

# THE CORPORATION OF THE TOWNSHIP OF ESSA

## BY-LAW NO. 2006 - 37

A By-law to provide for the numbering of buildings *and properties* along highways and streets within the Township of Essa; and to Repeal By-law 96-66.

**WHEREAS** the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a municipality may pass by-laws respecting matters involving highways, including the numbering of buildings and lots along a highway, street or any other property in the Municipality that is considered necessary to number, and for affixing numbers to the buildings and for charging the owner or occupant with the expenses incident to the numbering of the lot or property; and

**WHEREAS** Section 116 of the *Municipal Act, 2001* provides that a municipality may establish, maintain and operate a centralized communication system for emergency response purposes, and also that a municipality may enter upon land to affix numbers to buildings or erect signs setting out numbers on land and such act provides that such expense may be collected in the same manner as taxes;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Essa hereby enacts as follows:

### 1. DEFINITIONS

**"Boundary Roads"** shall mean and refer to any through street which is divided longitudinally or laterally by a municipal boundary.

**"Council"** shall mean and refer to the Council of the Corporation of the Township of Essa.

**"Chief Administrative Officer"** shall mean and refer to the Chief Administrative Officer of the Township of Essa as appointed by by-law.

**"Commercial/Industrial Lands"** shall mean and refer to all lands designated as either Commercial or Industrial as defined in the Township of Essa Official Plan.

**"Driveway"** shall mean and refer to any lane, path, parking lot or other thoroughfare established and maintained entirely by the owner or occupant of an Improved Property for the purpose of securing access to his/her property from a Street.

**"Improved Property"** shall mean and refer to any parcel of land which has, situate upon it, a building or structure.

**"Municipal Addressing System" (MAS)** shall mean and refer to the system whereby numbers are assigned to properties by the Township of Essa.

**“Property Identification Number” (PIN)** shall mean and refer to the number assigned by the Township of Essa, pursuant to this by-law, to any improved property in accordance with the Municipal Addressing System.

**“Rural”** shall mean and refer to all areas of the Township of Essa that are not included in an urban numbering area or settlement area.

**“Standard Municipal Number Plate” (Plate)** shall mean and refer to a green reflective identification plate which is 15 x 30 centimetres (6 x 12 inches) displaying a contrasting white coloured PIN.

**“Street”** includes but is not limited to mean "Highway" as defined in the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, Chapter P. 50, as well as an unassumed private road, street or lane which affords a common means of access to all improved properties abutting thereon.

**“Sub-number”** shall mean and refer to a number assigned to an apartment, or unit on Commercial/Industrial lands.

**"Township"** shall mean and refer to the Corporation of the Township of Essa.

**"Urban"** shall mean and refer to all lands within settlement areas as defined in the Township of Essa Official Plan.

## **2. MUNICIPAL ADDRESSING POLICY**

- a. Every Street within the Township shall be divided into increments and a Property Identification Number (PIN) shall be affixed to every improved property corresponding to its established increment on the said street.
- b. For the purposes of assigning a property identification number to properties, the County of Simcoe, for South Simcoe, including Essa, has established Highway 9 to the south as a base line for roads running north and south, and the furthest point east in the Town of Innisfil for roads running east and west.
- c. An interval of 10 metres (30 feet) shall be adopted as the standard minimum frontage interval. The number assigned to any property will be:

$$\frac{2 \text{ (Distance to Baseline in Metres)} + 1000 \text{ (even)} \text{ or } + 1000 \text{ (odd)}}{10}$$

- d. The west and north sides of any given Street shall be assigned even numbers, and east and south sides of the Street shall be assigned odd numbers.

- e. Notwithstanding the above, the application of this Section to Boundary Roads, Provincial Highways and County Roads, is not mandatory, and in such cases PINs consistent with a different frontage interval system and/or different odd/even convention, mutually negotiated with a neighbouring municipality, may be assigned.
- f. The Owner of any property shall ensure that the PIN is kept clearly visible at all times and remains unobstructed by trees, shrubs, grass, snow or other visible obstructions, and that no number, other than the number assigned by the municipality is affixed to any building or structure.
- g. Commercial/Industrial Lands may contain various buildings and/or units within a building. Each building or unit shall be numbered separately at intervals to be determined by the Township, with each to be assigned a different PIN. PINs assigned to Commercial/Industrial Lands must be posted in accordance with the Rural and Urban provisions as contained in Sections 5 and 6 of this by-law.

