

The Corporation of the City of Kawartha Lakes

By-Law 2026-

A By-law to Regulate Civic Addressing in the City of Kawartha Lakes

Recitals

1. Sections 5 and 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, state that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise and that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority;
2. Section 27 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to pass by-laws in respect of a highway over which it has jurisdiction;
3. The Council of the Corporation of the City of Kawartha Lakes may pass by-laws establishing and requiring the payment of fees and charges for services or activities provided or done by on behalf of the City and for the use of City property as per Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended; and
4. The Council of The Corporation of the City of Kawartha Lakes deems it expedient to establish regulations for the numbering of lots or buildings along roads and for displaying civic numbers of lots or buildings, and road identification within Kawartha Lakes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2026- .

Section 1.00: Definitions and Interpretation

1.01 **Definitions:** In this by-law,

“Civic Addressing Coordinator” means the staff designated by the Director of Development Services to conduct the appropriate addressing activities contained in this by-law (eg: Chief Building Official, Supervisor of Mapping and GIS, Planner, Deputy Clerk, etc.). A Corporate Standard Operating Procedure may be established to determine what staff does each specific function of the Civic Addressing Coordinator in this by-law;

“City”, “City of Kawartha Lakes” or “Kawartha Lakes” means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"City Clerk" means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

“Consolidated Fees By-law” means City of Kawartha Lakes By-law 2016-206 or if it has been repealed any subsequent City of Kawartha Lakes By-law known as the Consolidated Fees By-law.

“Council” or “City Council” means the municipal council for the City;

“Director of Development Services” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by the Chief Administrative Officer or the Mayor (by issuance of a Mayoral Decision).

“Municipal Law Enforcement Officer” means a person appointed by Council under section 55 of the Community Safety and Policing Act, 2019, to enforce the by-laws of the City;

“Owner” means the individual, firm, partnership or corporation that is the registered owner of a property and includes a lessee, tenant, mortgagee in possession and the person or persons in charge of the land;

“Person” has the same meaning as in the Interpretation Act and includes a corporation;

“Street” or “Road” means a “street” within the meaning of The Highway Traffic Act, R.S.O. c.H.8, as amended, and the Municipal Act, R.S.O. 1990, c.M. 45, as amended, and shall also include streets in registered Plans of Subdivision that are to be assumed under the terms of a subdivision agreement and private streets that are not assumed by the City;

1.02 **Interpretation Rules:**

(a) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

1.05 **Conflict:** Nothing in this By-Law shall be construed as authorizing non-compliance with any laws, regulations, by-laws, lawful orders, or directives pursuant to any other statute, regulation, or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of road names on private roads or which may specify standards in respect of the posting of civic numbers or road names.

1.06 **Conflict with other By-laws:** If there is a conflict between an addressing requirement established by another by-law of the City (or its predecessor municipalities) and an addressing requirement of this by-law, the requirement that establishes the higher standard (as determined by the Director of Development Services or the City Solicitor) in terms of protecting the health, safety and well-being of the inhabitants of the City prevails to the extent of the conflict. In the event a conflict arises with any

pre-amalgamation municipal Zoning By-law which was in effect in the City of Kawartha Lakes on the date of passage of this by-law, dealing with addressing of properties, the requirements of this by-law shall prevail

