

# THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

BY-LAW NO. 521-04

## BEING A BY-LAW FOR NUMBERING THE BUILDINGS AND LOTS ALONG ANY HIGHWAY IN THE MUNICIPALITY OF RED LAKE

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. C.25, as amended, provides that a municipality may pass by-laws that regulate or prohibit matters; and

**WHEREAS** the Council of the Corporation of the Municipality of Red Lake is desirous to pass a by-law for numbering the buildings and lots along any highway in the municipality for the enforcement of this by-law; and

**WHEREAS** the Corporation of the Municipality of Red Lake has compiled an inventory of civic addresses; and

**WHEREAS** the Corporation of the Municipality of Red Lake deems it expedient to establish an addressing system and to provide the authority to administration for its implementation;

**NOW THEREFORE** the Council of The Corporation of the Municipality of Red Lake hereby **ENACTS AS FOLLOWS:**

### 1. DEFINITIONS

For the purpose of this By-Law,

- 1.1 "Building" or "Structure" shall be defined in accordance with the Ontario Building Code Act, S.O. 1997.
- 1.2 "By-Law Enforcement Officer" shall mean the person appointed by the Corporation to perform the duties of the By-Law Enforcement Officer.
- 1.3 "Chief Building Official/Planning Administrator" shall mean the person appointed by the Corporation to perform the duties of the Chief Building Official/Planning Administrator.
- 1.4 "Civic Address(es)" shall mean and refer to the street number assigned by the Municipality to any lot or property in accordance with this By-Law.
- 1.5 "Clerk" shall mean the person appointed by the Corporation to perform the duties of the Clerk.
- 1.6 "Corporation" shall mean the Corporation of the Municipality of Red Lake.
- 1.7 "Council" shall mean the Council of the Corporation of the Municipality of Red Lake.
- 1.8 "Designate" shall mean the person designated, in writing, to have the authority to act under this By-Law in the absence of the Chief Building Official/Planning Administrator, By-Law Enforcement Officer, Clerk or Fire Chief.
- 1.9 "Driveway" shall mean and refer to any lane, path or parking lot or other thoroughfare established by the owner or occupant of a property for the purpose of securing access to an owner's property from a street or private road.
- 1.10 "Fire Chief" shall mean the person appointed by the Corporation to perform the duties of the Fire Chief.
- 1.11 "Lot" or "Property" shall mean a parcel of land which is capable of being legally conveyed in accordance with the provisions of the Planning Act, R.S.O. 1990, C.p.13, as amended.
- 1.12 "Municipality" shall mean the Corporation of the Municipality of Red Lake.

1. DEFINITIONS - Continued

- 1.13 "Owner" shall mean the registered owner of property as identified on the last revised Assessment Roll for the Municipality of Red Lake.
- 1.14 "Private Road" shall mean and refer to a private lane, which provides a common means of access to lots or properties, and may include a service lane, which provides access to sites within a campground.
- 1.15 "Street" shall mean a common and public highway under the jurisdiction of the Province of Ontario, District of Kenora or the Municipality of Red Lake and may include an unassumed highway.
- 1.16 "Treasurer" shall mean the person appointed by the Corporation to perform the duties of the Treasurer.

2. MUNICIPAL ADDRESSING POLICY

2.1 Civic Address(es)

- 2.1.1 Every lot or property with a building situated thereon fronting upon a street within the Municipality of Red Lake shall have a civic address assigned to it.
- 2.1.2 Civic addresses may be assigned to vacant lots or property with driveway access on a Street, upon the owner's request.
- 2.1.3 The existing civic addresses as of the date of the passing of this By-Law may be approved by the Chief Building Official/Planning Administrator or designate. All new civic addresses that are replaced shall conform to this By-Law.

2.2 Urban Numbering System

The following Urban Numbering System shall apply for the purpose of assigning civic addresses to properties in the Urban Areas. The Urban Areas shall be those within the boundaries marked on the attached map (See Schedule "A").

- 2.2.1 The property of any given street will be assigned an even civic address; and the property on the opposite side of this street will be assigned an odd civic address.
- 2.2.2 Civic addresses shall start at the Number 1 (one).
- 2.2.3 Where pre-existing numbering systems meet the criteria set out in Subsections 2.2.1 and 2.2.2, the existing Urban Numbering System shall be retained wherever possible.
- 2.2.4 Those anomalies such as crescents, circles, cul-de-sacs and corner lots shall be assigned civic addresses in a numerical sequence, which addresses these special circumstances.

