

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 99-46

A by-law for numbering of buildings and to
repeal By-law No. 96-112

WHEREAS Section 210, Paragraph 112 of the **Municipal Act**, R.S.O. 1990, c. M.45, as amended, provides that by-laws may be passed by councils of local municipalities for numbering the buildings and lots along any highway, beach, park, reserve or any other property in the municipality that it is considered necessary to number by the council, and for affixing numbers to the buildings and for charging the owner or occupant with the expense incident to the numbering of the lot or property, which expense may be collected in the same manner as taxes;

AND WHEREAS Section 210, Paragraph 49 of the **Municipal Act** provides that by-laws may be passed by councils of local municipalities to provide regulations which would prevent fires and the spread of fires as the council considers necessary;

AND WHEREAS the Council adopted a Policy Statement on Municipal/Emergency Numbering on March 29, 1999;

AND WHEREAS the Council considers that it would be in the public interest to require the owners of all buildings in the Town of Caledon to display a municipal/emergency number in accordance with the Policy Statement on Municipal/Emergency Numbering;

NOW THEREFORE, the Council of The Corporation of the Town of Caledon enacts as follows:

I. In this by-law:

"Development Assistant" means the Development Assistant of The Corporation of the Town of Caledon or such other member of the staff of The Corporation of the Town of Caledon who is assigned by the supervisor of the Development Assistant to perform the responsibilities of the Development Assistant with respect to municipal/emergency numbering;

"Director of Public Works" means the Director of Public Works for The Corporation of the Town of Caledon or a member or members of the Public Works Department designated by the Director of Public Works;

"building" means a structure occupying an area greater than 10 square metres consisting of a wall, roof and floor, or any one or more of them, or a structural system serving the function thereof, including all the works, fixtures and service systems appurtenant thereto and may include an addition to an existing building;

"dwelling unit" means an apartment in a house or a garden suite as defined in By-law No. 87-250 as amended from time to time;

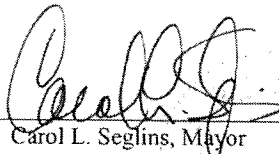
"Fire Chief" means the Fire Chief of The Corporation of the Town of Caledon or a member of the Fire and Emergency Service designated by the Fire Chief;


"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 own account or as an agent or trustee or on account of any other person.

2. With the assistance of the Fire and Emergency Service, the Development Co-ordinator - Subdivisions and the Development Co-ordinator - Site Plans, the Development Assistant shall be responsible for assigning municipal/emergency numbers to all buildings and dwelling units located in the Town of Caledon in accordance with the Policy Statement on Municipal/Emergency Numbering.
3. Once a municipal/emergency number has been assigned to a building or dwelling unit by the Development Assistant, no person shall change that municipal/emergency number without the written approval of the Development Assistant.
4. The owner of a building or dwelling unit that existed on the date that this by-law was passed shall:
 - (a) if no municipal/emergency number is installed for such building or dwelling unit, install, in accordance with the Policy Statement on Municipal/Emergency Numbering, the municipal/emergency number assigned to such building or dwelling unit by the Development Assistant;
 - (b) if the municipal/emergency number installed for such building or dwelling unit is not the municipal/emergency number assigned to such building or dwelling unit by the Development Assistant, remove the municipal/emergency number assigned for such building or dwelling unit and install, in accordance with the Policy Statement on Municipal/Emergency Numbering, the municipal/emergency number assigned to such building or dwelling unit by the Development Assistant; and,
 - (c) if the municipal/emergency number installed for such building or dwelling unit is not in the style or location required by the Policy Statement on Municipal/Emergency Numbering, alter or change the style or location of such municipal/emergency number in accordance with the Policy Statement on Municipal/Emergency Numbering.
5. The owner of a building or dwelling unit, the construction of which is completed after the date that this by-law was passed, shall, in accordance with the Policy Statement on Municipal/Emergency Numbering, install the municipal/emergency number assigned to such building or dwelling unit by the Development Assistant immediately after the construction of such building or dwelling unit is substantially completed.
6. The owner of a building or dwelling unit shall maintain the municipal/emergency number for such building or dwelling unit in accordance with the Policy Statement on Municipal/Emergency Numbering.
7. (a) Where the owner of a building or dwelling unit fails or neglects to comply with the provisions of Sections 4, 5 or 6 of this by-law, the Director of Public Works or the Fire Chief may:
 - (i) install the municipal/emergency number assigned to a building or dwelling unit by the Development Assistant;
 - (ii) remove the municipal/emergency number for such building or dwelling unit and install the municipal/emergency number assigned to such building or dwelling unit by the Development Assistant; and/or,
 - (iii) alter or change the style or location of the municipal/emergency number for such building or dwelling unit.

