

**The Corporation of the
Township of Selwyn**

By-law No. 2025-023

**Being a By-law to Regulate the Administration and Maintenance
of Civic Number Signage within the Township of Selwyn.**

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 2, as amended, states that municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their jurisdiction, and as such, municipalities are given powers and duties under this Act, and many other Acts, for the purpose of providing good government with respect to those matters; and

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 5.3, as amended, states that a municipal power shall be exercised by By-law unless the municipality is specifically authorized to do otherwise; and

Whereas Section 10(2) of the Municipal Act, 2001, as amended, permits councils of local municipalities to pass by-laws and make regulations for the health, safety, and well-being of persons and for the protection of persons and property within the municipality; and

Whereas Section 10(2) of the Municipal Act, 2001, as amended, permits councils of local municipalities to pass by-laws and make regulations with respect to structures, including fences and signs; and

Whereas this by-law provides the orderly assignment of municipal civic address and proper maintenance of the civic number signage within the Township of Selwyn; and

Whereas the orderly assignment and the proper maintenance of municipal civic address and civic number signage is required for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons;

Now Therefore the Council of the Township of Selwyn hereby enacts as follows:

1. Definitions

- 1.1. "Civic Address" means the civic number, the unit number (if applicable), and the road name to a specific building or lot.
- 1.2. "Civic Number" means the number (including the unit number if applicable), assigned by the Township for identifying and locating the building or lot.
- 1.3. "Lot" means a parcel of land which can be legally conveyed.
- 1.4. "Owner" means the registered owner of a lot and, for the purposes of this By-law, includes an occupant and/or tenant of all or any part of such lot.
- 1.5. "Road" " shall mean a public highway or public road or an open road allowance owned and maintained by the Township, County of Peterborough or the Province of Ontario. A public or private road or private right-of-way, including condominium roads, shall be considered a street or road, notwithstanding ownership, for the purposes of this By-law.
- 1.6. "Township" shall mean the Corporation of the Township of Selwyn.
- 1.7. "Unit" means an independently used space within a building, such as an apartment building in a residential building or a convenience store located within a strip mall.
- 1.8. "Urban area" means the areas of the Township which are serviced by

municipal water and/or wastewater services and where structures are predominantly located less than 15.2 m (50 feet) from the road allowance.

2. Civic Addressing

2.1. General Information

- 2.1.1. This By-law is in place to ensure that civic numbers are issued and recorded consistently across the Township. The civic address signage shall be visible and not obstructed by objects.
- 2.1.2. The assigned civic address of a lot shall be identified on Peterborough County GIS.

2.2. Civic Addressing

- 2.2.1. Civic addresses have been assigned to all occupied lots within the municipality in accordance with the Township's civic numbering guideline.
- 2.2.2. A new civic address shall be assigned to a vacant lot by the Building Department at the time of Building Permit application.
- 2.2.3. No person or owner(s) of any lot may start, or permit the start of, construction of a building without obtaining the civic address from the Township Building Department and ensuring that the civic address is posted with either a temporary or the permanent civic addressing sign blade.
- 2.2.4. Vacant parcels (e.g. agricultural, recreational use) may receive a yellow 911 sign. A new civic number sign is required should the lands ever be developed. A yellow 911 sign is intended to assist First Responders in locating individuals on these parcels who require emergency assistance in a timely manner. These signs do not constitute a civic number for mail delivery purposes and the information is only provided to Peterborough County GIS and Emergency Services providers. The cost of the sign, post and installation shall be borne by the property owner in accordance with the Township's approved Tariff of Fees.
- 2.2.5. No person or owner(s) of any lot may post, or allow to be posted, any number that is in conflict with the most recent civic number that has been issued by the Township.

2.3. Reassigning Civic Address Number

- 2.3.1. The Township may change or re-assign civic addresses and/or numbers as required to eliminate duplication, keep consistency and ensure sufficient supply of civic numbers are available for existing and future development. Additional reasons may include, but are not limited to, for ease of location for emergency services or to facilitate additional development. Affected landowners shall be notified in advance of any changes.
- 2.3.2. The Township shall not be responsible or liable for any costs or damages that may be incurred by a lot Owner due to the re-assignment of their civic address and/or number.
- 2.3.3. Except in the case of a secondary suite which is located in a separate structure than the main dwelling, the Township is not obliged to assign additional civic numbers to a lot which has been previously assigned a number. Any request for an additional civic address must demonstrate that the additional address is required to improve delivery of Municipal and or Emergency Service to the lot or building or that it is required by

another agency or utility.

