

## BY-LAW 2015/42

### BEING A BY-LAW TO PROVIDE FOR THE CIVIC ADDRESS NUMBERING SYSTEM OF CERTAIN BUILDINGS AND LOTS IN THE MUNICIPALITY OF WEST NIPISSING AND TO REPEAL AND REPLACE BY-LAW 2000/29

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**WHEREAS** Section 10(1) of *the Act* provides the authority for a Municipality to provide any services or thing that the municipality considers necessary or desirable for the public; and

**WHEREAS** Section 10(2)(6) of *the Act* provides the authority for a Municipality to pass by-laws regarding the health, safety well-being of persons; and

**WHEREAS** highways as defined in Section 26 of *the Act* are under the jurisdiction of a municipality; and

**WHEREAS** Section 27 of *the Act* provides the authority for a municipality to pass by-laws in respect of the highways within its jurisdiction; and

**WHEREAS** the Municipality of West Nipissing has adopted Resolution 2014/356 in conformity with Section 116(1) of *the Act* which permits a municipality to establish, maintain and operate a centralized communication response system for emergency response purposes; and

**WHEREAS** the orderly assignment and the proper maintenance of municipal address numbers 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; and

**WHEREAS** the Council of the Corporation of the Municipality of West Nipissing deems it necessary and expedient to establish policies and procedures for the maintenance of its civic addressing system; and

**WHEREAS** it was deemed necessary to review the current by-laws for housekeeping and consolidation purposes;

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:**

#### SHORT TITLE

- 1) This By-law may be cited as the "Civic Addressing By-law" of the Corporation of the Municipality of West Nipissing.
- 2) That a civic addressing system be established to provide for an accurate, simple system of property identification to assist with the delivery of emergency and other services and which is capable of accommodating growth.
- 3) That the civic addressing system developed and the addressing mapping prepared by the Municipality of West Nipissing, as updated from time to time, be hereby adopted to achieve a Municipal-wide system of property identification to assist with the delivery of emergency and other services and which is adaptable to future needs.

#### SCHEDULE "A"

- 4) That Schedule 'A', titled Civic Addressing attached hereto be hereby adopted to provide for the maintenance and continuation of an accurate, municipal-wide system of property identification that is both simple and capable of accommodating growth and to assist with the delivery of emergency and other services.

- 5) That the process and procedures set out within the said Civic Addressing Schedule shall be maintained by the Municipality of West Nipissing.
- 6) That the owners of the following types of properties shall be required to post a municipal number:
  - a) any property containing a residence (permanent, seasonal or otherwise);
  - b) any government, 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; and
  - c) any property with facilities under construction.

#### **IDENTIFICATION NUMBERS AND NUMBER PLATES**

- 7) That for each property described by Clause 6, above, the Municipality shall supply a civic address number or number blade displaying the property's designated number.

#### **MAINTENANCE**

- 8) Those owners of properties which are affected by provisions of this By-law shall keep and maintain in good condition their civic address numbers or number blades, as the case may be.
- 9) Every owner or occupant shall ensure that the civic address sign is visible at all times and kept unobstructed by vegetation, structures, snow accumulation or any other screening.

#### **PROHIBITION**

- 10) That no owner of property or any person shall relocate a civic address sign post without prior authorization by the Municipality or remove a civic address blade or number once posted except for immediate repair by the owner or the Municipality.

#### **REPLACEMENT**

- 11) That where a civic address sign is missing or illegible due to actions of the property owner or his agents, the property owner shall be responsible for the repair or the replacement of the civic address sign immediately.
  - (i) If the property does not have a civic address sign posted in accordance with the provisions of this By-law, the Municipality may give the property owner written notification that the civic address sign is 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 the notice.
  - (ii) 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 sufficient to cover labour, administration and material costs.
  - (iii) Civic address signs requiring replacement on public roads as a result of maintenance operations shall be replaced by the Municipality through the Municipality levy. Replacement on private roads required as a result of the owner's contractor operations shall be at the owner's expense.
  - (iv) The Municipality shall be notified in all cases where a replacement sign is required.

#### **LIABILITY**

- 12) That the Municipality shall not be liable for any loss, cost or expense which the owners of land may incur as a result of the road name sign or civic address sign being damaged, missing, obstructed or illegible.