- (b) Where the Director of Public Works or the Fire Chief does any work pursuant to Subsection (a) of this Section, the cost incurred to do such work shall be invoiced to the owner of the building or dwelling unit in respect of which such work was done, and shall be collected in the same manner as property taxes.
8. The Policy Statement on Municipal/Emergency Numbering, as adopted by the Council on March 29, 1999, is attached hereto as Schedule A and shall be deemed to form a part of this by-law.
9. Every person shall pay the fees set out in Schedule B attached hereto and forming part of this by-law in respect of the purchase of a municipal/emergency number and/or the installation of a municipal/emergency number by the staff of The Corporation of the Town of Caledon.
10. Every person who contravenes any provision of this by-law is guilty of an offense.
11. By-law No. 96-112 shall be and is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS
29th day of MARCH, 1999.


Carol L. Seglins, Mayor


Marjory Morden, Town Clerk

THIS BY-LAW AMENDED BY
BY-LAW 99-149 ON THE
13th Dec/99

**SCHEDULE A
to By-law 99-46**

**POLICY STATEMENT
MUNICIPAL/EMERGENCY NUMBERING**

(March 29, 1999)

Introduction

The Council of The Corporation of the Town of Caledon recognizes that it is in the interest of the safety, health and welfare of the residents of the municipality to have a proper municipal/emergency numbering system for all buildings in the Town of Caledon. A proper municipal/emergency numbering system is essential for the timely delivery of emergency services. Such a system can also be helpful for those who are making deliveries to or visiting residents of the municipality. It can be of assistance to the municipal staff and others in identifying the location of properties when dealing with inquiries from residents. In order to meet these objectives, a municipal/emergency numbering system must:

1. ensure that the method of numbering is consistent throughout the municipality;
2. provide for an orderly progression of numbers; and,
3. ensure that assigned numbers are displayed in a uniform manner in a clearly visible location.

Municipal/Emergency Numbering System

1. All Buildings

Subject to certain exceptions, every building in the Town of Caledon, whether residential or non-residential, is to have a municipal/emergency number.

Municipal/emergency numbers are not required for non-residential buildings that are accessory to a residential building (e.g. garages, sheds, barns); nor are such numbers required for non-residential buildings that are accessory to a non-residential building (e.g. a storage building accessory to a factory, a free-standing restaurant accessory to a shopping plaza). However, residential buildings that are accessory to either a residential building or a non-residential building (e.g. a second house for farm help) are to have a separate municipal/emergency number.

Except for apartments in houses and garden suites, no building or dwelling unit in the Town of Caledon is to have a municipal/emergency number that includes an alphabetical prefix or suffix.

2. All Dwelling Units

Except for units in apartment buildings, all dwelling units in the Town of Caledon are to have a municipal/emergency number. Thus, each dwelling unit in a semi-detached house or a townhouse is to have a municipal/emergency number. But each dwelling unit within an apartment building is to have a numerical unit number, rather than a municipal/emergency number.

3. Residential Condominiums

Each condominium dwelling unit, except those in an apartment building, is to have a municipal/emergency number, notwithstanding that it may front on a private road that is owned and maintained by the condominium corporation. As in the case of rental apartment buildings, each condominium apartment building is to have a municipal/emergency number, but each dwelling unit within the building is to have a numerical unit number, rather than a municipal/emergency number.

4. Apartments in Houses

Rather than having a separate municipal/emergency number, apartments in houses are to have the same municipal/emergency number as the house in which they are located; but they are to be distinguished by an alphabetical suffix; the first apartment in a house shall have the suffix "A", the second "B", the third "C", etc.

5. Garden Suites

Like apartments in houses, garden suites are to have the same municipal/emergency number as the house with which they are associated. They are to be distinguished from the house with which they are associated by the alphabetical suffix "G".

