OFFICE CONSOLIDATION

This is a consolidation of the Town's by-law with respect to municipal numbering of lots, buildings and units, and to repeal By-law No. 99-46 being By-law 2016-064, as amended by By-law 2018-22. This is prepared for reference and information purposes only. The following consolidation is an electronic reproduction made available for information only. It is not an official version of the by-law. Official versions of all by-laws can be obtained from the Legislative Services section by calling (905) 584-2272. If there are any discrepancies between this consolidation and By-laws 2016-064 and 2018-22, the By-laws shall prevail.

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. BL-2016-064

A by-law with respect to municipal numbering of *lot*s, *building*s and *unit*s, and to repeal By-law No. 99-46, as amended.

WHEREAS Section 11 of the *Municipal Act S.O. 2001,* as amended, allows municipalities to pass by-laws for their own purpose, which includes the issuing of municipal numbers;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient to require owners of all lots, buildings and units in the Town of Caledon to display a municipal number in accordance with the Municipal Numbering Guidelines;

AND WHEREAS Section 446 of the *Municipal Act S.O. 2001*, authorizes a municipality to require a person to do a matter or thing and in default of it being done by the person directed or required to do it, the matter or thing shall be done at the owners' expense and add the cost to the tax roll;

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

Short Title

This by-law shall be known as the Town of Caledon Municipal Numbering By-law.

Part 1 - Definitions

In this by-law:

1.1 *"Approved Entrance"* means an entrance approved by The Corporation of the Town of Caledon, The Regional Municipality of Peel or The Ministry of Transportation.

1.2 *"Building"* means a building as defined by the Town's Zoning By-law, as amended.

1.3 *"Lot"* means a lot as defined by the Town's Zoning By-law, as amended.

1.4 *"Owner"* includes the registered owner, assessed owner, occupant, tenant, lessee, condominium corporation, and/or a person managing or receiving the rent for the property as an agent or trustee on account of the owner.

1.5 "*Person*" means an individual, firm, corporation, association, partnership, trust organization, trustee or agent, and the heirs, executors, administrators and other legal representatives of a person to whom the context can apply according to law.

1.6 *"Town"* means The Corporation of the Town of Caledon.

1.7 "*Town Designate*" shall mean a *person* who is an employee of The Corporation of the Town of Caledon, and who has been appointed by *Council* to administer and enforce all or part of this By-law on behalf of the Town, and shall include any and all appointed municipal law enforcement officers.

1.8 *"Unit"* means a dwelling unit or accessory apartment as defined by the Town's Zoning By-law, as amended, or a separate or self-contained area or areas of one building which contains one commercial or industrial use, or a similar use.

Part 2 - Design Guidelines

2.1 The Municipal Numbering Guidelines, attached as Schedule "A", shall form part of this By-law.

2.2 Fees associated with the purchase of a municipal number sign, a municipal number pole and/or the installation of a municipal number by the Town Designate shall be payable at time of request and in accordance with the Town's Fees By-law, as amended.

New Lots, Buildings and/or Units

2.3 All *buildings* or *units*, the construction of which is completed after the effective date of this by-law, shall have the assigned municipal number installed:

(a) immediately after the construction of the *approved entrance* to the lot; or

(b) at the time that such *building* or *unit* is substantially completed,

whichever occurs first.

2.4 All *lots* shall have the assigned municipal number installed immediately after the installation of an *approved entrance* to the *lot*.

Pre-existing Lots, Buildings and/or Units

2.5 *Lots*, *buildings* and/or *units* that existed on the effective date of this by-law shall conform as follows:

2.5.1 If no municipal number is installed for such *lot*, *building* or *unit*, the *owner* shall install the municipal number assigned to such *lot*, *building* or *unit* in accordance with Schedule "A";

2.5.2 If the municipal number installed for such *lot*, *building* or *unit* is not the municipal number assigned to such *lot*, *building* or *unit*, the o*wner* shall remove the unassigned municipal number and install the municipal number assigned to such *lot*, *building* or *unit* as prescribed by this by-law;

2.5.3 If the municipal number installed for such *lot*, *building* or *unit* is not in the style or location as required by this by-law, the o*wner* shall alter or change the style or location of such municipal number.