Section 2.00: Civic Addressing

- 2.01 **Existing Civic Numbers:** A civic number that has been assigned for a lot or building on the date of the passing of this By-Law is hereby assigned to that lot or building until such time as a Civic Addressing Coordinator directs otherwise.
- 2.02 **Assigning Civic Numbers:** A Civic Addressing Coordinator shall assign Civic Numbers for new lots as part of the Development Approval Process in accordance with timing established by a Civic Addressing Coordinator.
- 2.03 A Civic Addressing Coordinator may assign civic numbers to lots or buildings to fulfill conditions of a consent application, or site plan approval upon receipt of a completed application and applicable fees.
- 2.04 A Civic Addressing Coordinator shall assign a new civic number for a lot or building upon receipt of a completed application and applicable fees, processed at the time a building permit is applied for.
- 2.05 A Civic Addressing Coordinator may assign a civic number for a vacant lot or farmland upon receipt of a completed application and applicable fees.
- 2.06 A Civic Addressing Coordinator is not obliged to assign civic numbers to undeveloped lots.
- 2.07 Where no development is currently contemplated, and a property (vacant or otherwise) has previously used an informal civic number that is not currently recognized by the City or the Municipal Property Assessment Corporation, a Civic Addressing Coordinator may formally apply the previously used civic number if it is consistent to the existing numbering pattern in the immediate community.
- 2.08 Numbers shall be sequential in such a pattern as a Civic Addressing Coordinator sees fit and consistent with the numbering patterns in the community of development. A Civic Addressing Coordinator may establish procedures for an interval basis for how numbers shall be assigned unique to each community of development (eg: specific metre intervals on a linear distance from a baseline).
- 2.09 Odd numbers shall be assigned to one side of the road and even numbers assigned to the other in a generally consistent pattern in the community of the development. Generally, even numbers will be assigned to the right hand side of the road in the direction of the ascending numbers and odd numbers on the left hand side of the road.
- 2.10 Numbers are to be assigned based on the centre of the main driveway servicing the property. Where multiple driveways exist, the driveway closest to the main entrance of the main building (as determined by a

- Civic Addressing Coordinator) on the property shall be used for numbering purposes.
- 2.11 New civic numbers in existing developed areas will be assigned in a way that is consistent with flow and intervals of existing civic numbering in the area immediately adjacent to the new lot or building to be numbered. Where a civic address is required for a lot or building and it is found that there is insufficient supply of numbers, the civic number may have a suffix added to maintain sequential order.
 - 2.12 Where a through lot has frontage on two roads, and the property entrance connects both roads, a municipal address shall be assigned to the road that the front of the building faces.
 - 2.13 All numbers are to be used including four (4) and thirteen (13). This applies to developers numbering units or floors in multi-residential facilities or buildings.
 - 2.14 Where multiple address numbers are possible to be used for a newly addressed property along an existing road and where no other future addressee is likely to be able to use these numbers (by severance or otherwise), and where either number options are unlikely to cause confusion for emergency response, a Civic Addressing Coordinator may allow the new addressee options to select a preferred number.
 - 2.15 Civic numbers for new Development Approvals shall be assigned to leave room for potential development changes. A Civic Addressing Coordinator may require a developer to submit a future plan of development for all future phases so that the Civic Addressing Coordinator can determine future development patterns.
 - 2.16 Extensions of existing roads shall be numbered, where possible, by extending the numerical direction and interval of the civic numbering used on the existing portion of the road to be extended. Baselines for the start of numbering are recommended to be established at the end of the road least likely to be extended in the future.
 - 2.17 In general, dwellings with driveway access on private roads shall be assigned addresses to the private road. Unless otherwise specified, the same numbering conventions for properties on private roads apply to properties on municipal roads.
 - 2.18 **Specific Property Types:** Additional Residential Unit numbering shall be numbered as follows:
 - Original unit shall have a unique number with no number suffix
 - A suffix #B (ex. 123B) shall be for the first additional unit within the main dwelling,
 - A suffix #C (ex. 123C) shall be for the second additional unit within the main dwelling, and
 - A suffix #D (ex. 123D) shall be for a detached additional unit.

