

The Corporation of the City of Pickering

By-law No. 7686/19

Being a by-law to provide for the Civic Numbering
of Buildings and Properties in the City of Pickering.

Whereas section 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended ("*Municipal Act, 2001*"), provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

Whereas section 11 (2) 6 of the *Municipal Act, 2001* provides that a municipality may pass by-laws for the health, safety and well being of persons;

Whereas section 11 (2) 8 of the *Municipal Act, 2001* provides that a municipality may pass by-laws for the protection of persons and property;

Whereas section 11 (3) 1. of the *Municipal Act, 2001* provides that a municipality may pass by-laws for highways;

Whereas section 11 (3) 7. of the *Municipal Act, 2001* provides that a municipality may pass by-laws for structures, including fences and signs;

Whereas section 116 (2) of the *Municipal Act, 2001* provides that where a municipality has established a centralized communication system for emergency services it may at any reasonable time enter onto land to affix numbers on buildings or erect signs setting out numbers on land;

Whereas section 23.2 of the *Municipal Act, 2001* provides that a municipality may delegate some of its powers under the *Municipal Act, 2001* to an employee of the municipality;

Whereas Council is of the opinion that the act of assigning civic numbers to buildings and properties is a power of a minor nature;

Whereas section 227 of the *Municipal Act, 2001* provides that it is the role of officers and employees of the municipality to implement Council decisions and establish practices and procedures to implement those decisions;

Whereas section 429 (1) of the *Municipal Act, 2001* provides that a municipality may establish a system of fines for a by-law passed under the *Municipal Act, 2001*;

Whereas section 446 (1) of the *Municipal Act, 2001* provides that where a person fails to do something that is required under a by-law, the municipality may undertake to do the thing required at the person's expense and the costs may be collected in same manner as property taxes;

Whereas the Council of The Corporation of the City of Pickering desires to repeal and replace By-law 3503/90, as amended, with this By-law;

Now therefore the Council of The Corporation of the City of Pickering enacts as follows:

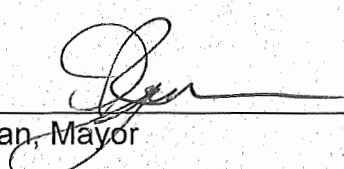
1. In this by-law,
 - a. "Council" means the Council of The Corporation of the City of Pickering;
 - b. "Director" means the Director of City Development of the Corporation of the City of Pickering or designate;
 - c. "Highway" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;
 - d. "City" means The Corporation of the City of Pickering;
 - e. "Civic Number" means the number assigned by the City to a property or building, and which forms part of a Municipal Address;
 - f. "Municipal Address" means the Civic Number and Street Name;
 - g. "Record" means the City's official record of Municipal Addresses;
 - h. "Street Name" means the name and suffix assigned by the City for each Highway or private road with the City of Pickering; and
 - i. "SOP" means the City's Municipal Addresses Standard Operating Procedure.
2. The Director shall assign a civic number to every building or lot abutting or fronting on a street within the City, according to the processes described in the current standard operating procedure titled "Municipal Addresses" and shall maintain an official record of all municipal addresses assigned to buildings and properties within the City. The Director shall ensure that:
 - a. All civic numbers are included in the addressing of a street.
 - b. Draft municipal addresses are assigned to a plan of subdivision after the Director has granted draft approval by stamping and signing copies of the draft plan of subdivision, and that final municipal addresses are confirmed upon receipt of a registered plan of subdivision from the Land Registry Office and entered into the Record.
 - c. Draft municipal addresses are assigned to lots subject to land severance after all approvals are granted for the severance by the Region of Durham or other approvals agencies, and that final municipal addresses are confirmed upon receipt of a registered deed for the severed property from the Land Registry Office and entered into the Record.
 - d. Municipal addresses on private roads conform to the SOP.
 - e. A civic number given to a rural building is subject to the building's relative location along the lot frontage.