2.3 Rural Numbering System

The following Rural Numbering System shall apply for the purposes of assigning civic addresses to properties in the Rural Areas. The Rural Areas shall be those within the boundaries marked on the attached map (See Schedule "A").

All properties outside the built up area of the Municipality of Red Lake are considered rural properties.

- 2.3.1 The property of any given street will be assigned an even civic address; and the property on the opposite side of this street will be assigned an odd civic address.

3. PRIVATE ROAD NUMBERING POLICY

- 3.1 The Municipality for each property shall assign a civic address with frontage on a private road.
- 3.2 The owner of a campground shall number the sites located within a campground and the numbering method shall be approved by the Chief Building Official/Planning Administrator or designate.
- 3.3 For the purpose of emergency response services, the owner or occupants of a campground shall use the civic address assigned to the campground in conjunction with the name of the service lane and site number, as assigned by the campground.
- 3.4 Nothing in the By-Law affects the legal status of a private road or service lane. The Municipality is no way obligated to provide any maintenance or services for properties or sites located on a private road or service lane within its jurisdiction. It shall be the responsibility of the owner(s) of the property where a private road or service lane is located to maintain the private road or service lane in a state of repair and maintenance, which provides suitable access for emergency vehicles.

4. MUNICIPAL ADDRESSING SYSTEM

- 4.1 The Municipality of Red Lake shall maintain an Addressing System.
- 4.2 The Chief Building Official/Planning Administrator or designate shall ensure that any lots created by consent or plan of subdivision with the Municipality are assigned a civic address.
- 4.3 The Chief Building Official/Planning Administrator, in conjunction with the Clerk, shall assign a civic address to any previously vacant lot at the time of the issuance of a building permit.
- 4.4 The Chief Building Official/Planning Administrator or designate shall ensure that the Addressing System is updated on a regular basis to include any recently assumed streets or extensions of existing streets. This update may also include unassumed road allowances within a registered plan of subdivision, if required for emergency response purposes.
- 4.5 The Chief Building Official/Planning Administrator or designate shall ensure that all emergency response agencies associated with the 9-1-1 Emergency Response System receive, on a timely basis, updated information for the Municipal Addressing System in the Municipality of Red Lake.

5. NOTICE AND SIGNAGE

- 5.1 The Chief Building Official/Planning Administrator or designate will forward, as required, Notice to an Owner of a property within the Municipality advising them of any changes to their civic address. The Notice shall be sent by regular mail to the owner and address provided on the last revised Assessment Roll.
- 5.2 Every Owner of property assigned a civic address based on the Urban Numbering System, shall, within sixty (60) days of the mailing of the Notice, obtain and install, affix or erect the assigned Civic Address in the manner and location as set out in Schedule "B" of this By-Law.
- 5.3 Every Owner of property assigned a civic address, based on the Rural Numbering System, may purchase from the Municipality a Civic Address Plate with the assigned civic address. The Owner shall install, affix or erect the Civic Address Plate in the manner and location as set out in Schedule "B" of this By-Law within sixty (60) days of the mailing of the Notice.

5. NOTICE AND SIGNAGE - Continued

- 5.4 Notwithstanding Subsections 5.2 and 5.3, the Municipality may install, affix or erect the civic address plates for any or all properties in the Urban and Rural Areas. Where the Municipality opts to install the plates, the cost of the plate, post and installation shall be borne by the owners and shall be collected in the same manner as municipal taxes.
- 5.5 Every owner of vacant land who intends to construct a building on said land shall obtain and install, affix or erect the assigned civic address, within thirty (30) days of the issuance of any Building Permit, in the manner and location as set out in Schedule "B" of this By-Law.
- 5.6 Every Owner of property who leases or rents said property to another party, shall ensure that the assigned civic address is obtained and installed affixed or erected within the sixty (60) day period set out in Subsection 5.2 of this By-Law.
- 5.7 No person shall install, affix or allow to remain installed, affixed or erected on any property or building, any number save and except the assigned civic address.
- 5.8 The Owners of all properties shall maintain in good condition and in a location visible and legible from the abutting street the assigned civic address, as required under the provisions of this By-Law.