- Should the detached additional unit require a separate driveway, a new number without a suffix in sequential order will be applied.
- 2.19 Multi-Unit housing structures (such as semi-detached housing, row housing, townhouses or condominium complexes) with unique exterior front door access to the street they are fronting shall have a separate civic number assigned for each unit.
- 2.20 Civic addressing of condominium units with frontage on private internal condominium or City owned roads shall be assigned by a Civic Addressing Coordinator. Where the condominium private internal roads are functioning as frontage roads, window streets, or extended driveways for multiple units, the Civic Addressing Coordinator shall determine addressing and what street name should apply to the units. In general, any development providing access to buildings or units from private roads are required to sign each road and each building given a civic number or as determined by a Civic Addressing Coordinator.
- 2.21 Interior condominium or apartment units with no exterior entrance frontage on the road may be assigned sequential unit numbers by the building owner or condominium corporation. Each multi-residential building with multiple interior units will be assigned one municipal number. Where the building has a mix of units fronting a road (such as a condominium cluster development) a Civic Addressing Coordinator shall determine how addressing will be assigned to the units.
- 2.22 Commercial properties, where the driveway is at the rear of the property, may be assigned a number (as determined by a Civic Addressing Coordinator) from the more prominent road to which the business fronts.
- 2.23 Where a development contemplates lane-housing where a driveway and/or garage front a rear public or private lane, and the front door faces a public street. Addresses for lane-housing properties shall be assigned to the street facing the front door of the primary dwelling. Should the garage or carriage house fronting the laneway be legally turned into a Additional Residential Unit, the new unit may be addressed using the name of the lane.
- 2.24 Seasonal trailer parks and campgrounds will be assigned one civic number, and the individual units or sites will be identified by a unique unit or site numbers as assigned by the owner. Numbers shall be assigned in such a way to assist navigation for emergency response. Internal roadways to units or campsites may be informally named by the owner, however, not used for formal addressing purposes. Directional signage on the main roadways in the park or campground identifying unit or campsite numbers is recommended. Seasonal trailer parks that become year-round trailer parks shall be addressed by a Civic Addressing Coordinator in keeping the with addressing conventions of the remainder of this by-law.
- 2.25 **Change and Reassignment of Civic Addresses:** A Civic Addressing Coordinator may change or reassign civic numbers where necessary to avoid potentially confusing numbering irregularities and to assure an

adequate supply of civic numbers for existing and future development. Affected landowners shall be notified in writing;

- 2.26 The City shall not be liable for any costs or damage whatsoever that may be incurred by a property owner due to the reassignment of their civic number. Developers submitting development plans and applications that necessitate the reassignment of nearby existing civic addresses (as determined by a Civic Addressing Coordinator) shall be responsible for any costs or damage whatsoever that may be incurred by a property owner due to the reassignment of the addresses.
- 2.27 Changes to street names as part of reassignment of Civic Addresses shall be done in accordance with the Street and Facility Naming Policy.
- 2.28 **Deletion of Civic Numbers:** If a property owner uses the assigned civic number for anything other than the use specified when the civic number was applied for, a Civic Addressing Coordinator may revoke the civic number. No person shall use an assigned civic number for any purpose other than the use for which it was issued.
- 2.29 If a property owner fails to demonstrate that any existing civic address improves delivery of Municipal and/or Emergency Services to the lot or building, or that it is needed for another agency or utility, a Civic Addressing Coordinator may revoke the civic number.
- 2.30 If a civic number is no longer required for its intended use, such as a demolished building, a Civic Addressing Coordinator may revoke the civic number.
- 2.31 The City shall not be liable for any costs or damage whatsoever that may be incurred by a property owner due to the deletion of a civic address.
- 2.32 **Posting Civic Numbers:** For lots or buildings located in Urban and Hamlet areas of the Kawartha Lakes Official Plan area civic number signage is the responsibility of the property owner. Numbers shall be affixed to the building or placed on the property in such a manner as to be clearly legible from the street at all times of the day. The Director of Development Services or their Designate may establish Council Policy for the specification of urban and hamlet civic number signage.
- 2.33 **Rural Civic Numbers:** For lots or buildings located in other areas of the Kawartha Lakes Official Plan not designated as urban or hamlet (eg: rural, prime agricultural, waterfront, etc.), upon receipt of the relevant fees, civic number signage shall be created and installed according to the following:
- Numbers shall be a minimum of 10cms in height shall be either be white lettering on a green blade, or black lettering on a yellow blade with Engineered Grade Reflective Sheeting and placed on both sides of the sign blade. The sign blade shall be fabricated consistent to standards established by the Chief Building Official.