- f. Multiple occupancy buildings are assigned a single civic number and individual units are given numerical identification in sequential order.
 - g. In the situation of a multiple building complex, a civic number will be assigned to each building and to each unit. The number for each building shall be assigned in a clockwise order around the complex starting at the main entrance to the site. The number for each unit within the building shall be numbered sequentially.
3. All applications for a civic number change shall be reviewed and considered, upon receipt of the application and appropriate fees. The fee shall be \$1,000.00 plus HST, for up to one year following the passing of this by-law. Subsequent application fees will be in accordance with the City's Fee By-law. The Director of City Development shall only grant approval of an application if:
 - a. The request was made by the property owner;
 - b. The requested change to the existing civic number does not conflict with the SOP or other sections of this By-law;
 - c. Fire Services determines that the change would improve the level of emergency response service; and
 - d. Abutting property owners are not adversely affected by the change.
 4. No person shall affix to any building or premises or, being the owner shall allow to be affixed or to remain affixed thereto, any civic number except that appearing in the Record. Every property owner shall:
 - a. Securely affix or inscribe on the wall of the main building, which is the wall closest to the highway on which the main building has vehicular access, the civic number.
 - b. Affix the civic number at a height between 2.0 metres (6.5 feet) and 2.5 metres (8.2 feet) above grade.
 - c. Ensure that every civic number shall be expressed in legible Arabic digits at least:
 - i. 100 millimetres (4 inches) high with at least a 12 millimetre ($\frac{1}{2}$ inch) wide stroke, subject to 4(c)(ii); and
 - ii. at least 200 millimetres (8 inches) high with at least a 20 millimetre ($\frac{3}{4}$ inch) wide stroke where the building is setback from the travelled portion of the road between 18.0 metres (59 feet) and 30.0 metres (98 feet);
 - d. Ensure that where a civic number is placed on a building, the civic number is placed on a contrasting background and is clearly visible from the highway on which the building has vehicular access during daylight, and absent daylight when illuminated from the street.


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- e. Ensure that where pylon signs or ground signs are erected and used, as defined in City of Pickering Sign By-law 6999/09, as amended, the civic number shall be clearly indicated on the sign in accordance to the Sign By-law.
 - f. Ensure that buildings under construction and not occupied have the civic numbers posted on a sign in front of the building and that the address is clearly differentiated from references to lot numbers.
 - g. Ensure that permanent civic numbers are affixed to the structure prior to the granting of occupancy.
 - h. Ensure that where multiple lots are accessed by a common driveway, except in the case of condominium apartments or townhouses, a reflective sign with all of those civic numbers of the buildings accessed by the common driveway shall be installed at the entrance to the driveway located at the highway and in addition, and that the civic numbers also be affixed to every main building accessed by the common driveway.
 - i. Ensure that where no building is located on a lot for which a municipal address has been assigned based on vehicular access to that vacant lot, a reflective sign is erected and maintained depicting the civic number of the vacant lot in accordance with the requirements of Section 5.
5. Notwithstanding the provisions of Section 4 of this By-law, where the building is situated more than 30 metres (98 feet) from the highway on which the main building has vehicular access measured from the edge of the travelled portion of the highway, or where the view of such a building is obscured from the highway by grade or vegetation or any structure or feature, the municipality shall affix the civic address to a reflective sign subject to the following requirements:
- a. The reflective sign shall be supported by a post.
 - b. The distance between the post and the centre line of the vehicular access to the main building shall not exceed 6.0 metres (20 feet).
 - c. The reflective sign shall be at a right angle alignment to the highway on which the main building has vehicular access.
 - d. The reflective sign shall be located on the property line where the lot meets the highway unless its view will be obstructed, in which case the reflective sign shall be located on the road allowance and as close as possible to the lot line.
 - e. The reflective sign shall be posted on the same side of the highway as the building or vehicular access to the main building or vacant lot to which it pertains.
 - f. The top of the reflective sign shall be at least 1.4 metres (4.5 feet) above the average grade of the lot directly in front of the reflective sign.

- g. The reflective sign and the lot to which it pertains shall be maintained so that the reflective sign is clearly visible from the highway on which the vacant lot or main building has vehicular access, at all times.
 - h. The reflective sign and its support post shall not be used for any other purpose than to support the reflective sign.
 - i. The reflective sign shall be of reflective green material. The civic number for the vacant lot or main building shall be affixed to each side of the reflective sign. The civic number shall be of reflective white material and shall contrast with the plate so that the civic number is clearly visible from the abutting highway.
 - j. Dimensions of the plate and civic numbers shall be in accordance to guidelines used by the City's Community Services Department, Public Works Section.
6. Every owner of a property which abuts or fronts on a street shall be responsible for the expense of civic numbering their property.
 7. Whenever City staff identifies that it is necessary to have the civic numbers changed on any street or portion of a street, the Director of City Development shall report to the Council and, if directed by resolution of the Council, shall reassign civic numbers to the buildings or properties along the street or portion of the street and shall cause the owners of the properties on the street or portion of the street to be notified and directed to remove the previous civic numbers and attach the new civic numbers to the buildings or premises.
 8. Every person who contravenes any provision of this by-law is guilty of an offence, and upon conviction is liable to a fine of not more than \$2,000.00, exclusive of costs, recoverable under the *Provincial Offences Act*.
 9. By-law 3503/90 is hereby repealed and replaced.
 10. This By-law shall come into force on the date of passage by Council.

By-law passed this 25th day of March, 2019.



David Ryan, Mayor



Susan Cassel, City Clerk