6. ENFORCEMENT AND PENALTIES

- 6.1 Where the Owner of a property fails to obtain, affix, erect or maintain the assigned civic address in accordance with Subsections 5.2 or 5.3 of this By-Law:
- 6.1.1 The Chief Building Official/Planning Administrator or designate may enter upon the said property at any reasonable hour to affix, erect or maintain a civic address.
- Any and all expenses incurred by the Municipality in connection with the provision, erection and maintenance of the civic address, including any user fee for Investigations by the Chief Building Official/Planning Administrator or designate or By-Law Enforcement Officer or designate, shall be due and payable from the Owner upon demand.
- 6.2 Should the Owner fail to pay any such account in full, within ninety (90) days, the Treasurer is hereby authorized to collect any such unpaid account in the same manner as municipal taxes.
- 6.3 This By-Law shall be enforced by the By-Law Enforcement Officer or designate.
- 6.4 Every person who violates any provision of this By-Law, upon conviction, is guilty of an offence and shall be liable to a fine pursuant to the Provincial Offences Act, R.S.O. 1990, as may be amended from time to time.

7. GENERAL

- 7.1 Should a Section of any provision of this By-Law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole or any party thereof, other than the Section of provision so declared invalid.
- 7.2 The short title of this By-Law shall be the "Addressing By-Law" of the Municipality of Red Lake.

8. FORCE AND EFFECT

8.1 That this By-Law shall take force and effect upon the final passing thereof.

READ a **FIRST** and **SECOND TIME** this 16<sup>th</sup> day of November, 2004.

*A. Blund*  
for Duncan Wilson, Mayor

*Shelly*  
Shelly L. Kocis, Clerk

READ a **THIRD TIME** and **FINALLY PASSED** this 16<sup>th</sup> day of November, 2004.