## **COSTS AND SUPPLIER**

- 13) The owner shall be charged by the Municipality for numbered civic address blades and posts at the rate of seventy-five dollars (\$75.00) per set. This fee will include the cost of installation.
- 14) That the Treasurer of the Municipality be authorized to apply to the local municipality to have any uncollected costs associated with the provision of a civic address number, number blade and/or the installation of a number blade and post to the corresponding property listing in the current tax roll for collection in the same manner as municipal taxes.

## **RECORDS OF CIVIC ADDRESSES**

- 15) That, for purposes of civic addressing and public safety, the Municipality shall keep a record of civic addresses assigned. Once the Civic Addressing By-law is passed, only the approved 9-1-1 road names and property numbers shall be displayed.

## **VIOLATIONS AND PENALTIES**

- 16) That any person who fails to comply with any section, clause or provision in this By-law is guilty of an offense, per Section 425(1) of the Municipal Act, and on conviction, is liable to a fine not exceeding five-hundred dollars (\$500.00), exclusive of costs, under the authority of the *Provincial Offenses Act*.

## **GENERAL**

- 17) 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.
- 18) That where a form, words or expressions are prescribed in this By-law, deviations there from which do not change the substance or are not calculated to mislead, do not invalidate them.
- 19) That any by-law or by-laws, or parts thereof, inconsistent with this By-law are hereby deemed repealed, specifically that By-law No. 2000/29 is hereby repealed.
- 20) That revisions or updates may be made to the Civic Addressing Schedule (Schedule 'A') through an amendment to this By-law if the changes are authorized by Municipal Council.

**ENACTED AND PASSED THIS 19<sup>th</sup> DAY OF MAY, 2015 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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JOANNE SAVAGE  
MAYOR

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MELANIE DUCHARME  
CLERK

## SCHEDULE « A » CIVIC ADDRESSING

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### 1.0 PURPOSE

- 1.1. This schedule will provide guidance to the Municipal staff in the assignment of civic addressing numbers and placement of signs to maintain a complete and consistent civic addressing system across the Municipality.
- 1.2. This schedule will provide for the implementation of a Municipal-wide civic addressing system to support the operation of a Public Emergency Response System (PERS) and the maintenance of a coordinated addressing system.

### 2.0 DEFINITION OF A CIVIC ADDRESS

- 2.1 The conventional means used by municipal authorities to identify properties is to assign each one a civic address. The address consists of the combination of a number and a road name. In order to avoid any unnecessary confusion, address duplication within the Municipality has been kept to a minimum with only inescapable exceptions.

### 3.0 PROPERTY NUMBERING PRINCIPLES

#### **Interval Method**

- 3.1 The frontage interval method is used to determine civic addresses. The interval is 10 metres which means that a different property address number is available (but not necessarily used) for every ten metres along a road.
- 3.2 Two numbers are available for every unit of frontage, one number for each side of the road, in accordance with the even/odd convention that applies to the road.

#### **Measuring Points**

- 3.3 Addressing start points are those established by the Municipality. Generally speaking, they occur at the south and west Municipality boundaries and ends of roads whether wholly in the Municipality or crossing into the Municipality, provided they are not dead ends. For dead ends, the start is at the centre of the intersection where it branches off the adjacent road. The standard may be overridden when a different numbering scheme has already been used on a road coming into the Municipality.
- 3.4 The centre of the driveway is used in determining the distances from the start of the road to individual properties unless there are exceptional circumstances such as a property accessible only by water. In instances of comprehensive development through the subdivision process, adjacent numbering patterns, the layout of new lots and a street and/or the assigning of numbers at the time of registration before driveways are built (see Section 4.2) may require a more arbitrary application of the frontage interval method. In these cases, the goal will be to provide balance, logic, flexibility and maintain public safety.

#### **New Roads**

- 3.5 A new road is created when a third property is added to a shared driveway. A new road may not necessarily be created when a third property is added to a split driveway. In the circumstance that two driveways are adjacent to the entrance and another driveway added, there may be a split and shared entrance. There may also be a case where all three driveways fan off of one entrance.

#### **Gated Roads**

- 3.6 Properties on gated roads are addressed in the same manner as properties on any other rural road. In the event that a gate is locked, the Municipality has the option of forcing entry to the property or not providing civic addressing until such time as the owner is available to provide access.