6. Multiple-Unit Commercial and Industrial Buildings

Multiple-unit commercial and industrial buildings (e.g. office buildings, shopping plazas), regardless of whether they are freehold, condominium or rental, are to have only one municipal/emergency number. Units within such buildings are to have individual numerical unit numbers.

7. Direction of Numbering

The numbering of buildings on roads that are aligned within 45° east or west of the Caledon-oriented north/south axis (i.e. Highway No. 10) is to progress consecutively from south to north; on such roads, the buildings on the westerly side of the road are to have even numbers and the buildings on the easterly side of the road are to have odd numbers.

The numbering of buildings on roads that are aligned within 45° north or south of the Caledon-oriented east/west axis (i.e. Mayfield Road) is to progress consecutively from west to east; on such roads, the buildings on the southerly side of the road are to have even numbers and the buildings on the northerly side of the road are to have odd numbers.

For roads that are not straight throughout their length, the alignment of the road at its origin shall determine whether they are north/south roads or east/west roads.

The numbering of buildings on roads in settlements or in estate residential subdivisions that have only one intersection with another road (e.g. a road that ends with a cul-de-sac or a road that loops back onto itself) is to progress from that intersection regardless of the road's north/south or east/west orientation.

8. Progression of Numbers

(a) Original Road Allowances

On original road allowances a municipal/emergency number is to be assigned for every ten (10) feet of frontage. A building on such roads is to be numbered according to the ten (10) foot section in which the driveway entrance for such building is located.

(b) Estate Residential Subdivisions

The numbering in estate residential subdivisions is to progress in the same manner as in the case of original road allowances; that is, a number is to be assigned for every ten (10) feet of frontage and a building is to be numbered in accordance with the number assigned to the ten (10) foot section in which the driveway entrance for such building is located.

POLICY STATEMENT
MUNICIPAL/EMERGENCY NUMBERING
March 29, 1999

Page 4

- (c) Lots in Settlement Areas with Frontages of More than Seventy-Five Feet

The municipal/emergency numbers for buildings on lots with more than seventy-five (75) feet of frontage in settlements are to be assigned on the same basis as municipal/emergency numbers for buildings on original road allowances and estate residential subdivisions.

- (d) Lots in Settlement Areas with Frontages of Seventy-Five Feet or Less

Buildings on lots with frontages of less than seventy-five (75) feet in settlement areas are to be numbered consecutively with even or odd numbers depending upon which side of the road they are located on. This provision shall be subject to the other provisions of this policy statement, including those regarding corner lots and with respect to keeping the municipal/emergency numbers on opposite sides of a road reasonably close to each other.

9. Starting Numbers

- (a) Original Road Allowances

On original road allowances that have a north/south alignment, the numbering of buildings is to start at the southerly boundary of the Town with the number 12000. On original road allowances that have an east/west alignment, the numbering of buildings is to start at the westerly boundary of the Town with the number 1.

- (b) All Other Roads

The numbering of buildings on all other roads is to start with the number 1 or such next higher number as is dictated by the other provisions of this policy statement, particularly those regarding the numbering of buildings on corner lots.

10. Corner Lots

The progression of municipal/emergency numbers, as provided for in this policy statement, is to continue without interruption on both the front and flank of corner lots. For the purpose of determining the municipal/emergency number for residential buildings on corner lots

where the adjacent lots have been numbered in accordance with the provision of this policy statement relating to residential lots with frontages of seventy-five (75) feet or less, the road which the front door faces shall be the determining factor. In the case of all other corner lots, the road where the driveway entrance for the building is located shall be the determining factor.

11. Matching Municipal/Emergency Numbers on Opposite Sides of Roads

On those roads where the buildings are numbered in accordance with the provision of this policy statement relating to residential lots with frontages of seventy-five (75) feet or less, the progression of the municipal/emergency numbers for the buildings on one side of the road or the other is to be adjusted as may be necessary to ensure that the municipal/emergency numbers on opposite sides of the road remain reasonably close throughout the length of such road.

12. Consistency of Numbering on Original Road Allowances

In order to maintain a consistent numbering grid on the rural roads in Caledon, buildings on those original road allowances that do not start at either the south or west boundaries of the Town are to have municipal/emergency numbers that correspond with those on parallel original road allowances that start at the south or west boundaries of the Town.