*A. Blund*  
for Duncan Wilson, Mayor

*Shelly*  
Shelly L. Kocis, Clerk

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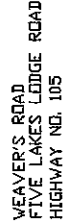
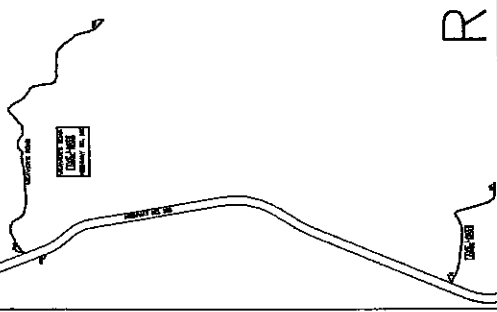
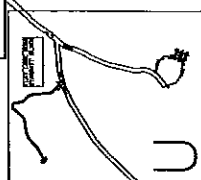
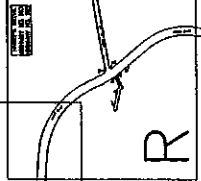
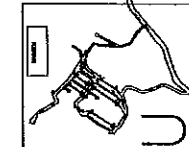
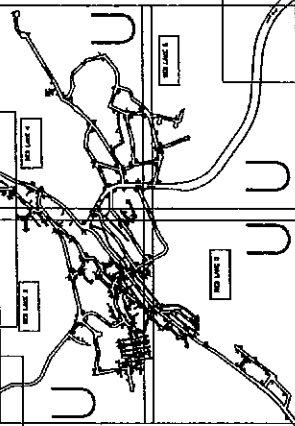
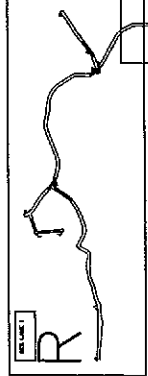
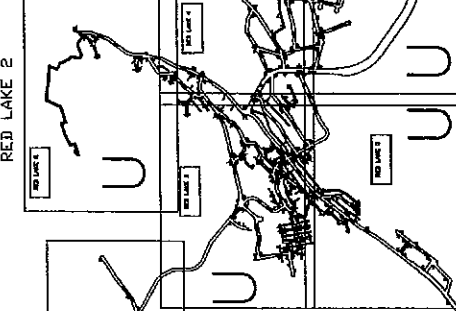
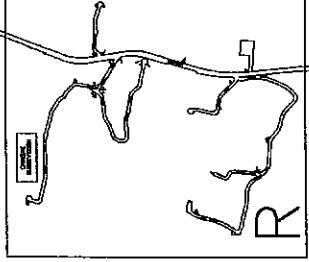
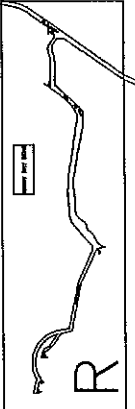
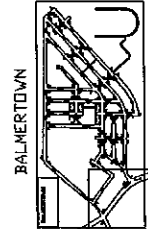
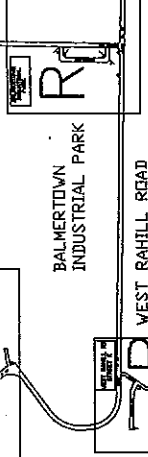
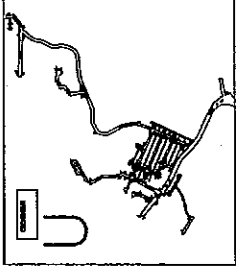
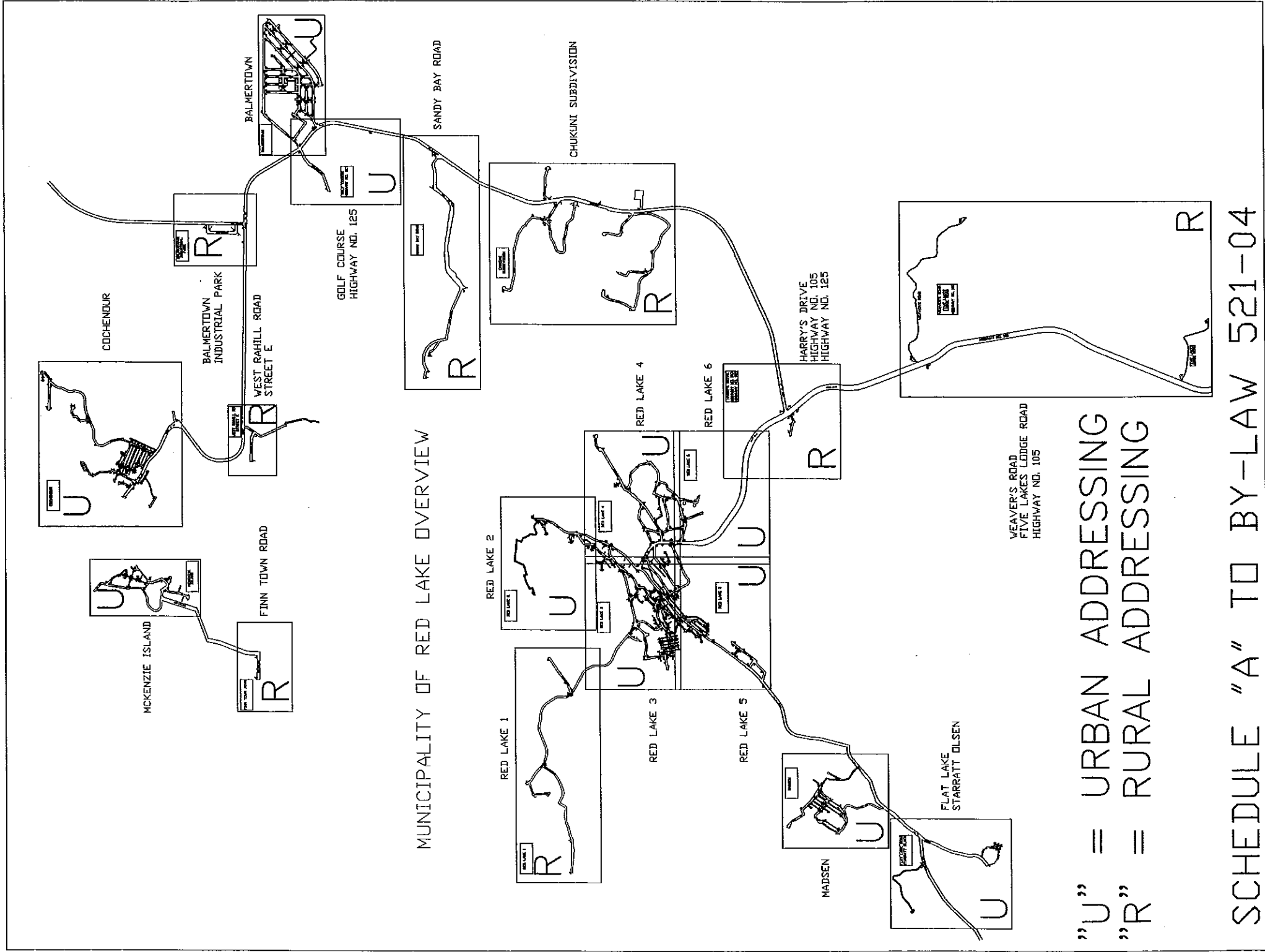
NAME Emergency Measures