#### **Multiple Dwellings**

- 3.7 In general, multiple separate dwellings can be identified by unit letters at the same address (e.g. 123 Harmony Lane, Unit A; 123 Harmony Lane, Unit B, etc.).
- 3.8 An apartment building or a multiple attached dwelling (e.g. building composed of townhouse units) on one apparent block of land with a common access is given one

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property identification number and the units are assigned a unit letter. An apartment building that has multiple floors with units on each floor may be numbered as Basement (B1, B2, etc.); First Floor (101, 102, etc); Second Floor (201, 202, etc.).

- 3.9 On-street housing projects (e.g. semi-detached or townhouse dwellings) which have direct access to the street for each unit, will be assigned a separate civic addressing number.

**Mobile Home Parks**

- 3.10 Mobile home parks may be addressed with road names for their internal roads and a separate civic address number for each mobile home (e.g. Mobile Home Site Road 1, #1202).

Alternatively, the mobile home park may be assigned one address number with each mobile home given a unit number provided there are intersection signs on internal roads to show the ranges of the unit numbers (e.g. Mobile Home Park Road, #1202, Unit A).

**Trailer Parks, Campgrounds**

- 3.11 A trailer park or recreational vehicle park or campground will be assigned one property identification number and the individual units or sites may be identified by their unit or site numbers (e.g. Trailer Park Road, #1335, Site A).

**Multiple Commercial/Industrial**

- 3.12 A multiple occupancy commercial/industrial building, such as a shopping plaza, on one apparent block of land with a common access is given one civic address number and the units are assigned unit letters (Shopping Plaza Road, #2505, Unit A). A multiple occupancy commercial/industrial building with no common access but individual entrances with direct access to the street shall be assigned a separate civic addressing number for each unit (e.g. Shopping Plaza Road, #2505, #2507, #2509, etc.).

**Split Driveways**

- 3.13 The "split driveway" is a common entrance but splits, within view of the road, into two separate driveways. At the road, the first number is placed on a post at the first side of the entrance and the second number is placed on the opposite side of the entrance. The first number is derived from the actual distance measurement while the second is assigned.

**Shared Driveways**

- 3.14 The "shared" driveway has a common entrance for two properties but the driveway split is not visible from the main road. At the road, the two numbers are placed on one post. A second set of numbers is placed at the intersection of the two entrances on each side of the intersection.

**Corner Lots**

- 3.15 Corner lots will be allocated a civic address on the road which provides the main access to the property.

**Water Access Properties**

- 3.16 Water Access Properties are properties that are improved and can only be reached via boat or airplane or by snowmobile (during winter). These include all islands and some shoreline properties.

3.16.1 Civic address numbers will contain the Island Identification Number, as assigned by the Municipality for assessment purposes

3.16.2 The civic address numbering will be assigned by the Municipality.

3.16.3 The Municipality shall supply to the property owner the official property number, the address blade and post to be installed in a highly visible location in accordance with this by-law.

**Continuity of Numbering**

- 3.17 Civic address numbers will continue consecutively along the full length of a road, even if it crosses a municipal or township boundary. In general, where there is a jog in a road or two roads with a section in common, numbering is consecutive on the higher order road.

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**Coordination with Existing Numbering in Built-Up Areas**

- 3.18 Established numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding number sequence.

**Cul-de-Sacs**

- 3.19 Normally, new cul-de-sacs are to be numbered with even numbers on the right and odd numbers on the left beginning at the intersection. The mid-point of the bulb is used to define the split between odd and even numbers.

**Private Roads**

- 3.20 The process described herein shall apply to lots on private roads.

**4.0 DETERMINING NEW PROPERTY NUMBERS**

**General**

- 4.1 New civic address numbers will usually be determined using a nearby known address as a reference point, for convenience purposes. They may also be determined by measuring the entire distance from the numbering origin of that road.

**Address Derivation Formula**

- 4.2 Civic address numbers are derived using a formula based on the frontage interval method described in Section 3.1 and 3.2. Every measurement that was taken along a road was converted to a frontage interval by dropping the last digit (e.g. 432 becomes 43). The frontage interval number was then multiplied by two to ensure consistent calculations and available numbers for both sides of the road. The result was increased by one for a property on the odd side or by two for a property on the even side on the road. This ensures that civic address numbers "1" and "2" are reserved for the beginning of the road. With the 10 metre frontage interval civic addressing system in place, numbers for new lots can be calculated by accurately measuring from the driveway centre points with known address numbers.