13. Location of Municipal/Emergency Numbers

In those parts of the Town that are outside settlement areas, the relevant municipal/emergency number shall be displayed as shown on the drawing attached hereto as Schedule "A".

In settlement areas the relevant municipal/emergency number may be displayed on the building, unless the building is located more than thirty (30) feet from the front lot line, in which case the municipal/emergency number is to be located as in those parts of the Town that are outside settlement areas. Where this policy statement allows for the municipal/emergency number to be displayed on a building, and where such building is located on a corner lot, the municipal/emergency number is to be displayed on the elevation of the building that faces the road on which the building is required by these policies to be numbered.

14. Style of Municipal/Emergency Numbers

Municipal/emergency numbers that are required by the provisions of this policy statement to be located at a driveway entrance are to comply with the following requirements:

- (a) the numbers are to be at least four (4) inches high;
- (b) the numbers are to be impressed or marked on durable material which is at least five (5) inches high;
- (c) the numbers are to have a white reflective surface; and
- (d) the background material is to have a green surface.

Where this policy statement allows for municipal/emergency numbers to be displayed on buildings, such numbers are to be of a size and colour that allows for them to be clearly seen from the road.

15. Maintenance of Municipal/Emergency Numbers

The owners of buildings are to keep the municipal/emergency numbers for such buildings in good repair and clearly visible from both directions on the road on which such buildings are numbered. Owners are also to replace the municipal/emergency number for a building if it is damaged, destroyed or no longer in place. Owners are to remove any obstructions, including vegetation or fencing, that restrict visibility of a municipal/emergency number from either direction on the road.

16. Changing Existing Municipal/Emergency Numbers

The owner of a building is not to be asked or required to change the municipal/emergency number for such building unless:

- (a) such building or building lot has the same municipal/emergency number as another building or building lot on the same road;
- (b) such number is out of numerical sequence;
- (c) such number includes an alphabetic suffix that is not in accordance with this policy statement;

- (d) in the case of a corner lot, such number relates to the wrong road according to this policy statement; or
- (e) such change is a necessary consequence of a change that is required to be made pursuant to (a), (b), (c) or (d) above.

If the Town requires the owner of a building to change the municipal/emergency number for such building pursuant to (a), (b), (c), (d), or (e), the Town will pay \$100.00 to such owner as compensation for the inconvenience resulting from such change.

