

**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 03-546**

Being the by-law for the numbering of buildings and properties within the jurisdiction of the Municipality of Temagami for the purposes of establishing 9-1-1

**WHEREAS** pursuant to Section 116 (2) of the *Municipal Act*, R.S.O. 2001, Chapter 25, Councils may at any reasonable time enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

**AND WHEREAS** pursuant to Section 116 (1) of the *Municipal Act*, R.S.O. 2001, Chapter 25, provides that a municipality may establish, maintain and operate a centralized communication system for emergency response purposes;

**AND WHEREAS** the Council of the Municipality of Temagami deems it appropriate and in the public interest to adopt a civic numbering system to facilitate access to emergency services and other property related services;

**NOW THEREFORE BE IT ENACTED** by the Corporation of the Municipality of Temagami as follows:

**For the purpose of this By-law:**

- a) "Building means the principal structure or structures on a property and includes a dwelling, business premises, school, place of worship, place of public assembly, hospital, arena, or retirement or nursing home;
- b) "Owner" means the registered owner of a property and an occupant and/or tenant of all or any part of such property;
- c) "Property" means a lot or an area of land described as an individual parcel of land in a registered plan of subdivision or described by other means in a registered deed;
- d) "Record" means the official building/property number record for the Corporation of the Municipality of Temagami which record may be the Assessment Roll;
- e) "Municipal Number Plate" means the reflective plate or sign issued by the Corporation of the Municipality of Temagami representing your official civic property number;
- f) "Street" includes all or part of any public or private highway, road, bridge, lane or right-of-way;
- g) "Municipality" means the Corporation of the Municipality of Temagami;
- h) "Water Access Lot" means any lot which is not serviced by a Highway or Private Road and can be accessed by boat

**Short Title**

- 1. This By-law may be cited as the "Civic Addressing By-law" of the Corporation of the Municipality of Temagami.

**System**

- 2. That the civic addressing system developed and updated from time to time by the Municipality be hereby adopted to provide for an accurate, simple, Municipal-wide

system of property identification to assist with the delivery of emergency and other services.

### Policy

3. That the Civic Addressing Policy attached hereto as Schedule "A" 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.
4. That the policies and procedures found within the said Civic Addressing Policy shall be implemented and maintained by the Municipality.
5. That the following types of properties shall be required to post a municipal number: 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 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.
6. Every lot within the Municipality will be assigned an official civic property number by the Municipality. An official record of the municipal numbers of all lots within the Municipality shall be maintained by the Municipality and updated accordingly. The number must be obtained prior to the issuing of a building permit in accordance with this By-law.
7. No person, except an employee or agent of the Municipality as authorized, shall remove a reflective plate (sign) or the post that holds the sign once it is posted.

### Number Plates & Posts

8. For properties within the mainland area (road access only) the assigned number shall be displayed in accordance with the following:
  - 8.1 That the Municipality shall establish a number plate (sign) displaying the property's designated number pertaining to Clause 5. above;
  - 8.2 The property number erected shall be assigned by the Municipality;
  - 8.3 All numbers shall be a minimum of 4 inches in height and be displayed as white reflective letters on blue background;
  - 8.4 Where there are two dwelling units, etc. or more with separate outside entrances at a single address number, this number and the letter representing the unit portion at a civic address shall be displayed;
  - 8.5 A reflective plate (sign) and mini u-channel post with white pvc cover will be supplied and installed on mainland properties, providing a building is located on the property, to those properties with corresponding property listings in the current tax roll. No reflective plate or post will be supplied if the rate payer has a vacant lot. **Those residents holding Land Use Permits with the Ministry of Natural Resources may be exempt from this By-law.**
  - 8.6 The post shall be erected a distance not exceeding 19.5 feet from the centre line of the principal access driveway and not exceeding 19.5 feet from the edge of the abutting roadway and must be on the same side of the street as the property.
  - 8.7 The reflective plate shall be erected at a right angle to the abutting street, with the top edge not less than 4.5 feet and not more than 5.5 feet above ground level
9. For lake properties (water access lots only) the assigned number shall be displayed in accordance with the following:
  - 9.1 That the Municipality shall establish a number plate (sign) displaying the property's designated number pertaining to Clause 5. above;
  - 9.2 The property number erected shall be assigned by the Municipality;
  - 9.3 All numbers shall be a minimum of 4 inches in height and be displayed as white reflective letters on blue background;
  - 9.4 A reflective plate and mini u-channel post with white pvc cover will be supplied to each water access rate payer providing a building is located on the property, to

those properties with corresponding property listings in the current tax roll. No reflective plate or post will be supplied if the rate payer has a vacant lot. **Those residents holding Land Use Permits with the Ministry of Natural Resources may be exempt from this By-law.**

- 9.5 It is the responsibility of residents of water access lots to ensure that the reflective plate (sign) is clearly visible to an approaching vessel from either direction.
- 9.6 Residents of water access lots may place their reflective plate supported by a free standing post at their boathouse. If the resident does not have a boathouse then post and plate must be installed at access point of property either on shore or attached to the end of the dock. The post and plate (sign) will be supplied by the Municipality. It is the choice of the resident to use the post supplied to display the plate or he/she may choose a different post. The plate (sign) supplied must be used regardless of post chosen.
- 9.7 Reflective plates must NOT be nailed to or hung from trees, mail boxes, fence posts, etc. The reflective plates must be supported by a free-standing post 4 to 6 feet above grade. The reflective plate must be at a location visible by approaching vessels from either direction. It must be kept visible at all times and kept unobstructed by vegetation, structures or any other screening.
- 9.8 The rate payer will be advised when the sign and post are available at the Municipal Office or Municipal Garage, and arrangements will be made for pick up.
- 9.9 When the rate payer is given the sign and post, this person will be required to sign for receipt of the hardware, and a copy of instructions about installation will be provided.

