

## **BY-LAW NO. 04-2009**

### **A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ADOPT REQUIREMENTS FOR CIVIC ADDRESSING NUMBERS WITHIN THE SAID MUNICIPALITY**

Whereas the Town of Carleton Place has had a civic addressing numbering system in place for residential, commercial, industrial and institution properties for a number of years and;

Whereas it has been reported by the Fire Chief that first responders have had difficulty locating property not displaying a civic address and;

Whereas in accordance with Section 11 (2)(6) of the Municipal Act, S.O. 2001, Chapter 25, it is deemed beneficial for the health, safety and well-being of both residents and property owners of the Town of Carleton Place that civic addressing numbers be displayed on buildings to aid first responders;

NOW THEREFORE, the Council of the Town of Carleton Place enacts as follows:

#### **Section I – Short Title**

That this By-law may be cited as the “Civic Addressing Numbering Requirement By-law” of the Corporation of The Town of Carleton Place.

#### **Section II - Definitions**

- a) “Approved” shall mean civic addressing numbers displayed acceptable to the Fire Chief
- b) “Fire Chief” shall mean The Fire Chief and or his alternate of the Ocean Wave Fire Company
- c) “First Responders” shall mean police, fire or ambulance personnel
- d) “Main Structure” shall mean the building of the primary use of the property
- e) “Municipal By-law Enforcement Officer” shall mean a By-law Enforcement Officer of the Town of Carleton Place
- f) “Multi-unit structure” shall mean any structure having a single civic address and multiple occupancies each with their own entrance.

### **Section III – Administration**

1. That the Director of Planning and Development shall administer the issuance of civic addressing numbers of property within the said municipality.

### **Section IV - General Requirements**

1. No person shall occupy or own a property within the Town of Carleton Place without placing on the main structure, clearly visible from the public street, the civic address numbers of the same as issued by the municipality.
2. Owners of multi-unit structures, in addition to the civic address number, shall assign and display an identifier, either numerical or alphabetical, for each individual occupancy. Said identifiers shall meet all the requirements of this by-law in respect of size and visibility.
3. No person shall place upon a main structure civic addressing numbers of a size of less than 10 cm in height.
4. No person shall place upon a main structure civic addressing numbers at a height of less than 1.7 metres above grade.
5. Notwithstanding the foregoing, the owners of existing structures with civic addressing numbers acceptable to the Fire Chief as of the date of the passage of this By-law shall not be required to replace such addressing in order to comply with this By-law.
6. No person shall display civic addressing numbers that is not in a condition acceptable to the Fire Chief.
7. No person shall permit civic addressing numbers to be obstructed by vegetation, structures, snow accumulation or any barrier.
8. No person shall remove civic addressing numbers without prior authorization from the Fire Chief, except for immediate repair or replacement of the same.
9. No person shall permit allocated civic addressing numbers to be displayed that are illegible, damaged partially missing.
10. The cost of the provision, maintenance and/or replacement of civic addressing numbers shall be the responsibility of the property owner.

### **Section V – Liability**

The municipality shall not be liable for any loss, cost or expense which the owners of property may incur as a result of civic addressing numbers being damaged, missing, obstructed or illegible.

**Section V – Enforcement**

1. Any person who contravenes any of the provisions of this By-law and the procedures with Respect thereto is guilty of an offence and the enforcement and the penalty imposed thereunder shall be subject to the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter 53 and any amendments thereto and the penalty for the commission of any such offences shall be as provided for in the said Provincial Offences Act.
2. This By-law shall be enforced by the Municipal By-law Enforcement Officer and/or by an Officer of the Ontario Provincial Police.

**Section VI- Severability**

Should any Section, Sub-Section, clause or provision of this By-law be declared by a court of competent jurisdiction, to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

READ A FIRST TIME, A SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 10th DAY OF February, 2009.

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Paul Dulmage, Mayor

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D.H. Rogers, Clerk