17. Changing Location or Style of Municipal /Emergency Numbers

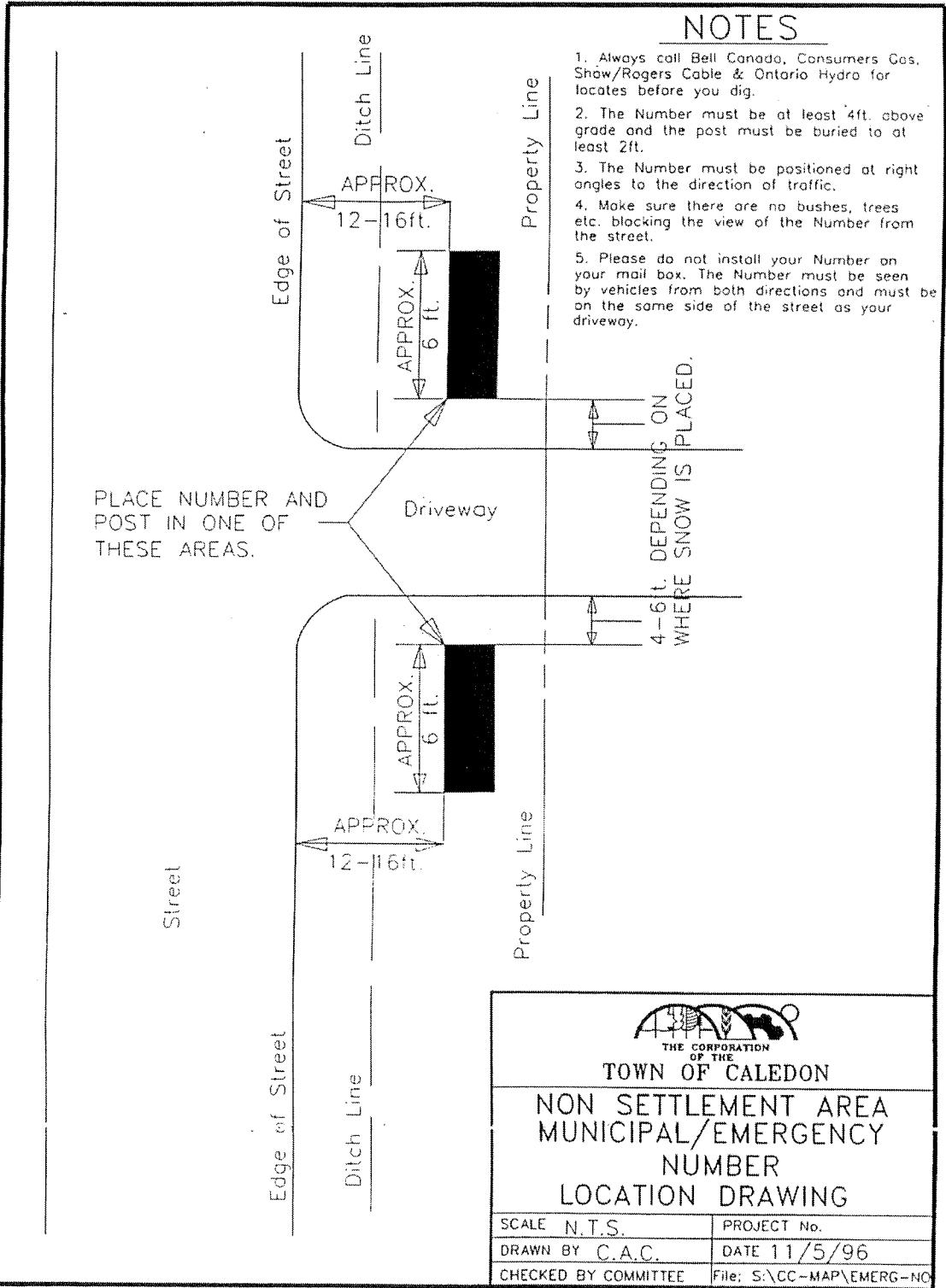
The owner of a building shall not be required to change the location or style of the municipal/emergency number for such building unless such number is not located in accordance with the requirements of this policy statement or is not in the style required by this policy statement. No compensation shall be paid for requiring an owner to change the location or style of a municipal/emergency number.

Responsibility for Municipal/Emergency Numbering

In order to ensure implementation in accordance with this policy statement, the Development Assistant will be primarily responsible for assigning municipal/emergency numbers to all buildings in the Town of Caledon. The Development Assistant will be assisted by the Fire and Emergency Services Department, particularly in assigning municipal/emergency numbers in areas outside of settlements and in respect of industrial and commercial buildings, and by the Development Co-ordinator - Subdivisions and the Development Co-ordinator - Site Plans in assigning municipal/emergency numbers for new development.

SCHEDULE A

to Policy Statement on Municipal/Emergency Numbering (March 29, 1999)



NOTES

1. Always call Bell Canada, Consumers Gas, Shaw/Rogers Cable & Ontario Hydro for locates before you dig.
2. The Number must be at least 4ft. above grade and the post must be buried to at least 2ft.
3. The Number must be positioned at right angles to the direction of traffic.
4. Make sure there are no bushes, trees etc. blocking the view of the Number from the street.
5. Please do not install your Number on your mail box. The Number must be seen by vehicles from both directions and must be on the same side of the street as your driveway.

4-6 ft. DEPENDING ON WHERE SNOW IS PLACED.