Part 3 - Changing a Municipal Number

3.1 Once a municipal number has been assigned to a *lot*, *building* or *unit*, no *person* shall change that municipal number without the prior written approval of the *Town Designate*.

3.2 Where the Town requires the *owner* to change the municipal number of a *lot*, *building* or *unit*, the Town may provide up to $250.00 in compensation for costs incurred by the *owner* of such *lot*, *building* or *unit*, as a direct result of such change, provided that satisfactory proof of expenditures incurred is received by the Town.

3.3 No compensation shall be paid for requiring an o*wner* to change the location or style of a municipal number.

Part 4 - Maintenance

4.1 Every *owner* shall maintain the municipal number for such *lot*, *building* or *unit*.

4.2 Every *owner* shall keep the municipal number in good repair and clearly visible from both directions on the road.

4.3 No *owner* shall obscure or render illegible the municipal number, or permit the municipal number to be obscured or rendered illegible.

Part 5 - Administration and Enforcement

5.1 The *Town Designate* shall be responsible for the administration and enforcement of this by-law, including the assignment and installation of municipal numbers to all *lots*, *buildings* and *units* located within the limits of the Town.

Right of Entry

5.2 A *Town Designate* may enter on land at all reasonable times to:

(a) Carry out an inspection;

(b) Ascertain whether the provisions of this By-law are complied with;

(c) Ascertain whether the conditions of a Notice, issued pursuant to this By-law, have been complied with.

5.3 For the purposes of an inspection conducted under this By-law, the *Town Designate* may:

(a) Require the production of documents or things for review, that may be relevant to the inspection or the enforcement of a Notice issued pursuant to this By-law;

(b) Inspect and/or remove documents or things relevant to the inspection, for the purposes of making copies;

(c) Require information from any *person* concerning a matter related to the inspection; and/or

(d) Alone, or in conjunction with a *person* possessing special or expert knowledge, make examinations or take samples or photographs necessary for the purposes of the inspection or enforcement of a Notice issued pursuant to this By-law.

5.4 No *person* shall hinder or obstruct, or attempt to hinder or obstruct a *Town Designate* exercising power or authority, or performing a duty as permitted under this By-law.

Notice

5.5 Where a *Town Designate* is satisfied that the land that does not comply with the provisions of this By-law, the *Town Designate* may issue a Notice upon the *owner*, requiring the *owner* to bring the *building, lot or unit* into compliance with the provisions of this By-law.

5.6 A Notice shall set out:

(a) Reasonable particulars of the non-compliance, and identify the *building, lot or unit*;

(b) The work required to bring the land into compliance;

(c) The date by which the work shall be completed to bring the *building, lot or unit* into compliance; and

(d) Provide notice that if the required work to bring the *building, lot or unit* into compliance is not completed by the prescribed date, that the *Town* may do the work, and expense the cost to the *owner*.

Service of Notice

5.7 A Notice issued pursuant to this By-law, may be served:

(a) Personally, with service being deemed effective on the date given;

(b) By registered mail, with service being deemed effective on the fifth (5^{th}) day after mailing;

(c) By placing the Notice in the mailbox or other depository ordinarily used for mail, with service being deemed effective on the fifth (5^{th}) day after the leaving or placing; or

(d) By posting the Notice in a conspicuous place on the *building, lot or unit*, and a *Town Designate* may enter the property for this purpose, with service being deemed effective on the fifth (5^{th}) day after the posting.

Failure to Comply with Notice

5.8 Where an *owner* to whom a Notice has been issued pursuant to this by-law, fails to comply with the Notice, the *Town*, in addition to other remedies it may have, may do the work required to bring the Notice into compliance, at the expense of the *owner*.

5.9 The cost of bringing the Notice into compliance may be added to the tax roll and collected by the *Town* in the same manner as property taxes.