**5.0 ISSUING NEW/REVISED CIVIC ADDRESS NUMBERS**

- 5.1 Numbers for existing vacant lots and for new lots created by consent (severance) will normally be issued when the owner or contractor submits a request for a building permit. However, a civic address number may be issued to a vacant lot at the owner's request and at the discretion of the Municipality. In order to determine a civic address number, the driveway must be in or the proposed location clearly marked. If an entrance is moved, the civic address may require adjustment. Civic Address Request forms are available from the Municipality and local municipal offices.
- 5.2 No property owner shall determine, erect, modify or replace a civic address number not authorized by the Municipality.
- 5.3 A fee of seventy-five dollars (\$75.00) per affected property will be charged to the proponent of a road alignment change which is due prior to any changes being carried out by the Municipality. This fee may be waived at the Municipality's discretion.

**6.0 REQUESTING AND INSTALLING CIVIC ADDRESSING NUMBERS**

**Request**

- 6.1 A property owner may request a civic address number by completing the "Request for 9-1-1 Sign" form. A blank request form is included in Schedule A of this document. Upon assigning a new civic addressing number, the Municipality will place an order for a number blade.

**Fees**

- 6.2 A fee of seventy-five dollars (\$75.00) to cover the cost of the civic address blade, post and materials and the cost of installation, field work and administration time will be paid by the

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property owner or their representative at the time of civic address application. If the application is processed by the municipality, an additional fee may be applicable, at the discretion of the municipality.

**Responsibility for Installation**

- 6.3 The Municipality is responsible for the installation of all civic address signs except as provided for under item 6.4.

**Owner Installation**

- 6.4 The owner will be responsible for installation in the following instances:
- a) Water access properties,
  - b) In built up/urban areas (where standard blue addressing blades are not being used),
  - c) Multiple unit buildings/properties,
  - d) Replacement signage,
  - e) Where the sign is attached directly to a structure
- 6.5 The owner will be advised when the sign hardware is available at the Municipality office for pickup.
- 6.6 When the owner attends the Municipal office, he will receive:
- a) The sign hardware,
  - b) A copy of the Civic Addressing By-law,
  - c) Installation instructions
- The owner will be required to sign for receipt of the materials provided.
- 6.7 The Municipality may inspect the installation to ensure compliance with the installation instructions.
- 6.8 If the owner has not carried out the installation within 60 days of receipt of materials, the procedures in the Civic Addressing By-Law for notification and Municipal installation will be initiated.

**7.0 GUIDELINES FOR POSTING PROPERTY SIGNS**

**7.1 *Signs for Properties Outside The Built-Up Areas***

- 7.1.1 Outside built-up areas, the civic address number shall be displayed on a post located beside the driveway close to the access road from which the driveway breaks.
- 7.1.2 For Municipal Roads and Provincial Highways the post shall be located 1.2 metres (4 feet) from the edge of the driveway and the back of the ditch or ten metres from the edge of the road, whichever is lesser. On Private and Forced roads, the post shall be placed at a distance approximately 3 metres (10 feet) from the edge of the road and 1.2 metres (4 feet) from the edge of the driveway. In all cases, the first priority for sign placement will be clear visibility from the traveled portion of the road to allow reflection by the low beam of vehicle headlights and, secondly, the post should be sufficiently far back to prevent damage by roads maintenance activities.
- 7.1.3 The blade is aluminum 300 mm (12 in.) in length and 125 mm (5 in.) in height for a sign with four digits. When the number of digits is five or four plus an alphabetical character, the blades are 375 mm (15 in.) in length and 125 mm (5 in.) in height.
- 7.1.4 The numbers shall be 100 mm (4 in.) in height.
- 7.1.5 The numbers shall be of white, engineering grade, reflectorized 3M Scotchlite or approved equivalent over a blue, engineering grade, reflectorized 3M Scotchlite or approved equivalent background.
- 7.1.6 The number shall be displayed on both sides of the sign blade and shall be erected perpendicular to the road intersected by the driveway so as to be clearly visible



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from both directions on the traveled portion of the road and extend from the post toward the road.

