

**THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE
THOUSAND ISLANDS**

BY-LAW NUMBER 20-043

BEING A BY-LAW TO DIRECT THE ORDERLY ADDRESSING OF BUILDINGS AND PROPERTIES AND APPROPRIATE NAMING OF ROADS AND ISLANDS WITHIN THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

WHEREAS the Municipal Act, 2001, permits municipalities to establish civic addresses, to name municipal highways and private roads, and to enter land to install signs and affix numbers to buildings;

AND WHEREAS Council wishes to establish a system of identifying properties that will ensure accurate and efficient routing of emergency vehicles, mail, and other services, and will be capable of accommodating future growth;

NOW THEREFORE the Council of the Corporation of the Township of Leeds and The Thousand Islands enacts as follows:

1. SHORT TITLE

This By-Law may be referred to as the "Civic Addressing By-Law."

2. DEFINITIONS

For the purposes of this By-law:

- 2.1 "Building" means a structure occupying an area greater than ten (10) square metres consisting of a wall, roof, and floors or combination thereof or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto as defined in the Building Code Act, 1992.
- 2.2 "Building Permit" means a Building Permit issued under the Building Code Act, S.O. 1992, c.23, as amended.
- 2.3 "Civic Address" shall mean the street name, island or waterbody and the number(s) as assigned by the Township as per the guidelines in the Civic Addressing Numbering Policy as set out in Schedule "A".
- 2.4 "Corporation" shall mean the Corporation of the Township of Leeds and the Thousand Islands and its administrators.
- 2.5 "Height" shall mean the distance above existing grade at which the number is placed and shall conform to the requirements contained within this By-law.
- 2.6 "Number(s)" shall mean the single or multiple digit number(s) designated by the Township to identify individual properties/structures on properties. The number(s) shall conform to the requirements contained within this By-law. Number(s) shall include any

number(s)/alphabetic character(s) attached to the property number(s) assigned by the Township to identify units or multiple structures on one lot.

- 2.7 "Number Blade(s)" shall mean the plate(s) on which the number is affixed to each side and shall conform to the requirements of this By-law.
- 2.8 "Owner" shall mean the registered owner(s) of the property and includes a lessee, mortgagee in possession, and the person in charge of the property.
- 2.9 "Private Road" shall mean a single or multi lane road privately owned by residents.
- 2.10 "Property" shall mean a parcel of land, described in a deed or other document legally capable of conveying land, or shown as a lot or block on a registered Plan of Subdivision.
- 2.11 "Sign Post" shall mean the support upon which the number blade shall be placed and shall conform to the requirements contained within this By-law.
- 2.12 "Street" shall mean any public or private highway, road, street, lane, boulevard, avenue, court, place, circular drive, crescent, alley or thoroughfare within the Township.
- 2.13 "Township" shall mean all areas within the Corporate and geographic boundaries of the Township of Leeds and the Thousand Islands.
- 2.14 "Unit" means an independently used space within a building (e.g. an apartment within a residential complex).

3. GENERAL PROVISIONS

- 3.1 The provisions of this By-law shall govern the civic addressing within the geographic limits of the Township of Leeds and the Thousand Islands.
- 3.2 The Corporation shall assign each civic address and number(s) and corresponding street name, to every property in accordance with Schedule A to this By-law, Civic Addressing Numbering Policy.
- 3.3 The Owner(s) shall be responsible for ensuring that a civic address is assigned to their property and installing the number blade(s) and signpost(s) in accordance with the requirements of this By-law.
- 3.4 New civic addresses shall be assigned as part of the procedures for the establishment of new lots or redevelopment projects and verified as part of the Building Permit approval process.
- 3.5 No Building Permit shall be issued in the absence of a civic address, with the exception of an island that is in the process of being named as set out in Schedule C to this by-law.