Part 6 - Offence and Penalty

6.1 Every *person* who contravenes any provision of this by-law is guilty of an offence as provided for in subsection 429(1) of the *Municipal Act, 2001,* and all such offences are designated as continuing offences as provided for in subsection 429(2), paragraph (a), of the *Municipal Act, 2001.*

6.2 A *person* who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of $500 and a maximum fine of $10,000 and the total of all daily fines for the offence is not limited to $100,000 as provided for in the *Municipal Act, 2001.*

6.3 When a *person* has been convicted of an offence under this by-law, the Superior Court of Justice, or any court of competent jurisdiction may, in addition to any penalty imposed on the *person* convicted, issue an order:

a) Prohibiting the continuation or repetition of the offence by the *person* convicted; and,

b) Requiring the *person* convicted to correct the contravention in the manner and within the period that the court considers appropriate.

Part 7 - General

7.1 By-law 99-46 and all amendments thereto are hereby repealed.

7.2 The Municipal Numbering Guidelines, attached as Schedule “A”, shall form part of this by-law.

7.3 Should any section, subsection, clause, paragraph or provisions of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provision so declared to be invalid.

Part 8 – Effective Date

8.1 This by-law shall take full force and effect on August 1, 2016.

Enacted by the Town of Caledon Council this 12th day of July, 2016

“Annette Groves”

_____

Annette Groves, Acting Mayor

“Carey deGorter”

_____

Carey deGorter, Clerk

Schedule “A” - Municipal Numbering Guidelines

1.0: When to Issue a Municipal Number

1.1.: Land

1.1.1: Vacant Lot
A municipal number shall be issued for each vacant lot with an approved entrance, regardless of whether the lot is accessed by a private condominium road or a public road, unless otherwise required by the Town.

1.1.2: Second Entrances

1.1.2.1: Agricultural Properties
A municipal number shall only be issued for a second approved entrance accessing an agricultural property where the primary approved entrance is on a different road, unless otherwise required by the Town.

1.1.2.2: All Other Properties
A municipal number shall not be issued for a second approved entrance to any property, other than an agricultural property, unless otherwise required by the Town. The primary entrance is dictated by the approved fire route location.

1.1.3: Stormwater Management Pond
A municipal number shall be issued for each approved stormwater management pond access road, unless otherwise required by the Town.

Where a stormwater management pond does not have direct access to a road, a municipal number shall be issued in consultation with engineering and fire staff.

1.1.4: Works Yards, Wells, Water Tanks, Pumphouses, etc.
A municipal number shall be issued for each Town or Regional works yard, well, water tank/tower, pumphouse, etc., unless otherwise required by the Town.

1.1.5: Parks
A municipal number shall be issued for each park, unless otherwise required by the Town. The municipal number is issued for the main entrance, as determined by Parks staff.

1.1.5: Trails
A municipal number shall be issued for each segment of a Town owned trail, unless otherwise required by the Town. A number shall be issued for each entrance to the trail (i.e. for a trail segment between Airport Road and Innis Lake Road, numbers will be issued at both Airport Road and Innis Lake Road).

1.2: All Buildings

1.2.1: Mandatory Municipal Numbers
A municipal number shall be issued for each building in the Town, with the exception of the exemptions outlined in Section 1.2.2 of this Policy.

1.2.2: Municipal Number Exemptions
Unless otherwise required by the Town, municipal numbers shall not be issued for:
a. Buildings which are accessory to a residential building (e.g. garages, sheds); and,
b. Buildings which are accessory to a non-residential building (e.g. a storage building accessory to a factory).

1.2.3: Use of Prefix or Suffix
Except for accessory apartments (apartment-in-houses) and garden suites, no building in the Town shall have a municipal number that includes an alphabetical prefix or suffix.

1.3: Residential Buildings

1.3.1: Single Detached, Semi-Detached and Townhouse Dwellings or Similar Dwellings
Each single detached, semi-detached and townhouse dwelling (including stacked townhouse dwellings), or other similar dwelling type, shall have a separate municipal number, regardless of whether the dwelling is accessed by a private condominium road

or a public road.