- sign must be erected on the private property to which the number is assigned, not within the Municipal or Provincial road allowance and not on the opposite side of the street;
- sign is to be erected within 1m of the property line adjacent to the street;
- sign is to be erected within 1m of the edge of the entrance laneway, on the driver's side of the laneway when entering the property;
- sign blade is to be affixed to a post;
- sign blade is to be affixed to the post perpendicular to the street which allows for the sign to be clearly read from the street when approaching from either direction;
- sign blade is to be erected between 1.2m and 1.8m above grade;
- sign blade must not be obscured by vegetation or any other landscaping or decorative items placed in the vicinity (save and except light fixtures use to illuminate the sign blade);

2.34 The property owner is responsible for the installation of the new rural civic number sign blade (in compliance with the standards outlined in this by-law) within 30 days of receipt of the sign blade. No person shall fail to install a rural civic number sign blade within the time period established by this by-law.

2.35 **Replacement and Maintenance:** The owner of a property on which a civic number is issued shall be responsible for maintaining a sign displaying the number and/or sign blade, in good condition in compliance with Section 2.33. No person shall fail to maintain their civic number or sign blade in good condition and in accordance with Section 2.33.

2.36 If the condition of a Rural Civic Number sign is rendered illegible, either through loss, natural aging or damage, it shall be the owner's responsibility to contact the municipality for replacement in accordance to section 2.31. Property owners should first attempt to clean illegible sign blades that may have faded due to dust, mud, moss, or lichen (or similar) prior to contacting the municipality for a replacement.

2.37 No person shall refuse or fail to comply with a written notice issued by a Civic Addressing Coordinator which assigns, reassigns, or deletes a civic number of a lot or building.

2.38 No person shall remove any legally placed rural civic number sign blade or post.

2.39 **Street Naming:** Streets shall be named and/or renamed in accordance with the Street and Facility Naming Policy.

2.40 Streets with existing names established by By-law shall retain their original name and spelling in accordance with the original naming by-law until renamed by a new street naming by-law.

- 2.41 **Numbered Highways and Roads:** Roads and highways numbered under the previous Victoria County Road system, and downgraded Provincial Highways may be assigned a unique name in their entirety or in part as established by municipal by-law.
- 2.42 **Clarification:** As of the date of the passing of this by-law, where no other name was previously assigned to a municipally owned road other than County Road #, or Highway # (or similar), the name of the road or highway shall be clarified as “Kawartha Lakes Road #” or “KL Road #” in short form. Properties shall be addressed in the format “Civic Number” Kawartha Lakes Road # or in short form as “Civic Number” KL Road #. This section does not apply to provincially owned Highways or unopened road allowances. For clarity, this applies (but is not limited to) to unnamed sections of:
- Former Highway 36 (later County Road 36), now Kawartha Lakes Road 36 (KL Road 36);
 - Former Highway 46 (later County Road 46), now Kawartha Lakes Road 46 (KL Road 46);
 - Former Highway 48 (later County Road 48), now Kawartha Lakes Road 48 (KL Road 48); and
 - Former Highway 121 (later County Road 121), now Kawartha Lakes Road 121 (KL Road 121) for properties in Kawartha Lakes
- 2.43 Where a road or highway has both a numbered designation and a unique street name, the street name shall take priority for addressing purposes (eg: 710 Cameron Road, as opposed to 710 Kawartha Lakes Road 34 or 710 County Road 34).
- 2.44 Where possible, legacy signage and addressing references to “County Road #” or “Highway #” shall be discontinued in official City use in place of “Kawartha Lakes Road #” or “KL Road #”.
- 2.45 **Exception:** The use of “County Road 503” east of Kawartha Lakes Road 121 in Kinmount is permitted as per by-law 2005-034 due to its continuing use into Haliburton and Peterborough Counties.