- 3.6 The Official Record of Civic addresses shall be those civic addresses, as set out from time to time in the last revised assessment roll for the Corporation.
- 3.7 No person shall post, or, being the owner(s) or occupant(s) of a building or property, shall allow to be posted, or to remain posted, any number which is in conflict with the civic address which has been issued by the Corporation.
- 3.8 Where the posting of a number(s) is not in accordance with this By-law, the owner(s) shall be notified and shall be given (15) fifteen days in which to comply with the By-law.
- 3.9 The owner(s)/occupant is responsible for ensuring that the number blade(s) and any additional number(s) required to be posted are maintained and visible at all times and clear of any snow, foliage or other obstructions that may block visibility of the numbers.
- 3.10 The owner(s) shall advise any occupant(s) of the property of the civic address and of their responsibility herein to ensure that the number blade(s) and signpost(s) are maintained and visible.
- 3.11 The number blade(s) and sign post(s) shall be available only through the office of the Corporation and shall be consistent with the requirements of this By-law, at a cost to the owner(s) as per the current General Fees and Rates By-law passed by the Corporation.
- 3.12 The Treasurer is authorized to apply any uncollected costs associated with the provision of number blade(s) and a signpost(s) in the same manner as taxes, or at their discretion.
- 3.13 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.

4. FEES

- 4.1 The cost for the application review, number blade(s) and signpost(s) shall be as per the current General Fees and Rates By-Law for the Corporation. The owner(s)/occupant(s) shall be responsible to pay all associated fees.
- 4.2 The owner(s) is responsible for all costs incurred for the replacement of damaged, lost, or stolen number blade(s) and signpost(s).

5. ENFORCEMENT AND PENALTIES

- 5.1 This By-law shall be administered by the Director of Planning and Development, or designate, and shall be enforced by the By-Law Enforcement Officer.

- 5.2 The following instances shall be considered to be offences:
- a) the posted Number Blade(s) is not in accordance with the Civic Address issued for the property;
 - b) the correct Number Blade(s) is posted but not in a conspicuous or visible manner and/or not in accordance with the conventions set out in Schedule "B" hereto; or
 - c) a Number Blade(s) installed in conformance with Schedule "B" herein has not been maintained in a visible condition or has been removed or relocated without the prior authorization of the Township; and
 - d) Private street signage is not installed or is damaged.
 - e) Non-compliance with established standards or provisions as set out in this by-law "Civic Addressing By-law".
- 5.3 The Notice of Offence shall include:
- a) the name and mailing address of the owner(s);
 - b) The date that the inspection was completed;
 - c) Reference to this By-law;
 - d) The reason the number blade(s) or signpost(s) are not in compliance with this By-law and the corrective measures required to comply with this By-law;
 - e) The date that the owner must comply by; and
 - f) Name and contact information of the Township contact.
- 5.4 Notice shall be deemed to be delivered in the following circumstances:
- a) the Notice is delivered by personal service to the Owner;
 - b) five 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.
- 5.5 If the Owner(s) fails to comply, or fails to allow compliance, with the Notice of Offence the Township shall have the right to enter onto the property and complete the necessary actions to achieve compliance and charge the Owner with the expense of same or said expense may be added to the tax roll and collected in the same manner as taxes.
- 5.6 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is discharging their duties under this By-law.
- 5.7 The Township shall not be liable for any loss, cost or expense which the owner(s) of land may incur as a result of the street name sign or civic address sign being damaged, missing, obstructed or illegible.

- 5.8 If any section, clause or provision of this By-law is, for any reason, 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 here of other than the section, clause or provision so declared to be invalid, and it is hereby declared to be the intention that all the remaining sections, clauses and provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions hereof shall have been declared to be invalid.