1.3.2: Second Dwellings
Second dwellings shall have a separate municipal number.

A municipal number shall only be issued once the second dwelling is approved by zoning, building and fire staff. If the second dwelling is decommissioned the municipal number will be retired.

1.3.3: Units in Apartment Buildings or Duplexes
An apartment building or duplex shall have a municipal number and each dwelling unit within an apartment building or duplex shall have a numerical unit number, regardless of whether the apartment building or duplex is accessed by a private condominium road or a public road.

1.3.4: Accessory Apartments (Apartment-in-Houses)
Accessory apartments (apartment-in-houses) shall have the same municipal number as the dwelling in which it is located, distinguished by an alphabetical suffix. The first accessory apartment (apartment-in-house) shall have the suffix “A”, the second “B”, the third “C”, etc.

A municipal number shall only be issued once the accessory apartment (apartment-in-house) is approved by zoning, building and fire staff.

1.3.5: Garden Suites
Garden suites shall have the same municipal number as the dwelling to which it is associated, distinguished from the main dwelling by the alphabetical suffix “G”.

1.3.6: Cottages
Where a property contains multiple cottages, the main entrance to the overall property shall have a municipal number and each cottage on the property shall have a numerical unit number, regardless of whether the overall property is accessed by a private condominium road or a public road.

1.3.7: Trailer/Recreational Vehicle Parks
Where a property is used for purposes of a trailer/recreational vehicle park, the main entrance to the overall property shall have a municipal number and each trailer/site on the site shall have a numerical site number, regardless of whether the overall property is accessed by a private condominium road or a public road.

1.4: Non-Residential Buildings

1.4.1: Stand Alone Non-Residential Buildings
Each non-residential building shall have a unique municipal address regardless of whether the ownership is freehold, condominium or rental, issued in increments of 10 (i.e. 12570, 12580, etc.), unless otherwise required by the Town.

1.4.2: Units in Non-Residential Buildings
Where a non-residential building contains units, the building shall have a municipal number and each unit within the building shall have a numerical unit number, regardless of the ownership of such building. Each unit will be issued in increments of 1 (i.e. 1, 2, 3, etc.), unless otherwise required by the Town.

2.0: Issuing a Municipal Number

2.1: Direction of Numbering

2.1.1: North/South Road Orientation
Municipal numbers on roads with a north/south orientation (roads that are aligned within 45 degrees east or west of the Caledon-oriented north/south axis, i.e. Highway No. 10) shall be issued as follows:

a. Progressively from south to north, starting with a number of 12000;
b. Even numbers on the west side of the road; and,
c. Odd numbers on the east side of the road.

2.1.2: East/West Road Orientation
Municipal numbers on roads with an east/west orientation (roads that are aligned within 45 degrees north or south of the Caledon-oriented east/west axis, i.e. Mayfield Road) shall be issued as follows:
a. Progressively from west to east; starting with a number of 1;
b. Even numbers on the north side of the road; and,
c. Odd numbers on the south side of the road.

2.1.3: Unclear Road Direction
Where a road is not straight throughout its’ length, the alignment of the road at its origin shall determine whether the road is considered a north/south orientation or east/west orientation.

Section 2.1.1 or Section 2.1.2 would apply accordingly, with the exception that the numbering would start with a number of 1 or such next higher number as is dictated by the other Sections of this document.

2.1.4: Cul-de-Sacs and Similar Roads
Municipal numbers on roads 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) are to progress from that intersection regardless of the road’s north/south or east/west orientation, starting with a number of 2 or such next higher number as is dictated by the other Sections of this document.

2.2: Progression of Numbers

2.2.1: Original Road Allowance
A municipal number shall be assigned for every 0.3 m (10 ft) of frontage. A number shall be issued in accordance with the municipal number assigned to the 0.3 m (10 ft) section in which the driveway entrance is located.