### **Costs and Supplier**

10. Based on 1200 resident taxpayers the actual cost per resident taxpayer for the implementation of 9-1-1 in the Municipality is \$139.00. The property owner shall pay the portion of costs associated with the supply and installation of a sign and post. The post and number plate (sign) will be supplied by the Municipality and charged to the ratepayer at a one-time fee of \$65.00 per ratepayer. That the Treasurer be authorized to apply this \$65.00 cost associated with the provision of a number plate and post and/or installation of a post and number plate to the corresponding property listing in the current tax roll for collection at the discretion of the Treasurer. It is the responsibility of the ratepayer to ensure that the posts and number plates are installed on water access lots prior to 9-1-1 implementation date as outlined in this By-law.

### **Maintenance**

11. That owners of properties affected by provisions of this By-law keep and maintain in good condition their number plates (sign) and posts.
12. Every owner or occupant shall ensure that the civic number plate (sign) is kept visible at all times and unobstructed by vegetation, structures, snow accumulation or any other screening. The plate and plate location shall be maintained so that the plate remains clearly visible from the street or from approaching water vessels at all times.

### **Prohibition**

13. That no owner of property or any person shall relocate a number plate (sign) without prior authorization by the Municipality, or remove a number plate once posted except for immediate repair by the owner or Municipality. Any person removing a number plate or not displaying their civic number is guilty of an offence, per Section 425 (1) of the *Municipal Act*, R.S.O. 2001, Chapter 25, and on conviction is liable to a fine not exceeding \$2,000.

### **Replacement**

14. That where a number plate (sign) is missing or illegible, the property owner shall repair or replace the number plate or numbers immediately and,
  - 14.1 if the property does not have an identification number posted in accordance with the provisions of this By-law, the Clerk of the Municipality may give the property owner written notification that the number plate 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 notice;

- 14.2 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 to the property owner.

### **Liability**

15. The Municipality shall not be liable for any loss, cost or expense which the owners of land may incur as a result of a number plate being damaged, missing, obstructed or illegible.

### **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 offence, per Section 425 (1) of the *Municipal Act*, R.S.O. 2001, Chapter 25, and on conviction is liable to a fine not exceeding \$2,000, exclusive of costs, under the authority of the *Provincial Offences Act*.

### **General**

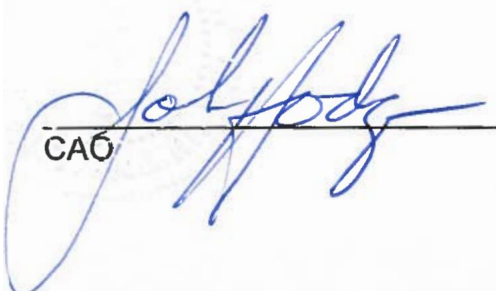
17. That should any section, clause or provision of this By-law be held by a court of competent jurisdiction to be invalid, the validity of the remainder of this By-law shall not be affected.
18. That where a form, words or expressions are prescribed in this By-law, deviations therefrom which do not change the substance or are not calculated to mislead, do not invalidate them.
19. That all Clauses of this By-law shall take full force and effect upon the final passage thereof.
20. That any By-law or By-laws, or parts thereof, that are inconsistent with this By-law are hereby deemed repealed.
21. That revisions or updates may be made to the Civic Addressing Policy (Schedule "A") after the date of passing of this By-law authorized by Council Resolution.

READ a first time on this 19<sup>th</sup> of March, 2003.

READ a second time on this 19<sup>th</sup> of March, 2003.

READ a third time and finally passed on this 19<sup>th</sup> of March, 2003.

  
Mayor

  
CAO

**APPENDIX “A”**  
**By-law No. 03-546**  
**Civic Addressing Policy**

1. This Policy will guide the Municipal staff, who have been given the responsibility by Council, in assigning property identification numbers, ensuring that the appropriate number plates and posts are installed and/or provided and accepting new road names, in order to maintain a complete and consistent civic addressing system with the Municipality.
2. This Policy is meant to ensure that the Municipal-wide system of civic addressing is upheld in order that the Municipal-wide 9-1-1 system can operate and so that a coordinated addressing system is maintained in the Municipal boundaries. An absolute requirement is that there be no duplication of an address (road name plus property civic number) within the Municipal boundary.
3. This Policy will ensure that immediately following an addition or change in numbering to a property, the Municipality shall ensure the Municipal records are updated and provide written notice to the applicable departments and agencies which require continuous updates of municipal address changes. The groups include, but many not be limited, to the following:

Fire Department	Bell Telephone
Police	Ambulance
School Boards	Gas Company
Canada Post	Regional Assessment Office

4. Generally, property numbers on mainland areas shall be assigned in ascending order from a starting point, odd numbers on the south and east side of the roadways and even numbers on the north and west side of the roadways based on the following 10 metre frontage interval increments.
5. Generally, property numbers on water access areas shall be assigned in ascending order from a starting point, even numbers assigned to shoreline properties and odd numbers assigned to in-land properties with no shoreline frontage. The numbers assigned were based on the following: calculate the number of property lots available per island or shoreline, measure the size of lots, allow for lots to be subdivided and assign a property number to allow for future expansion.
6. Existing property numbers, or revised numbers as assigned, shall be deemed to be the assigned property number.
7. The Municipality will ensure that the installation of posts and signs on the mainland properties has been carried out correctly.
8. The Municipality will ensure that the lake property residents have picked up their posts and signs as assigned and that the residents have installed them correctly on their properties.