6. REPEAL OF FORMER BY-LAWS

- 6.1 By-law 15-95 (Being a By-Law to establish a civic addressing system for the Township of Leeds and Lansdowne and provide for the placing and maintaining of a civic addressing system) and
- 6.2 By-law 43-93-94 (being a by-law to provide for the naming of and the changing of names of Highways within the Township of Leeds and Lansdowne)
- 6.3 By-law 95-21 (being a by-law to establish a Municipal Addressing System for the Township of Front of Escott and provide for the placing and maintaining of a municipal addressing system)
- 6.4 By-law 21-93 (Civic Addressing) for the Township of Rear of Leeds and Lansdowne,
- 6.5 By-law 30-1994 (Being a By-Law to name all Township Owned Roads and Boundary Roads within and Surrounding the Township of Rear of Leeds and Lansdowne)
- 6.6 By-law 31-1996 (Being a By-Law to Establish a civic address system for the Township of Rear of Leeds and Lansdowne and provide for the placing and maintain of a civic addressing system)

7. SCHEDULES

The following schedules form part of this by-law

Schedule "A" Civic Addressing Numbering Policy
Schedule "B" Civic Addressing Requirements for Posting Signs
Schedule "C" Civic Addressing Conventions and Signage

8. EFFECTIVE DATE

This By-law shall come into force and take effect on the day of its passing.

READ A FIRST AND SECOND TIME THIS 13th DAY OF JULY, 2020.

READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF JULY, 2020.



Corinna Smith-Gatcke, Mayor



Vanessa Latimer, Clerk



Schedule A

Civic Addressing Numbering Policy

The Corporation shall assign each civic address to properties within the Township in accordance with the following standards.

1. One number shall generally be allocated for every 10 metres (33 feet) of property street frontage, with the odd number being assigned on the right side of the street and the even on the left in ascending order traveling from west to east. The road measurement shall be taken at the centre of the property driveway entrance and a number assigned accordingly.
2. For streets that intersect with adjacent municipalities, the formula may vary to adopt the calculations used in the other municipality to ensure that the numbers assigned remain consistent.
3. New cul-de-sacs are to be numbered with even numbers on the right and odd numbers on the left beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers.
4. A structure (i.e. apartment building, condo etc.) having more than one living unit with a single access driveway shall be assigned one civic address number. The owner shall be responsible for ensuring that each unit is identified by a numeric or alphabetic character.
5. One civic address shall be assigned followed by an alphabetic character, in sequential order, used to identify each unit where:
 - 5.1 Two (2) or more dwellings are accessed by using the same driveway, but are too close to assign separate civic addresses;
 - 5.2 A commercial building where more than one unit exists. The owner shall be responsible for ensuring that each unit is identified by an alphabetic character; or
 - 5.3 Dwellings with a distinctive front door for each unit on the same driveway.
6. Special Exceptions
 - 6.1 Former Front of Leeds and Lansdowne.

In the Village of Lansdowne, the road measurement shall be generally taken at the front door of the structure and a number assigned accordingly.
 - 6.2 Islands

An island with less than five (5) cottages or lots located thereon shall be numbered odd or even depending on the location on the island. A cottage located on the north or east side shall have an even number. A cottage located on the south or west side shall have an odd number.

An island with more than 5 (five) cottages or lots located thereon shall be numbered starting at the western side of the island. A cottage located on the north or east side shall have an even number. A cottage located on the south or west side shall have an odd number.

Civic Addresses for Island Properties shall be followed by the waterbody it is on or waterbody named for the group of islands.

Properties on the St. Lawrence River shall have a separate naming category for the groups of islands following the civic address. The groups are:

- Admiralty Islands Group
- Escott Ward Group
- Ivy Lea Group
- Lake Fleet Islands
- Navy Islands Group

Island names are created by the Ontario Geographic Names Board, refer to Schedule C of this by-law.

6.3 Water Access Only – Main Land Properties

Properties on the main land that are only accessible by water, shall be provided with an address which is calculated as follows:

Lot Number, % of lot where dwelling is located measuring from west to east or north to south through the lot, Concession Number, Waterbody

For Example:

1997 Conc 6 Charleston Lake (Number Blade is 1997 C6)

This property is in Lot 19, the dwelling is located 97% through lot 19, and it is in Concession 6 on Charleston Lake.

6.4 Former Rear of Leeds and Lansdowne

Private lanes in the former Rear of Leeds will use 800 series numbers.

Private lanes in the former Rear of Lansdowne will use 900 series number.