### **3. MUNICIPAL ADDRESSING SYSTEM (MAS) - ADMINISTRATION**

- a. A record known as the "Municipal Addressing System for the Township of Essa" shall be established and maintained by the Public Works and/or Planning and Development Department, and said record shall set out the names of all streets and the PINs affixed to each improved property.
- b. The Chief Administrative Officer, or designates, are hereby authorized and directed to assign the number appearing in the MAS for the Township as the proper PIN for each such improved property, to each improved property abutting any street at the time of the passage of this by-law.
- c. Upon assigning a PIN to a pre-existing improved property, written notice will be sent to the owner of said property advising them of the corresponding street and PIN of their property and further advising them of their general responsibilities under the provisions of this by-law.
- d. Any time that a new structure is proposed on an existing lot abutting any street, the municipality shall assign a property identification number as calculated in accordance with the MAS established in Section 2 of this by-law.
- e. Upon assigning a PIN to a new property, written notice will be sent to the owner of said property advising them of the corresponding street and PIN of their property and further advising them of their general responsibilities under the provisions of this by-law.
- f. Whenever it becomes necessary to revise the PINs, the Public Works Department or Planning and Development Department shall report to Council, and, if so directed, shall renumber and shall cause owners to be notified and direct the removal of the previous numbers and the placement of a new PIN, and the MAS shall be amended accordingly.

**4. MUNICIPAL ADDRESSING SYSTEM - ENFORCEMENT**

- a. Township Officials shall be authorized to enter onto any property within its boundaries to place a Property Identification Number as set out in the municipal addressing system.
- b. No person shall affix to any structure or premises, or being the owner or occupant, shall allow to be affixed or to remain affixed thereto, any number except that appearing in the municipal addressing system as the PIN of such structure or premises.
- c. No person shall move or remove, alter or change the PIN assigned and/or erected by the Township.
- d. Should the owner of a structure or property fail to comply with the requirements set out herein, the Township of Essa shall reserve the right to enter on a property for the purpose of affixing the PIN on the property or to a structure and apply the cost for such service to the property owner, to be collected in a like manner as taxes.

**5. MUNICIPAL ADDRESSING SYSTEM – RURAL SIGNAGE**

- a. The Township, in accordance with the regulations contained in this by-law, shall provide a plate to each property owner to be installed at each improved and rural property.
- b. The signage described in Section 5(a) shall be installed in a location conforming with the following standards:
  - (i) Where the main structure is located within 15 metres (50 feet) of the travelled portion of the abutting street, the plate shall be affixed in a single sided format upon or parallel to the face of the structure to which the PIN applies, at an elevation no less than 1.5 metres (5 feet) and no more than 2 metres (6 feet, 6 inches) above grade.
  - (ii) Where the main structure is located beyond 15 metres (50 feet) of the travelled portion of the abutting street, the plate shall be double sided and be erected immediately adjacent to the driveway of the principle structure at right angles to the abutting street in a location clearly visible from the road. The plate shall be mounted on a firmly secured post of a permanent nature at an elevation no less than 1.5 metres (5 feet) and no more than 2 metres (6 feet, 6 inches) above grade. In no case shall such supporting posts be permitted to be installed on any part of the street, or on public property.
  - (iii) Notwithstanding subsection (ii) above, where the main structure is a Commercial/ Industrial building which is set back more than 15 metres from the travelled portion of the abutting street, the PIN may be displayed on the building's sign, provided that such sign is located within 15 metres of the travelled portion of said street and provided that such address is posted in accordance with all other

provisions of this by-law.