CODE \_\_\_\_\_

RD \_\_\_\_\_

UNOFF. CC: CP, CL, TR

OP, CBO, IT Specialist ✓



## Schedule "B"

PROPERTY IDENTIFICATION STANDARDS

1. Rural Numbering System
  - 1.1 Civic Address Plates shall be:
    - 1.1.1 6" x 12" minimum (15 cm x 30 cm)
    - 1.1.2 1.5 mm thick aluminum blank or equivalent
    - 1.1.3 3M Scotchlite Branch Sheeting or equivalent
    - 1.1.4 Engineering Grade
    - 1.1.5 Colour – Green
    - 1.1.6 Double Sided.
  - 1.2 The Lettering on Civic Address Plates shall be:
    - 1.2.1 4" (10 cm) minimum high
    - 1.2.2 Engineering Grade
    - 1.2.3 Gothic D Font (Provincial Standard)
    - 1.2.4 Colour – White/Silver
    - 1.2.5 Character spacing – ½" (1 cm), centered
  - 1.3 Civic Address Plates
    - 1.3.1 Shall be installed or erected immediately adjacent to the driveway on the right hand side as seen from the Street, except where deemed not possible by the Chief Building Official/Planning Administrator or designate.
    - 1.3.2 Shall be installed at right angles to the abutting street.
    - 1.3.3 Shall be installed not less than one (1) meter and not more than four (4) meters from the edge of the traveled portion of the street, where possible.
    - 1.3.4 Shall be mounted on a firmly secured post or structure of a permanent nature, at an elevation of no less than 1.4 meters (5 feet) and no more than 2 meters (6 feet, 6 inches) above grade.
    - 1.3.5 Shall be mounted in an unobstructed location clearly visible and legible from the abutting street.

## Schedule "B" – Continued

PROPERTY IDENTIFICATION STANDARDS2. Urban Numbering System

- 2.1 Civic Addresses for Urban Number System shall be:
- 2.1.1 5" (five inches) high,
  - 2.1.2 contrasting colour to the background colour
  - 2.1.3 made of durable material
  - 2.1.4 be clearly visible and legible from the abutting Street
- 2.2 Civic Addresses for Main Structure located within 15 metres (50 feet) of the traveled portion of the Street
- 2.2.1 May be installed or affixed on the façade of a building.
  - 2.2.2 Shall, where installed or affixed upon the façade of a building, be mounted parallel to the façade at an elevation no less than 1.4 metres (5 feet) and no more than 2 metres (6 feet, 6 inches) above grade, or as permitted by the Chief Building Official/Planning Administrator or designate.
  - 2.2.3 May be mounted on a firmly secured post or structure of a permanent nature.
  - 2.2.4 Shall, where mounted on a post or structure, be installed at an elevation of no less than 1 metre (3 feet, 3 inches) and no more than 2 metres (6 feet, 6 inches) above grade.
  - 2.2.5 Shall be mounted in an unobstructed location and be clearly visible and legible from the Street from which the building has its assigned address.
- 2.3 Civic Addresses for Main Structure located more than 15 metres (50 feet) from the traveled portion of the Street
- 2.3.1 Shall be mounted on a firmly secured post or structure of a permanent nature located within 15 metres (50 feet) of the traveled portion of the Street.
  - 2.3.2 Shall be installed at an elevation of no less than 1.4 metres (5 feet) and no more than 2 metres (6 feet, 6 inches) above grade, or as permitted by the Chief Building Official/Planning Administrator or designate.
  - 2.3.3 Shall be mounted in an unobstructed location and be clearly visible and legible from the Street from which the building has its assigned address.
- 2.4 Decorative Property Identification Number may be approved by the Chief Building Official/Planning Administrator or designate.

3. Temporary Signs3.1 Civic Addresses for Buildings under Construction

May, on a previously vacant lot, be displayed on a temporary sign made of durable material. The said sign is to be located on the lot so as to be clearly visible and legible from the Street from which the building has its address.