In the Hamlets of Seeley's Bay and Lyndhurst the road measurement shall be generally taken at the front door of the structure and a number assigned accordingly.

6.5 Civic Address on Vacant Land including Farm Properties

- (a) Where vacant land is not proposed for development, and the owner(s) has requested a civic address, Staff shall assign the civic address once the owner(s) has submitted their application for civic address and have an approved entrance permit from the applicable authority.
- (b) Land locked vacant land shall be assigned a civic number upon receipt of a legal document demonstrating a legal right-of-way to the property. The address will be assigned on the publicly accessed street when an approved entrance permit from the applicable authority is provided. Any additional costs associated with confirming the validity of the agreement providing access to the land locked parcel incurred by the Township shall be paid by the owner(s). The Treasurer may add the expense to the tax roll and collect in the same manner as taxes if the owner(s) does not pay the invoice.
- (c) The owner(s) shall complete the civic address application form, and pay any fees as required under the Corporation's current General Fees and Rates By-Law. A civic address shall not be assigned until this is completed.

6.6 Trailer Parks, Campgrounds

A trailer park or recreational vehicle park or campground will be assigned one property identification number. The owner shall be responsible for ensuring that each site is identified by a numeric or alphabetic character.

6.7 Mobile Home Parks

A mobile home park will be assigned one property identification number and each mobile home given a unit number. The owner shall be responsible for ensuring that each unit is identified by a numeric or alphabetic character. The owner shall provide intersection signs on internal private roads to show the ranges of unit numbers.

7. Reassignment of Civic Addresses

- 7.1 Any property with an existing civic address number may be reassigned a new number by the Township where there are potentially confusing number discontinuities or irregularities, or if there is an inadequate supply of civic numbers for existing and future lot development, there are emergency service requirements or there are other Township initiatives.

- 7.2 The Township will provide written notice of a civic address numbering change to the owner(s) of any affected properties. In cases where it is found that the renumbering of a building, unit or property would pose undue hardship on a number of residents or businesses, the Township may allow the existing civic address to remain, provided that the existing address follows a clear numbering sequence and complies with the requirements for emergency services.
- 7.3 It is the responsibility of the owner(s) to ensure that the new civic address number or signage is installed and visible from the street.
- 7.4 Where a civic address is changed by the Township at the request of a property owner(s), the property owner(s) shall pay the fee as set out in the current General Fees and Rates By-law as well as the cost of installing a new number blade(s) and/or sign post(s).
- 7.5 Where a civic address is changed by the Township when a discrepancy in the numbering has been identified, the Township shall be responsible for the cost and installation of the new number blade(s) and signpost(s).
- 7.6 Where a resident, group, or developer have initiated a process which affects another property's civic address, the affected owners shall receive notification by mail or by email from the Township notifying them of the request and the process for input to Council regarding the requested change.
- 7.7 If a privately requested address or road name change is approved by Council and has the effect of changing the address of existing properties or road names the applicant for the address, road name change is required to pay for the cost and installation of new address blades and posts.

8. Notification of New and Changed Civic Addresses

- 8.1 The Township shall provide written notice to the applicable staff, agencies and departments on a monthly basis which require continuous updating of municipal address changes following the assigning of a new or changed address number for a building or a lot. These agencies include but are not limited to the following:

TLTI Tax/Utility Clerk
TLTI Building Assistant
TLTI Fire Department
Municipal Property Assessment Corporation
United Counties of Leeds and Grenville's GIS Department
Lansdowne Rural Telephone Company
Canada Post
Bell 911

Schedule B

Civic Addressing Requirements for Posting of Number Blade(s) and Signpost(s) Policy