Section 3.00 Signage and Addressing Fees

- 3.01 A fee in accordance with the Consolidated Fees By-law shall be charged for services provided to create new and replacement sign blades for rural civic addresses.
- 3.02 The fee noted in 3.01 is payable by the requestor of the new or replacement sign and shall be collected at time of application.
- 3.03 Where the signage required is as a result of the application of a building permit, the charge is due and payable at the time of application for a building permit.
- 3.04 A fee may be established in accordance with the Consolidated Fees By-law for the establishment or re-establishment of addresses for new plans of subdivisions and condominium.

Section 4.00: Enforcement, Offence and Penalties

- 4.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer or any person appointed by Council.
- 4.02 **Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended and to any other applicable penalty.
- 4.03 **Offences:** Any person who contravenes any provision of this by-law is guilty of an offence, and upon conviction, is liable to a maximum fine of not more than \$100,000.00, as provided for by Section 429 of the Municipal Act, 2001, S.O.2001, c.25 as amended.
- 4.04 **Corporation:** A director or officer of a corporation who knowingly concurs in the violation or contravention by the corporation of any provision of this by-law is guilty of an offence and upon conviction, is liable to a maximum fine of not more than \$100,000.00, as provided for by Section 429 of the Municipal Act, 2001, S.O.2001, c.25, as amended.
- 4.05 **Multiple Offences:** The conviction of a person for the contravention or breach of any provision of this by-law shall not operate as a bar to the prosecution against the same person for any subsequent or continued breach or contravention of any provision of this by-law. Each day that the offence continues shall be deemed a separate and distinct offence.
- 4.06 **City May Complete Work:** Where an owner fails to comply with a notice within the specified time frame (subject to amendment or withdrawal), a Municipal Law Enforcement Officer may, in addition to any enforcement of this By-Law, cause the City's forces or agents to complete the work required by the notice, without further notice to the owner.
- 4.07 **Multiple Offences:** Where a section of this By-Law is invoked, all costs associated with the work shall be added to the tax roll of the property which is the subject matter of the notice and shall be collected in like manner as municipal taxes.

Section 5.00 Repeals and Amendments

- 5.01 **Amendments:** Sections 3.1, 4.5 and Schedule "A" of each of the following By-laws are hereby deleted in their entirety:
- The Township of Bexley By-law 97-46
 - The Township of Carden By-law 97-7
 - The Township of Dalton By-law 4-97
 - The Township of Eldon By-law 96-15
 - The Township of Emily By-law 1996-32
 - The Township of Fenelon By-law 29-97
 - The United Townships of Laxton, Digby, and Longford By-law 20-97
 - The Township of Mariposa By-law 96-15
 - The Township of Somerville By-law 97-14

- The Township of Verulam By-law 22-97
- 5.02 **Amendment:** Sections 3.1, 4.5 and Schedule “I” of the following By-law are hereby deleted in its entirety:
- The Township of Manvers By-law 96-02
- 5.03 **Amendment:** Sections 3.1, 4.5 and Schedule “C” of the following By-law are hereby deleted in its entirety:
- The Township of Ops By-law 95-15
- 5.04 **Amendment:** Sections 2.0, 3.0 and Schedule “A” of the following By-law are hereby deleted in its entirety:
- The Village of Sturgeon Point By-law 93-10
- 5.05 **Amendment:** Sections 4 and 5 of the following By-law are hereby deleted in its entirety:
- The Village of Omemee By-law 1983-4
- 5.06 **Repeals:** The following by-laws are hereby repealed:
- The Township of Emily By-law 1999-11
 - The Village of Fenelon Falls By-law 1971-1250
 - City of Kawartha Lakes By-law 2008-133
 - City of Kawartha Lakes By-law 2016-209

Section 6.00: Administration and Effective Date

- 6.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.
- 6.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 21st day of April, 2026.

Doug Elmslie, Mayor

Cathie Ritchie, City Clerk