2.4. Building Permit

2.4.1. No building permit shall be issued without the assignment of a civic address.

2.5. Civic Address Sign

2.5.1. Every lot containing a building requires a posted and visible civic number, either temporary (during the construction period) or permanent.

2.5.2. For lots located within an Urban Area, and where the structure is located 15.2 meters (50 feet) from the front lot line (the owner may elect to affix the civic number signage to the building in such a manner as to be clearly visible and legible from the street.

- a) The civic number displayed shall be in numeral form and not in written form.
- b) Numbers shall read horizontally.
- c) Civic number signs shall be a minimum of 17.5 centimeters (6.89 inches) in height.
- d) Civic number signs shall be made from durable and waterproof material.
- e) Civic number signs shall be set on a background of a contrasting colour and be illuminated or located where they are visible at night.

2.5.3. For lots containing secondary units, the owner shall affix the civic address and unit number to each entrance point and/or structure in accordance with the requirements of Section 2.5.2.

2.5.4. For lots outside of an urban area, or upon request within an urban area, the Township will supply and install the permanent civic number sign blade and post within the road allowance in a manner that is visible from both directions on the road. The cost of the sign, post and installation shall be borne by the property owner in accordance with the Township's approved Tariff of Fees.

2.5.5. For water access only properties the Township will supply the civic number blade and post (if applicable) and it shall be the responsibility of the owner to install the post (if applicable) and sign at the access point to the property either on shore or at the end of the dock. The cost of the sign and post (if applicable) shall be borne by the property owner in accordance with the Township's approved Tariff of Fees.

2.5.6. Once a permanent civic number sign is installed, the owner shall take full responsibility for maintaining the number sign in a visible condition. The sign must be visible from both directions at all times and be unobstructed by vegetation, structures, snow or any other type of screening. The owner shall be responsible for the cost of a new or replacement sign required in accordance with the Township's approved Tariff of Fees.

2.5.7. If the civic number sign is stolen or damaged as a result of a motor vehicle accident, the owner must provide the police report number to the Township to receive a replacement sign at no cost.

3. Non-Compliant Signs

3.1. Where the civic number display or sign blade is not visible, missing, illegible or otherwise obstructed, the owner shall make arrangements to repair or replace the civic number display or sign blade immediately.

3.1.1. Where a lot is not in compliance with the provisions of this By-law, the Township may give the property owner written notification of the non-

compliance issues and require the owner to rectify the non-compliance within 60 days of the delivery of the notice.

- 3.1.2. If, after 60 days, the lot remains non-compliant with the provisions of the By-law, the Township may undertake the work required to rectify the non-compliance and the cost of any such work may be collected from the owner in the same manner as taxes.

3.2. Notice shall be deemed to be delivered in the following circumstance:

- 3.2.1. The Notice is delivered by personal service to the Owner;
- 3.2.2. Seven days after the date the Notice is sent by regular mail to the last known address of the Owner; or
- 3.2.3. If the service cannot be effected by methods 3.2.1. or 3.2.2., by posting the Notice in a visible location upon the lot.

4. Offences and Penalties

- 4.1. Any person who contravenes the provision 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.
- 4.2. 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 fine as provided for in subsection 429(3), of the *Municipal Act*, 2001.
- 4.3. Any person who contravenes any provision of this By-law will be responsible for the inspection fees or costs incurred by the Township related to the administration and enforcement of the By-law in accordance with the Township's current Tariff of Fees By-law.
- 4.4. Any unpaid fees and charges related to contraventions of the By-law shall be added to the tax roll and collected in the same manner as unpaid municipal taxes

5. Administration

- 5.1. Any sections, clauses, or provisions of this By-law shall be deemed to be separate and independent and shall remain in full force and effect if any provisions of this By-law shall be declared invalid by any court.
- 5.2. This By-law shall come in force and take effect immediately upon the passing and shall take precedence over any section of any other By-law that relates to civic addressing and/or street naming.
- 5.3. Nothing in this By-law affects the legal status of any private or unassumed road. The Township is in no way obligated to provide any maintenance or service to properties on private and/or unassumed roads. It shall be the responsibility of the property owners serviced by private and/or unassumed roads to maintain the road in accordance with the Townships Policy for the Provision of Municipal Services to Properties on Private or Unassumed Roads in order to receive municipal service to their property.
- 5.4. This By-law may be cited as the "Civic Addressing By-law".

6. Effective Date

- 6.1. The effective date of this By-law shall be the date of final passage thereof.

Read a first, second and third time and finally passed this 22nd day of April, 2025.

Original Signed

Sherry Senis, Mayor

Original Signed

Angela Chittick, Clerk

Corporate Seal