1. Civic addresses are required to identify properties and structures located along streets so that services can be provided to homes and businesses in an efficient manner. A civic address shall consist of a numeral followed by a street name. (example 1233 Prince St).
2. Number Blade(s) and Signpost(s) are available only through the Township office and shall be posted in accordance with the requirements of this By-law.
3. The number blade(s) shall be displayed in numeral form (i.e. 12) and not in written form (i.e. Twelve).
4. The Owner(s) and Occupant(s) are responsible for ensuring that the number blade(s) and sign post(s) are installed, maintained and visible at all times and clear of any snow, foliage or other obstructions that may block visibility of the numbers.
5. All streets in the Township, except in the village of Lansdowne, Ivy Lea Road, Islands and Water Only Access Properties are subject to the following:
 - 5.1 The assigned number blade(s) shall be affixed to a sign post(s) and shall be installed to display the number blade at a height of generally not less than 1.2 metres (4 feet) and not greater than 1.9 metres (6 feet) above grade.
 - 5.2 The number blade(s) shall be placed on the sign post(s) and erected perpendicular to the street to face oncoming traffic and so as to be clearly visible from both directions on the travelled portion of the street, clear from any obstructions.
 - 5.3 The sign post(s) shall be located at the driveway entrance, placed on the property line and placed at a distance not to exceed 1 metre (3 feet) from either side of the driveway, or as otherwise approved by the Township. Where there is more than one driveway entrance, the owner(s) must consult with the Township to ensure that the number blade(s) and signpost(s) are located at the appropriate driveway entrance.
 - 5.4 Where more than one number blade is posted on a sign post at the driveway or water access identifying more than one structure at the location, the number blade(s) shall be posted in the order that the structures are located on the driveway or from the water access point. The owner(s) shall also provide and post the assigned number at the appropriate location on the structure in a location that is prominently visible at all times.

5.5 All civic addresses on private roads shall be clearly defined. Where there is a fork in the road on a private road, the owners shall clearly define which numbers lead in each direction and ensure that numbers are clearly marked on each section. Where necessary staff may rename a portion of a private road to avoid confusion for emergency services and the cost will be incurred by the owner(s) on the road.

6. Village of Lansdowne and Ivy Lea Road

6.1 Where a structure is located less than 15 metres (50 feet) from the street, the number blade(s) shall be affixed on the house, parallel to the street, near the front door, posted to be prominently visible from the road and easily seen at night.

6.2 Where a structure on the property is located 15 metres (50 feet) or more from the street, the number blade(s) shall be posted as per Section 5 of Schedule B to this By-law Policy.

7. Island Properties and Water Access Only Properties

7.1 The number blade(s) and sign post(s) shall be permanently affixed on the island or water access only property so that it is clearly visible at all times from the end of the dock or if the property does not have a dock, the number blade(s) and sign post(s) shall be posted at the main water access/landing point to the property.

7.2 Where there is more than one cottage on a property and the owner(s) share a dock or main access landing point, the assigned number blade(s) to each of the cottages shall be affixed to a common post as described in Section 5 of Schedule B to this By-law and each owner shall also provide and post the assigned number at the appropriate location on the structures, posted in a manner so as to be prominently visible at all times.

Schedule C

NAMING OF STREETS, ISLANDS, AND WATER ACCESS ONLY PROPERTIES

1. General Terms
 - 1.1 Street names shall be issued by the Township.
 - 1.2 All streets accessible to vehicles shall be named.
 - 1.3 The terms Boulevard (Blvd), Drive (Dr), and Road (Rd) shall be used in the naming of arterial or collector streets.
 - 1.4 The terms Street (St) and Avenue (Ave) shall be reserved for use in naming of local or other streets.
 - 1.5 The terms Court (Ct) and Place (Pl) shall be reserved for use in naming of a cul-de-sac.
 - 1.6 The term Crescent (Cr) shall be reserved for use in the naming of crescent streets.
 - 1.7 The term Circle (Cl) shall be reserved for use in the naming of circle streets.
 - 1.8 The term Lane (Ln) shall be reserved for use in the naming of private streets. A private street is defined as any street or right-of-way that leads directly or indirectly to a property which does not have frontage on a public street.
 - 1.9 Street names shall be kept as short as possible to avoid problems related to the length of sign blades and mapping.
 - 1.10 Street names incorporating both first and last names should be avoided except in cases where an honour is being conferred, such as in the recognition of exceptional individuals or celebrities.
 - 1.11 Streets named after living individuals shall not be permitted.
 - 1.12 Streets bearing commercial business names shall not be permitted.
 - 1.13 Street names beginning with silent letters (such as knight) shall not be permitted.
 - 1.14 The use of symbols (i.e. !, @, #, \$, %, ^, &, and *) shall not be permitted.
 - 1.15 The use of apostrophes (') and hyphens (-, _) shall be avoided.
 - 1.16 The use of alpha characters in front of names (e.g. N, S, E or W) shall be avoided.
 - 1.17 The use of common sequence numbers which are known to be stolen on a regular basis (e.g. 420) shall be avoided.