THE CORPORATION OF THE TOWN OF CALEDON

NON SETTLEMENT AREA
MUNICIPAL/EMERGENCY
NUMBER
LOCATION DRAWING

SCALE N.T.S.	PROJECT No.
DRAWN BY C.A.C.	DATE 11/5/96
CHECKED BY COMMITTEE	File: S:\CC-MAP\EMERG-NO

SCHEDULE B

to By-law 99-46

- | | | |
|----|--|----------|
| 1. | For the purchase of a municipal/emergency number only | \$15.00 |
| 2. | For the purchase of a municipal/emergency number and the installation of such municipal/emergency number | \$125.00 |
| 3. | For the installation of a municipal/emergency number | \$110.00 |

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 99-149

being a by-law to amend By-law 99-46,
a by-law for numbering of buildings

NOW THEREFORE the Council for The Corporation of the Town of Caledon
ENACTS AS FOLLOWS:

That By-law 99-46 be and the same is hereby amended by

1. deleting the phrase "Municipal/Emergency" and substituting therefor the phrase "Municipal Emergency",
2. deleting the definition of "Development Assistant".
3. deleting the definition of "Director of Public Works" and substituting therefor the following definition:


"Director" means the Director of Planning and Development for The Corporation of the Town of Caledon or his designate ,
4. deleting all references to "Development Assistant" and substituting therefor "the Director"
5. deleting the definition of "Fire Chief",
6. deleting all references to "the Fire Chief",
7. inserting the word "prior" before the words "written approval" in section 3,
8. deleting the phrase "remove the municipal emergency number assigned" in subsection 4(b) and substituting therefor the phrase "remove the unassigned emergency number".
9. deleting the words "or neglects" before the words "to comply" in subsection 7(a),
10. deleting subsection 7(b) and inserting the following as paragraphs therefor,
 - "7. (b) Where an owner of the building or dwelling unit does not complete the installation of the Municipal Emergency Number to the satisfaction of the Director as required under the provisions of this By-law, the Town may undertake the necessary work and invoice the owner for the costs of such work in accordance with Schedule B of this By-law.
 - (c) Where an owner of the building or dwelling unit owes money to the Town under the provisions of this By-law, of which cost the certificate of the Town shall be final, the monies owing may be collected and the Town may recover such costs from the owner in any court of competent jurisdiction as a debt owing to the Town or the same may be recovered by addition of the amount owing to the tax roll for any real property in the Town, to be collected in a like manner as municipal taxes."

11. inserting the following as section 8.
 - "8. (1) The owner of a building or dwelling unit shall keep the municipal emergency number in good repair and clearly visible from both directions on the highway on which such building or dwelling unit is numbered.
 - (2) Notwithstanding the generality of the foregoing, the owner of the building or dwelling unit shall not permit the municipal number to be obscured or rendered illegible.
12. renumbering the former section 8 of By-law 99-46 as section 9,
13. renumbering the former section 9 of By-law 99-46 as section 10,
14. renumbering the former section 10 of By-law 99-46 as section 11,
15. inserting the following paragraph as section 12
 - "12. Where the Town of Caledon changes the municipal emergency number of any commercial or industrial property, as shown on the assessment roll, the Town of Caledon may provide up to \$250.00 in compensation for costs incurred by the occupant of the property, subject to proof of the expenditures incurred by the occupant as a direct result of the change of the municipal emergency number."
16. renumbering the former section 11 of By-law 99-46 as section 13.
17. deleting the word "offense" from the former section 10 of By-law 99-46 and substituting therefore the word "offence".
18. repealing Schedule B to By-law 99-46 and substituting therefor the schedule attached to this by-law.

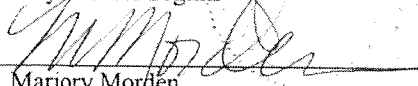
READ A FIRST, SECOND AND THIRD TIME

AND PASSED IN OPEN COUNCIL

THIS 13TH DAY OF DECEMBER, 1999



Mayor Carol Seglins



Marjory Morden
Clerk

THE CORPORATION OF THE TOWN OF CALEDON

SCHEDULE TO BY-LAW NO. 99-149

1. For the purchase of a municipal emergency number
 - (1) up to and including 30 June 2000 \$ 15.00
 - (2) on and after 1 July 2000 25.00
2. For the purchase of a pole 15.00
3. For installation only
 - (1) up to and including 30 June 2000 40.00
 - (2) on and after 1 July 2000 200.00
4. Where the Town of Caledon performs the following work upon the failure of the owner to do so, the costs of the work shall be as follows
 - (a) removal of sign and relocation of sign 200.00
 - (b) removal of sign and installation of replacement sign 200.00
 - (c) installation of sign 200.00
 - (d) plus the costs of all materials required for work described in paragraphs 4(a), 4(b) and 4(c)