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

Corner lots shall be numbered in accordance with Section 2.2.5 of this document.

2.2.2: All Subdivisions
A municipal number shall be assigned consecutively with even or odd numbers depending on the orientation of the road, as outlined in Sections 2.1.1 and 2.1.2 of this Policy, unless otherwise required by the Town.

Corner lots shall be numbered in accordance with Section 2.2.5 of this Policy.

2.2.5: Special Consideration – Corner Lots
The progression of municipal numbers is to continue without interruption on both the front and exterior side of corner lots. All corner lots shall be numbered in accordance with the road to/from which a driveway entrance is located.

2.3: Location and Design of Municipal Numbers

2.3.1: Vacant Lots, Second Entrances, Stormwater Management Ponds, Works Yards, Wells, Water Tanks, Pumphouses, Parks and Trails
The municipal number shall be displayed as shown on the drawing attached hereto as Schedule “A”.

2.3.2: Location and Design of Municipal Numbers Outside of Settlement Areas
The municipal number shall be displayed as shown on the drawing attached hereto as Schedule “A”.

Municipal numbers which are required to comply with the following requirements:
a. The numbers are to be at least 10.16 cm (4 in) high;
b. The numbers are to be impressed or marked on durable material which is at least 12.7 cm (5 in) high;
c. The numbers are to have a white reflective surface; and,

d. The background material is to have a green surface.

2.3.3: Location and Design of Municipal Numbers within Settlement Areas

2.3.3.1: Lots Located within Settlement Areas
Where a lot is located within a Settlement Area, the municipal number shall be displayed on the building. Municipal numbers are to be of a size and colour that allows for them to be clearly seen from the road.

Where the building is located on a corner lot, the municipal number shall be displayed on the elevation of the building that faces the road on which the building is numbered.

Where the municipal number may not be clearly seen from the road, or where the building is located greater than 9.14 m (30 ft) from the front lot line, at the discretion of the Town, the municipal number may be required in accordance with Section 2.3.3.2.

2.3.3.2: Lots Located outside of Settlement Areas or Lots within Palgrave Estate Residential Community
Where a lot is located outside of a Settlement Area or within the Palgrave Estate Residential Community, the municipal number shall be displayed as shown on the drawing attached hereto as Schedule “A”.

Municipal numbers are required to comply with the following requirements:
a. The numbers are to be at least 10.16 cm (4 in) high;
b. The numbers are to be impressed or marked on durable material which is at least 12.7 cm (5 in) high;
c. The numbers are to have a white reflective surface; and,
d. The background material is to have a green surface.

2.4: Installation, Maintenance and Changing Municipal Numbers

2.4.1: Installation of Municipal Numbers
[By-law 2018-22 enacted March 20, 2018]
Where a new municipal number is issued as per Section 2.3.3.2 of this Policy, the owner may undertake the installation of the sign and pole or may request the number be installed by the Town at the owner’s cost.

Where a replacement municipal number is requested, the owner may undertake the replacement of the sign or may request the number be installed by the Town at the owner’s cost.

2.4.2: Maintenance of Municipal Numbers
Owners are responsible for the maintenance of municipal numbers and shall:
a. Keep municipal numbers in good repair and clearly visible from both directions on the road on which such buildings are numbered;
b. Replace the municipal number if it is damaged, destroyed or no longer in place; and,
c. Remove any obstructions, including vegetation or fencing, that restrict the visibility of a municipal number from either direction on the road.

Where a municipal number and the associated pole is no longer in place, the owner shall pay for the cost of the sign, pole and installation by the Town at the owner’s cost.

Where a municipal number is no longer in place but the pole is, the owner shall pay for the cost of the sign and install the sign themselves, unless the owner pays for the Town to install the sign.