- 1.18 Street names which duplicate existing names, are phonetically similar, or are easily confused with any street name used or reserved for use in the United Counties of Leeds and Grenville shall not be permitted. Consultation with the United Counties of Leeds and Grenville's GIS department will assist with reviewing any duplicate names in the surrounding areas as well.
- 1.19 Street names which attempt to differentiate by the use of differing suffixes shall not be permitted (i.e. Gore Road, Gore Avenue).
- 1.20 Any proposed street names which contain geographical reference should be appropriate to the location (i.e. Riverside Drive should be beside a river).
- 1.21 Names that lend themselves to inappropriate short forms or modification shall be avoided.
- 1.22 Names that are discriminatory, offensive, or derogatory shall not be permitted.
- 1.23 Within new subdivisions or other development projects, a theme should be selected and followed in the naming of multiple streets.
- 1.24 Continuity in the naming of a single thoroughfare shall be required whenever possible. A street running continually should have the same name throughout its entire length. If development is phased, and a street will eventually connect, the thoroughfare continuity naming convention should apply.
- 1.25 The use of historical names is encouraged where appropriate.
- 1.26 Council shall be the approval authority for the selection of a street name.

2. Street Names and Civic Addresses for Plans of Subdivision

- 2.1 Draft Plans of Subdivision shall be submitted to the Township by the Developer with the proposed new highways or private streets demarcated as "Street A", "Street B", etc. The Township shall consult with the United Counties of Leeds and Grenville's GIS department to review the names against the 911 database to ensure there is no duplication of names in the area.
- 2.2 Following the approval of the Draft Plan of Subdivision by the County, the developer shall formally submit, in writing, the proposed names of the new highways or private streets to the Township for review and approval. Once the Township has formally approved the street names and provided written confirmation to the developer, the street names shall be shown on the Final Plan of Subdivision to be submitted to the Township for approval and registration.

- 2.3 A sign indicating the approved street name shall be erected before the issuance of a Building Permit(s) in the subdivision.
 - 2.4 Civic addresses will be assigned to the lots established by the approved Draft Plan of Subdivision prior to the final registration of the Plan and forwarded to the notification list as per Section 8.1 immediately upon completion.
 - 2.5 The assigned civic addresses are tentative until the final registration of the Plan of Subdivision.
 - 2.6 For a lot(s) with more than one frontage on a road, the lot(s) will be assigned a civic address on the road frontage where primary vehicular access is to be provided.
3. Public Street Naming – General Terms
- 3.1 Public street names shall be approved and issued by the Township in consultation with the applicable authority who is maintaining the road including the United Counties of Leeds and Grenville, Ministry of Transportation, and the St. Lawrence Parks Commission.
 - 3.2 Public street renaming shall be assigned as part of the procedures related to the public road renaming procedure.
 - 3.1 Change (renaming) of street names is subject to Council approval in accordance with the Municipal Act, 2001.
 - 3.2 Notice of the renaming of a public road shall follow the Township By-law for the Giving of Public Notice.
 - 3.3 The application of proposed street names shall be subject to the approval of the Township.
 - 3.4 Where a street name is changed (renamed) by the Township at the request of a property owner(s), the property owner(s) shall pay the fee as set out in the current General Fees and Rates By-law as well as the cost of administration and installing new signage.
 - 3.5 When an existing street is being renamed, there shall be a public notification process to obtain comments and/or suggestions respecting the new street name. All comments and suggestions will be reviewed and a recommendation for a new street name will be submitted to Council for approval.
 - 3.6 When a street is to be named, the Township shall consult with the United Counties of Leeds and Grenville's GIS division to ensure that the potential name(s) meets their guidelines prior to Council approval.
 - 3.7 When a street name is approved, the sign shall be installed by the applicable agency responsible for the street.

