

The Corporation of the Township of Guelph/Eramosa

By-law Number 53/2011

A By-law to establish a civic addressing system for the Township of Guelph/Eramosa.

WHEREAS Section 10 (2) of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, permits a municipality to pass by-laws respecting matters concerning the health, safety and well-being of persons;

AND WHEREAS the Council of the Township of Guelph/Eramosa deems it expedient and in the public interest to adopt a civic addressing system to facilitate access to emergency services and other purposes;

NOW THEREFORE the Council of the Township of Guelph/Eramosa hereby enacts as follows:

1. Definitions

- 1.1 "Civic number" means the number assigned by the Township for the purpose of identifying the building or lot.
- 1.2 "Identification Number" means a number and/or sign to identify the address of the subject property is affixed to a building for the purposes of conveying a message to the public regarding the civic number.
- 1.3 "Identification Number Plate" means sign that is affixed to a support structure for the purposes of conveying a message to the public regarding the assigned civic number of the building or lot to which the sign relates.
- 1.3 "Municipality" means the Township of Guelph/Eramosa.

2. Application

- 2.1 That 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.
- 2.2 That the owners of the following types of properties shall be required to post a civic address identification number or identification plate: any property containing a residence (permanent, seasonal or otherwise), as well as any commercial, industrial, recreational, religious and educational property which has the facilities on the site from which to report an emergency and/or to which there is a reasonable expectation that emergency vehicles could be dispatched, including properties with facilities under construction.

3. Identification Numbers and Number Plates

- 3.1 That the Municipality or the owner, for each property in the Municipality described by Clause 2.2 above, shall establish an identification number or number plate displaying the property's designated number in accordance with the following design:
 - I. The property number erected shall be as assigned by the Municipality.

- II. All numbers shall be a minimum of 10 cm (4 inches) in height.
 - III. Property numbers shall read horizontally.
 - IV. The property number shall be displayed in numeral form (eg. 116) and not written form (eg. one hundred and sixteen).
 - V. Where there are two dwelling units (or commercial units etc.) or more with separate outside entrances at a single address number, this number and the letter representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such unit.
 - VI. A separate post is required for the number plate where the main building is greater than 9 m (30 ft.) from the edge of the road surface, except as provided for below, in accordance with the following provisions:
 - a. The municipal number must be of a reflective material in white or silver, in sharp contrast to a reflective dark green background upon which it is affixed, and affixed to both sides of the number plate.
 - b. The number plate shall be erected perpendicular to the road.
 - c. The number plate shall be erected at approximately 1.7 m (5.5 ft.) above grade but in no case less than 1.2 m (4 ft.) above grade, or in a manner approved by the Manager of Public Works or designate of the Municipality.
 - d. The post shall be situated approximately 1 m from the property line (e.g., between approximately 9 m and 11 m from the road centreline for a 20-m road allowance) and 1 m from the laneway or driveway that serves as the principal access to the property. The Manager of Public Works or designate of the Municipality may approve reasonable deviations from this standard. The first priority for the location is to ensure that there will be clear visibility of the number plate from the travelled portion of the road to allow the reflection of low beam vehicle headlights. The second priority is to minimize vandalism. The preceding provisions shall apply also in the case of a forced road or a private road, where there may not be a property line established between the road and abutting land, as if such a forced or private road was located in the centre of a 20-m road allowance.
 - e. The sign and post shall be obtained through the Township of Guelph/Eramosa Public Works Department.
- 3.3 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

- 4.1 That owners of 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.
- 4.2 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

- 5.1 That no owner of property or any person shall relocate a property identification sign post without prior 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

- 6.1 That where an identification plate or number is missing or illegible, the property owner shall repair or replace the number plate or numbers immediately.
- 6.2 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 the mailing of notice.
- 6.3 If after 60 days of the mailing of 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 sufficient to cover labour, administration and materials costs.

7. Liability

- 7.1 The Municipality shall not be liable for any loss, cost 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.

8. Costs and Supplier

- 8.1 That the Treasurer 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.
- 8.2 That for the purposes of this By-law, the Municipality shall maintain a supplier for replacement identification plates and posts, and the owners of these properties shall obtain from the Municipality the appropriately numbered identification plates and posts at a price set by the Municipality.
- 8.3 That for the purposes of this By-law, the owners of these properties may obtain from the Municipality the appropriate numbers or numbered identification plates at a price set by the Municipality.

9. Records of Civic Addresses

- 9.1 That, for purposes of civic addressing and public safety, the Public Works Department for the Township of Guelph/Eramosa shall keep a record of civic addresses assigned.

10. Violations and Penalties

- 10.1 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*.

11. General

- 11.1 That should any section, clause or provision of this By-law be held by a court of competent jurisdiction to be invalid, the validity of the remainder of this By-law shall not be affected.

- 11.2 That 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.
- 11.3 That this by-law shall come into force and effect on the date of its passing.
- 11.4 That former Township of Eramosa By-law 28-94 is hereby repealed.
- 11.5 That former Township of Guelph By-law 42/94 is hereby repealed.
- 11.5 That any by-law or by-laws, or parts thereof, inconsistent with this By-law are hereby deemed repealed.

READ three times and finally passed
this **6th** day of **September, 2011**.

Chris White, Mayor

Meaghen Reid, Clerk

Schedule "A"
Municipal Civic Addressing Procedure
By-law 53/2011

1. The north and west sides of the streets are even-numbered.
2. The south and east sides of the streets are odd-numbered.
3. The average increment for each new number assigned will be as follows:
 - I. In urban areas, increments of 50 feet;
 - II. In the rural areas, increments of 100 feet and whereas the numbering is assigned using the lowest and closest increment to the location of the driveway.
4. Numbers for new lots as infilling projects shall be issued during the building permit process.
5. An effort should be made to have numbers on one side of the street compatible with the numbers on the other side. This will necessitate jumping in larger increments to the outside of the curve of a crescent street, since there would be more lots on the outside of a curve and less on the inside of a curve.
6. Civic numbers for new lots within subdivision developments shall be determined by the County of Wellington with the approval of the draft plan of subdivision.
7. Immediately following an addition or change in numbering to a lot or building, the County of Wellington is responsible for making the necessary changes to civic addressing maps and for providing written notice to the applicable departments and agencies, which require continuous update of municipal address changes. These departments and agencies may include, but are not limited to: Fire Department, O.P.P., Engineering Department, Planning Department, School Boards, Ambulance, Local Utilities and Municipal Property Assessment Corporation (MPAC).