2.4.3: Changing Issued Municipal Numbers
Owners shall only be required to change an issued municipal number in the following circumstances:
a) A parcel of land, building or unit has the same municipal number as another parcel of land, building or unit on the same road;
b) The municipal number is out of numerical sequence;
c) The municipal number includes an alphabetical suffix that is not in accordance with this Policy;
d) In the case of a corner lot, the municipal number relates to the wrong road according

to this Policy; or,

e) The change is a necessary consequence of a change that is required to be made pursuant to (a), (b), (c) or (d) above.

Where the Town requires the owner to change an issued municipal number for one of the cases identified above, the Town will provide the owner with compensation for the inconvenience resulting from such change, as per the By-law.

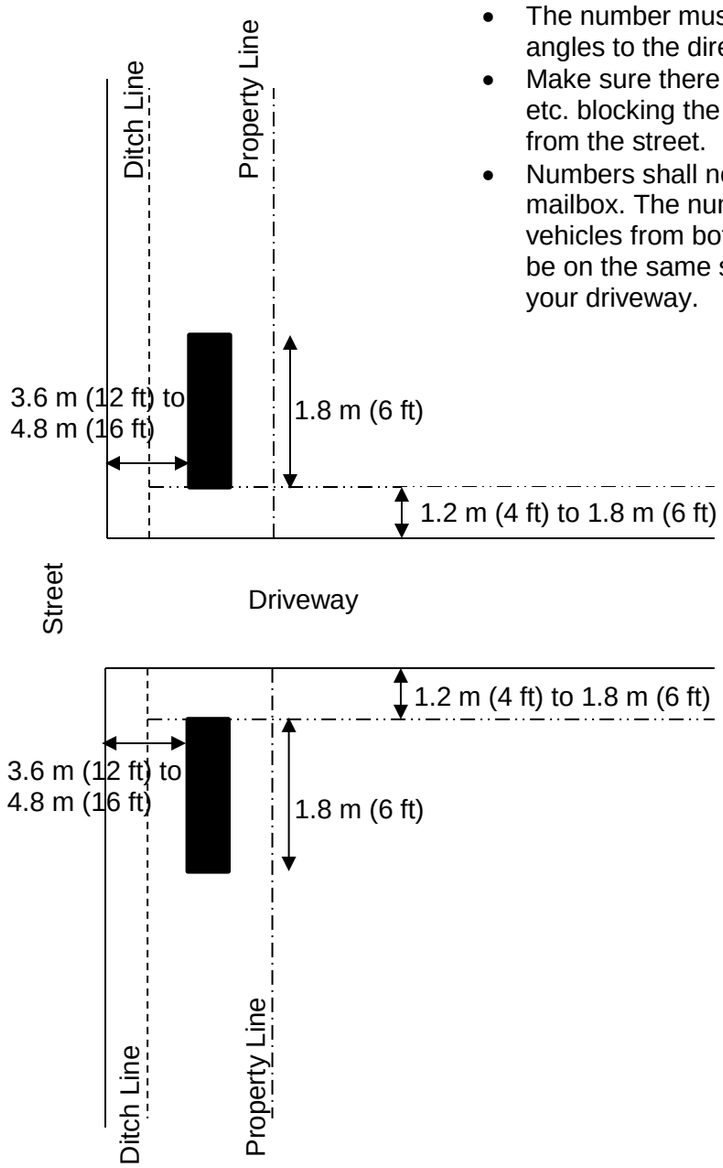
2.4.4: Changing Location or Style of Municipal Numbers

The owner shall not be required to change the location, design and/or style of the municipal number unless the municipal number is not located in accordance with the requirements of this document.

No compensation shall be paid for requiring an owner to change the location or style of a municipal number.

Schedule “A” - Municipal Numbering Guidelines

Schedule “A”: Municipal Number Location Drawing



Notes:

- Always call utilities for locates before you dig.
- The number must be at least 1.2 m (4 ft) above grade and the post must be buried to at least 0.6 m (2 ft).
- The number must be positioned at right angles to the direction of traffic.
- Make sure there are no bushes, trees, etc. blocking the view of the number from the street.
- Numbers shall not be located on your mailbox. The number must be seen by vehicles from both directions and must be on the same side of the street as your driveway.