4. Public Street Renaming Procedure

- 4.1 When an existing public street is being renamed public notification is required to obtain comments and/or suggestions respecting the new street name.
- 4.2 Notice will be sent by mail to the current mailing address, based on the current tax roll, of all property owner(s) adjacent to the public street. Notice shall also be sent to the agency responsible for the maintenance of the street and posted on the Township's website and social media.

The notice shall contain:
 - a) An overview of the request for street renaming;
 - b) Reference to this By-law for the listing of appropriate names;
 - c) Name of staff contact;
 - d) Date that comments or proposed street names should be submitted to the Township; and
 - e) Key Map with the public street highlighted.
- 4.3 Staff shall consult the United Counties of Leeds and Grenville's GIS division to ensure that the potential name(s) meets County guidelines.
- 4.4 The Municipal Heritage Committee may be consulted when applications to rename streets are submitted to the Township.
- 4.5 A report with the comments and name suggestions for renaming will be prepared for Council. Council shall review the proposed names and will provide direction to staff with the tentatively approved name.
- 4.6 Upon receiving Council approval, the Township shall assign all civic addresses on the public street and forward the key map to all civic address contact agencies and Canada Post for updating in their records.
- 4.7 A letter shall be sent to all owner(s) adjacent to the public street advising of the approved name and providing direction on purchasing and installing the signage for the number blade(s) and signpost(s) if required.
- 4.8 The Township, or applicable Agency, shall purchase the sign and install it and any costs shall be collected as set out in this by-law and the Township General Rates and Fees By-law.
- 4.9 An inspection will be completed by the Township to ensure any updated addressing and road signs are posted in accordance with this by-law.
- 4.10 It is the responsibility of the property owners to notify all utilities, hydro, school boards, agencies, etc. of the change of their civic address. The Township will notify all required agencies, including the United Counties of Leeds and Grenville's GIS Department.

5. Private Street Naming – General Terms

- 5.1 Private street names shall be approved by Council and issued by the Township.
- 5.2 Private street names shall be assigned as part of the procedures related to the private street naming procedure.
- 5.3 When a new private street is proposed as part of a consent application, a condition shall be recommended to the United Counties of Leeds and Grenville Consent Granting Authority that the private street be named prior to the release of the conditions.
- 5.4 Notice of new private street names shall follow the Township By-law for the Giving of Public Notice.
- 5.5 Where a street name is changed (renamed) by the Township at the request of a property owner(s), the property owner(s) shall pay the fee as set out in the current General Fees and Rates By-law as well as the cost of administration and installing new signage and blades/posts.
- 5.6 When a private street name is approved, the owner(s)/user(s)/association(s) etc. of the private street shall be responsible for purchasing and installing the sign to Township standards. The sign shall only be purchased from a company approved by the Township's Public Works Department. The cost of the sign shall be paid by the owner(s). The owner(s) shall be responsible to fix/replace the sign if it becomes damaged or stolen within fifteen days of it being identified as missing.
- 5.7 The owner(s) and road association(s) of private streets and rights-of-way are responsible for ensuring that internal street name signage has been clearly marked along the length of the roadway. If it is reported to the Township that the signage has not been adequately erected, the Township shall notify the owners adjacent to the private street or right-of-way and provide thirty (30) days to rectify the situation.

