once posted except for immediate repair by the owner or Municipality.

**Replacement:**

- 14. Where a civic property number plate is missing or illegible, the property owner shall repair or replace the civic property number plate or numbers immediately, and:
  - 14.1 If the property does not have an identification number posted in accordance with the provisions of this By-law, the Clerk of the Municipality may give the property owner written notification that the civic property number plate is missing, illegible or otherwise not in compliance with this By-law and that the owner is required to rectify,

within 60 days of the mailing of the notice;

- 14.2 If after 60 days of the mailing of notice, the situation is not rectified in compliance with the By-law, the Municipality may make any installations or repairs that it deems appropriate at the cost to the property owner.

**Costs:**

15. The cost of the initial civic property number plate and post, including the installation on roadway access properties, will be borne by the Municipality and covered under the cost of the building permit. If no building permit, the cost will be borne by the owner, the fees as set out in the Municipality's Fees and Charges By-law. The installation will be the responsibility of the owner of water access only properties.
16. Every owner of a vacant lot who wishes to obtain a civic property number may apply to the Municipality and, if approved, shall pay to the Municipality a fee as set out in the Municipality's Fees and Charges By-law. Where applicable, proof of an approved entrance permit will be required. For vacant land, the initial installation shall be completed by the Municipality to maintain accuracy.
17. The cost of the replacement plate and post are set out in the Municipality's Fees and Charges By-law.

**Liability:**

18. The Municipality shall not be liable for any loss, cost or expense which the owners of land may incur as a result of a civic property number plate being damaged, missing, obstructed or illegible.

**Violations and Penalties:**

19. Any person or body who fails to comply with any section, clause or provision in this By-law is guilty of an offence under the Act and on conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, under the authority of the *Provincial Offences Act*.

**General:**

20. Should any section, clause or provision of this By-law be held by a court of competent jurisdiction to be invalid, the validity of the remainder of this By-law shall not be effected.
21. Where a form, words or expressions are prescribed in this By-law, deviations therefrom which do not change the substance or are not calculated to mislead, do not invalidate them.
22. All Clauses of this By-law shall take full force and effect upon the final passage thereof.
23. This By-law hereby repeals and replaces By-law B98-90.

**Read a first and second time this 20th day of December, 2016.**

**Read a third time and finally passed this 20th day of December, 2016.**

  
Bev Matthews, Mayor

  
Keri Stevenson, Clerk