

The Corporation of the Town of Minto

By-law Number 2017-85

to establish municipal addressing requirements in the Town of Minto

WHEREAS the Municipal Act 2001, S.O. 200, c.25, S. 130 provides that a municipality may regulate matters not specifically provided for by this Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality;

AND WHEREAS the Council of the Corporation of Town of Minto deems the numbering of buildings and lots along any highway, beach, park, reserve or any other property in the municipality that is considered necessary to be numbered by the Council and affixing of numbers to buildings to be in the interest of public safety and the well-being of the inhabitants of the municipality;

AND WHEREAS the Council for the Corporation of the Town of Minto deems it necessary to adopt a Municipal Addressing System for emergency response purposes and for other purposes and provide authority to administration for its implementation;

NOW THEREFORE the Corporation of the Town of Minto hereby enacts the following:

DEFINITIONS

1. In this by-law:

- a) **“Address”** means the combination of the assigned numeric civic address (i.e 200) and the street name inclusive of the post suffix and direction (i.e Elora St. N.);
- b) **“Chief Building Official”** means the chief official appointed by Council to enforce the Building Code Act or his/her designate;
- c) **“Town”** means the Corporation of the Town of Minto;
- d) **“Council”** means the Council of the Corporation of the Town of Minto;
- e) **“Dwelling”** means a residential building designed for the occupancy by one or more families or households;
- f) **“Highway”** Means a common or public highway, street avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles;
- g) **“Number”** means the number assigned by the Town to a dwelling or property located on a roadway either before or after the coming into effect of this by-law, which is primarily used to designate and locate such a dwelling or property along such a roadway;
- h) **“Owner”** includes the registered owner, condominium corporation, assessed owner, occupant, tenant, person for the time being managing or receiving the rent for the property whether on his/her own account or as any agent or trustee or on account of any other person;
- i) **“Principal address”** means the commonly used entrance facing the highway;
- j) **“Property”** means a location that may include a building or an occupancy unit.

2. Application

- a) A civic addressing system shall be established to provide for an accurate, simple system of property identification to assist with the delivery of emergency and other services.
- b) The Chief Building Official shall maintain a system of assigning addresses to dwellings or any other property within the Town that in the opinion of the Chief Building Official it is necessary to number.
- c) The Chief Building Official or Roads Foreperson will assign an address to each building to be built at the time of issuance of a building permit.

- d) The Chief Building Official may renumber existing buildings at any time and give notice by first class letter mail of the renumber to the owner of the property as identified in the latest property assessment roll.
- e) No person shall own, operate or maintain any lands within the boundaries of the Corporation of the Town of Minto that contain a residence, place of business, or permanent structure unless a proper address is displayed in accordance with this by-law.
- f) No public or private agency shall own, operate or maintain a facility (e.g. pools, community centres, pumping stations, hydro stations, parks, etc.) for private or public use unless a proper address is displayed in accordance with this by-law.
- g) No person shall maintain a building with multiple tenancies or occupants without setting and displaying a unit number in accordance with the requirements of this by-law.
- h) No person shall display an address unless it is assigned exclusively by the municipality in accordance with the Municipal Act, 2001, S.O. 2001, c.25, S.130, and no person shall destroy, alter, remove, modify or otherwise change an assigned address.

3. Standards for Addresses

- a) The owner for each property in the municipality described in clauses 2 e) and f) above, shall affix an identification number or number plate displaying the property's designated number in accordance with the following requirements:
 - i. The property number erected shall be assigned by the Municipality.
 - ii. All numbers shall be a minimum of 10 cm (4 inches) in height.
 - iii. Property numbers shall be displayed in a visible, unobstructed location at least eight feet above ground level on the front of the building.
 - iv. If unsure of a proper display location, contact the Building Department for a recommended location.
 - v. The property number shall be displayed in numeral form (eg. 333) and not written (eg. three hundred and thirty three).
 - vi. Where there are two dwelling units (or commercial units etc.) or more with separate outside entrances at a single address number, this number shall be displayed on or at the front of the building and a unit letter or number representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such unit.
 - vii. In the case of a multiple unit apartment building or a commercial building with apartments, one civic address will be assigned to the building and each apartment shall be identified with either a number or letter.
 - viii. Where the main building is located more than 30 metres (100 ft) from the highway allowance, or the main building is in any way obscured from the highway, every owner shall ensure that the civic address number is placed on a contrasting plate attached to a post at a height of at least 1.5 metres (5 ft) above the ground at the front of the property line adjacent to the highway to which it has been assigned. Each post shall be located adjacent to any driveway on the highway to which the civic address has been assigned or, where not applicable, in a conspicuous and unobstructed location at the front of the line adjacent to said highway.
 - ix. Number plates and post shall be obtained through the Town of Minto Public Works Department for buildings outside the urban areas of the Town of Minto.
- b) Notwithstanding the foregoing, the owners of existing buildings with accurately posted civic address numbers will not be required to replace such numbers in order to comply with this by-law.

4. Maintenance

- a) The owner of any properties which are affected by provisions of this by-law shall keep and maintain in good condition their identification numbers or number plates as the case may be.

- b) Every owner or occupant shall ensure that the property identification sign is visible at all times and kept unobstructed by vegetation, structures, snow accumulation or any other screening.
- 5. Prohibition**
- a) No owner of a property or any other person shall relocate a property identification sign post without authorization by the municipality, or remove a property identification plate or number once posted except for immediate repair by the owner or the municipality.
- 6. Replacement**
- a) Where an identification plate or number is missing or illegible, the property owner shall repair or replace the number plate or numbers immediately at the owners expense.
- b) If the property does not have an identification number posted in accordance with the provisions of this by-law, the By-law Enforcement Officer of the municipality may give the property owner written notification that the number plate or numbers are missing, illegible, or otherwise not in compliance with this by-law and that the owner is required to rectify, within 60 days of this notice.
- c) If after 60 days of the mailing of the notice, the situation is not rectified in compliance with this by-law, the Municipality may make any installations or repairs that it deems appropriate, at the cost of the property owner and in an amount that is sufficient to cover labour, administration and material costs.
- 7. Costs and Supplier**
- a) The Treasurer shall be authorized to apply any uncollected costs associated with the provision of an identification number, number plate and or the installation of a number plate and post to the corresponding property listing in the current tax roll for collection in the same manner as municipal taxes.
- b) The Town shall maintain a supply of replacement identification plates and posts, and the owners of properties within rural areas shall obtain from the Town a appropriately numbered identification plates and posts at a price set by the Town.
- 8. Liability**
- a) The Municipality shall not be liable for any loss, costs or expense which the owners of land may incur as a result of a property identification sign or number plate being damaged, missing, obstructed or illegible.
- 9. Violations and Penalties**
- a) Anyone who contravenes a section of this by-law is guilty of an offence and subject to penalty as provided for under the Provincial Offences Act, R.S.O. 1990, c.P. 33.
- 10. Validity**
- a) Each and every one of the foregoing provisions of the by-law is servable and if any provisions of this by-law should, for any reason, be declared invalid by any court, it is the intention and desire of this council that each and every one of the then remaining provisions shall remain in full force and effect.
- b) This by-law shall come into force and take effect on the date of its final passing.
- Read a first, second, third time and passed in open Council this 17th day of October, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White