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2000-78

Being a by-law to amend By-law No. 99-46,
as amended by By-law No. 99-149, with
respect to the numbering of buildings

WHEREAS it is considered appropriate to make certain additions to the Policy Statement on Municipal Emergency Numbering attached to By-law No. 99-46 in order to provide regulations for certain situations that are not currently addressed by the Policy Statement on Municipal Emergency Numbering;

AND WHEREAS it is considered appropriate to make certain other housekeeping amendments to By-law No. 99-46, as amended by By-law No. 99-149;

NOW THEREFORE the Council of The Corporation of the Town of Caledon enacts that By-law No. 99-46, as amended by By-law No. 99-149, shall be and is hereby amended as follows:

1. In the definition of "Director" in Section 1 add the words "or her" after the word "his".
2. Add the following definition at the end of Section 1:

"Town" means The Corporation of the Town of Caledon.
3. In Subsection 1 of Section 8 change the word "highway" to "road".
4. Delete Section 12 and substitute the following therefor:
 12. Where the Town requires the owner of any building that is identified as commercial or industrial on the assessment roll to change the Municipal Emergency Number of such building, or where the Town changes the Municipal Emergency Number of any such building, the Town may provide up to \$250.00 in compensation for costs incurred by the occupant or occupants of such building as a direct result of such change, provided that satisfactory proof of expenditures incurred by such occupant or occupants is received by the Town.
5. Add the following paragraphs after the second paragraph of Section 1 under the heading Municipal Emergency Numbering System of Schedule A, being the Policy Statement on Municipal Emergency Numbering:

Except for those located in a trailer park, trailers that are used on a permanent or seasonal basis for residential use (e.g. for farm help) are to have a separate municipal emergency number.

Where an accessory residential building or a trailer has access from a public road by means of the same driveway as the main building on the lot, the municipal emergency numbers for both the main building and the accessory residential building or the trailer are to be displayed at the driveway entrance in accordance with Section 13 of this Policy Statement. The respective municipal emergency numbers for the main building and the accessory residential building or the trailer shall also be displayed at such point or points along the driveway as will direct emergency services to the appropriate building or trailer.

6. Add the following section after Section 5 under the heading Municipal Emergency Numbering System of Schedule A, being the Policy Statement on Municipal Emergency Numbering:

5A. Trailer Parks

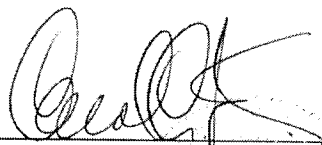
Every trailer park is to have a municipal emergency number, and each trailer within a trailer park is to have a numerical unit number.

7. In the second paragraph of Section 7 under the heading Municipal Emergency Numbering System of Schedule A, being the Policy Statement on Municipal Emergency Numbering, change the word "even" to "odd" and change the word "odd" to "even".
8. Add the following paragraph at the end of Section 6 under the heading Municipal Emergency Numbering System of Schedule A, being the Policy Statement on Municipal Emergency Numbering:

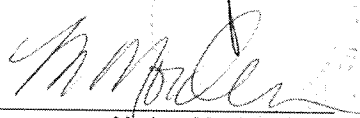
Where there is more than one commercial or industrial building on a lot, the buildings collectively are to have only one municipal emergency number, and each building or each unit in each of the buildings is to have an individual numerical unit number.
9. Add the following paragraph at the end of Section 10 under the heading Municipal Emergency Numbering System of Schedule A, being the Policy Statement on Municipal Emergency Numbering:

Notwithstanding the foregoing, residential buildings that are in existence as of June 30, 2000 and that are located on lots in settlement areas with frontages of less than seventy-five (75) feet may, where the front door faces one road and the driveway entrance is located on another road, have municipal emergency numbers in accordance with the numbering on either the road which the front door faces or on the road where the driveway entrance for the building is located.
10. In Sections 9, 12 and 13 under the heading Municipal Emergency Numbering System of Schedule A, being the Policy Statement on Municipal Emergency Numbering, add the words "of Caledon" after the word "Town" wherever it appears.

Read a first, second and third time
And finally passed this
12th day of June, 2000



Carol Seglins, Mayor



Marjory Morden, Clerk