- c. Provided that the requirements for posting a PIN on an improved property are complied with, nothing contained herein shall prohibit the concurrent erection of additional identification numbers elsewhere on the property in another format. Furthermore, Commercial/Industrial lands may contain various buildings and/or units within a building. Each building or unit shall be numbered separately such that the assigned PIN is clearly visible in accordance with the contents of this by-law AND placed overtop the front door of each building and/or unit.
- d. Owners and occupants of all improved properties shall place and maintain their plate or municipal numbers, whatever the case shall be, in a visible location and in good condition. Should the Township determine that the numbers are not maintained such that they are clearly visible in accordance with the contents of this by-law, and upon reasonable notice to the property owner to repair the signage and their failure to do so, the Township may repair the signage and place the cost of such repairs on the tax roll to be collected in the same manner as taxes.

## **6. MUNICIPAL ADDRESSING SYSTEM – URBAN SIGNAGE**

- a. In accordance with the regulations contained in this by-law, the owner of each improved property shall be required to post a PIN on their property in accordance with the MAS.
- b. The number used shall not be less than 10 centimetres (6 inches) in height with a 2 centimetres (3/4 inches) brushstroke and shall be on a contrasting background so as to make the number clearly visible.
- c. Property Identification Numbers are to be posted parallel to the street so that the numbers are clearly visible to a vehicle approaching from either direction.
- d. The PIN shall be located central to the front of the house/building and shall be either illuminated or placed near lighting to enable clear visibility at night.
- e. Where a sub-number has been assigned to identify additional apartment(s), a sign indicating the presence of and direction to the additional apartment unit(s) shall be erected at a location visible from the street. Commercial/Industrial lands may contain various buildings, and/or units within a building. Each building or unit shall be numbered separately such that the assigned PIN is clearly visible in accordance with the contents of this by-law AND placed overtop the front door of each building and/or unit.
- f. Where the main structure is a Commercial/Industrial building which is set back more than 15 metres (50 feet) from the travelled portion of the abutting street, the PIN may be displayed on the building's sign, provided that such sign is located within 15 metres (50 feet) of the travelled portion of said street and provided that such address is posted in accordance with all other provisions of this by-law.

- g. Where a building is located more than 30 metres (100 feet) from the travelled portion of the road, or where visibility of the building is obstructed so the PIN is not readily visible from the street, numbers must be no less than 10 centimetres (4 inches) in height, placed on a plate, and mounted on a post not more than 1 metre (3.3 feet) outside the property line but not more than 1 metre (3.3 feet) from the driveway. The mounting height of the plate shall be between 1 metre (3.3 feet) and 1.2 metres (4 feet) above grade. Where there is a sidewalk, the plate shall be located 1 metre (3.3 feet) back from the sidewalk.
- h. Provided that the requirements for posting a plate on an improved property are complied with, nothing contained herein shall prohibit the concurrent erection of additional identification numbers elsewhere on the property in another format.
- i. Owners and occupants of all improved properties shall place and maintain their plate or municipal numbers, whatever the case shall be, in a visible location and in good condition. Should the Township determine that the numbers are not maintained such that they are clearly visible in accordance with the contents of this by-law, and upon reasonable notice to the property owner to repair the signage and their failure to do so, the Township may repair the signage and place the cost of such repairs on the tax roll to be collected in the same manner as taxes.

## **7. PENALTY**

- a. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, shall be liable to a fine in an amount to be determined pursuant to the *Provincial Offences Act*.
- b. Each calendar day on which such a contravention occurs is a separate offence.
- c. This by-law shall be enforced by the Township's Municipal Law Enforcement Officer(s) as appointed by by-law.

## **8. INTERPRETATION**


- a. For the purposes of this by-law:
  - i. Words used in the singular form shall have corresponding meanings when used in the plural form.
  - ii. The word "may" shall be construed to be permissive.
  - iii. The word "shall" shall be construed as imperative.
- b. Should any section, sub-section, clause, paragraph or provision of this by-law be declared by a court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability or any other provision of this by-law or the by-law as a whole.

- c. The short title of this by-law shall be "**The Municipal Addressing By-law**" of the Township of Essa.
- d. This by-law shall come into force and have effect upon the date it is finally passed.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this Seventeenth day of May, 2006.



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David Guergis, Mayor



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Carol O. Trainor, Clerk/Deputy Treasurer