7.1.7 The numbers are read horizontally on a blade extending from the post toward the road.

7.1.8 The number shall be secured to the post 1.5 m (5 feet) above grade.

**7.2 *Signs for Properties Inside the Built-Up Areas with Buildings within 15 Metres (50 Feet) of the Edge of the Road.***

7.2.1 When the main building to which the civic address number applies is within 15 metres (50 feet) of the edge of the road surface, and is clearly visible from the road, the number shall be placed on that building.

7.2.2 The number shall be displayed beside the door under a light at a height not lower than 1.5 m (5 ft.) above the door threshold. The property number shall not be affixed to the door itself.

7.2.3 Where the door does not face the access road, the number shall be displayed on the side of the wall facing the traveled road 1.5 m (5 ft.) above grade.

7.2.4 Numbers shall read horizontally.

7.2.5 The number shall be displayed in numerical form (e.g. 116) rather than written form (one hundred and sixteen).

**7.3 *Signs for Properties Inside the Built-Up Areas with Buildings Not within 15 metres (50 Feet) of the Edge of the Road.***

7.3.1 When the main building to which the civic address applies is more than 15 metres (50 feet) from the edge of the road, the number shall be mounted on a post beside the driveway where it branches off the access road.

7.3.2 The property number is displayed on one side of the blade and shall be erected parallel to the access road. The standards laid out in Sections 7.1.2, 7.1.5 and 7.1.7 (of Schedule A) will apply.

**7.4 *Signs for Water Access Properties***

7.4.1 Signage must face the water, perpendicular to the shoreline in the most visible location at the access point to the property and, where possible, be affixed to a dock.

7.4.2 Distribution of the signage for owner installation shall be arranged with the Municipality located at the Municipal Office, Sturgeon Falls, Ontario.

**7.5 *Other Guidelines for Civic Address Installations***

7.5.1 The posting of civic address signs in any future development shall comply with these performance standards. Non-conforming signage in the built-up areas indicated in Section 7.2 shall be grandfathered but property owners are encouraged to convert their signs to these standards.

7.5.2 Where the performance standards cannot be met, the location of the civic address number shall be decided upon through consultation between the property owner and the Municipality.

**8.0 NOTIFICATION OF ASSIGNED ADDRESS**

8.1 Immediately following the assignment of a new or changed address number for a building or lot, the Municipality is responsible for making record entries and for providing written notice to the property owner and Bell Canada (for changed addresses only).



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- 8.2 When assigning an address number, the Municipality shall ensure that the number fits within the intersection number range for the affected section of road, as shown on the addressing maps.
- 8.3 Where a property is addressed with a unit number (see Section 3.7), the Municipality will ensure that any existing civic address sign at the end of the driveway reflects the unit letter.

**9.0 URBAN STYLE CIVIC ADDRESS SIGN INSTALLATION**

The communities in which the urban style civic address signs (affixed only to the dwelling) will prevail are as follow:

- Cache Bay
- Sturgeon Falls
- Verner

**10.0 CIVIC ADDRESS REQUEST FORM (See attached)**

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*Sample Civic Address Request Form*



Municipality of West Nipissing  
101 – 225 Holditch Street • Sturgeon Falls, ON • P2B 1T1  
Phone: 705-753-2250 • Fax: 705-753-3950

**REQUEST FOR 9-1-1 SIGN**

Property Owner's Name(s):				
Phone or Cell Number :				
Full Mailing Address:				
Tax Assessment Roll Number:				
Road Name (that driveway intersects with):				
Legal Description of Property Requiring 9-1-1 Signs:				
Concession:	Lot:	Part:	Plan:	
Geographic Township of:				
Building Permit Number:				
There is a fee of seventy-five dollars(\$75.00) to cover the cost of the supply and installation of civic addressing signage. This fee must be included with this application. Also, there will be a fee of twenty-five dollars(\$25.00) for any cheque returned NSF.				
To determine a civic address, a distance measurement is taken to the centre of the driveway; therefore, the driveway MUST be in and should be marked.				
Please attach a copy of the municipal entrance permit if applicable:				

<b>FOR MUNICIPAL OFFICE USE ONLY:</b>	
Payment Received by:	
Request for 9-1-1 Sign received on:	
Assigned 9-1-1 number:	
9-1-1 sign installed by:	
9-1-1 sign installed on (date):	