6. Private Street Naming Procedure

- 6.1 When an existing or new private street is being named, there shall be a public notification process to obtain comments and/or suggestions respecting the new street name.
- 6.2 The notification will be sent by mail to the current mailing address as per the tax roll to all property owners adjacent

The notice shall contain:

- a) An overview of the request for road renaming;
- b) Reference to this By-law for the listing of appropriate names;
- c) Name of staff contact;
- d) Reference to the responsibility of the owner(s) to purchase and maintain signage;
- e) Date that comments or proposed road names should be submitted to the Township; and
- f) Key Map with the private street highlighted.

6.3 Staff will consult the United Counties of Leeds and Grenville's GIS division to ensure that the potential name(s) meets County guidelines.

6.4 The notice of public meeting shall be completed as per the Giving of Public Notice By-law – Naming of Private Roads. The notice shall contain:

- a) Date, time and location of the public meeting;
- b) The proposed name of the private street;
- c) When and where to make oral submissions and written comments; and
- d) Key Map of the area with the private street highlighted.

6.5 A report with the comments and name suggestions will be prepared for Council. Council will review the proposed names and will provide direction to staff with the tentatively approved name.

6.6 Upon receiving Council approval, the Township shall assign all civic addresses on the private street and forward the key map to all civic address contact agencies and Canada Post for updating in their records.

6.7 A letter shall be sent to all owner(s) adjacent to the private street advising of the approved name and reviewing the process on purchasing and installing the signage for the street name and number blade(s) and sign post(s).

6.8 The owners shall provide photographic evidence demonstrating the location of the installed sign to Township staff.

7. Inspection of Existing Street Name Signage on Private Streets

7.1 Should a complaint be received about the lack of signage on a private street, Staff will inspect the private street. If an infraction of this by-law is identified notification will be sent to the private road association or owner(s) of properties abutting the private road to provide proper signage. A time frame to comply with this by-law will be given in accordance with the weather conditions. If it is not completed the Township may install signage and the

cost shall be divided by all the property owner(s) adjacent to the lane and invoiced to them.

8. Island Naming - General Terms

8.1 Islands are officially named by the Ontario Geographic Names Board through the Ministry of Natural Resources and Forestry.

8.2 Requests to formally name/change the name of an island, must be submitted by the owner(s) of the island directly to their office. Their office will seek input from the Municipality during their consultation process.

8.3 When an unnamed island is proposed to be severed as part of a consent application, a condition shall be recommended to the United Counties of Leeds and Grenville that the island be named. As this process can take longer than one year to complete, the condition shall state:

"The owner(s) of the subject island shall submit a proposed name for the island to the Ontario Geographic Names Board through the Ministry of Natural Resources and Forestry. Notification from their office confirming that they have received the request and have initiated the process to name the island shall be required to satisfy this condition."

8.4 Prior to the issuance of a building permit, all properties are required to have a civic address. The Chief Building Official may issue a building permit for an unnamed island, once he/she has received confirmation that the owner has applied to the Ontario Geographic Names Board and the process has started to name the island. The Chief Building Official shall place the following for the civic address on the building permit placard:

"(Legal Description of the island property), (waterbody), island name under review by the Ontario Geographic Names Board."

Example: Lans Con 7, Part Lot 18, Charleston Lake,
Island name under review by the Ontario
Geographic Names Board.

9. Island Civic Addressing Procedure

9.1 Upon receipt of the official name for an Island by the Ontario Geographic Names Board, the Municipality shall assign all civic addresses to the island and shall notify all required agencies, including the United Counties of Leeds and Grenville's GIS Department.

9.2 When an island name is approved, the owner(s)/ user(s)/association(s) etc. of the island shall be responsible for purchasing and installing the number blade(s) and signpost(s). The blade(s) and signpost(s) are required to be purchased from the Township and installed in accordance with this By-law.

9.3 The owner(s) shall provide photographic evidence to the Township that the number blade(s) and signpost(s) sign has been installed.

10. Waterbody Naming – General Terms

10.1 Waterbody names including channels, bays etc. are officially named by the Ontario Geographic Names Board through the Ministry of Natural Resources and Forestry.

10.2 Requests to formally name/change the name a waterbody, must be submitted by a resident directly to their office. Their office will seek input from the Municipality during their consultation process.