

The Corporation of the Municipality of Grey Highlands

By-law No. 2019-072

A By-law respecting the Numbering of Buildings and Related Matters which may be recited as the "Rural Civic Addressing By-law" and to repeal Euphrasia By-law No. 1995-21

Whereas, Section 9 of the Municipal Act 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

Whereas, Section 8 of the Municipal Act 2001, provides that Sections 9 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to enable municipalities to govern its affairs as it considers appropriate and enhance the municipality's ability to respond to municipal issues; and

Whereas, Section 8(3) provides that without limiting the generality of subsections (1) and (2), a by-law passed under section 11 respecting a matter may:

- (a) Regulate or prohibit respecting the matter;
- (b) Require persons to do things respecting the matter;
- (c) Provide for a system of licences respecting the matter; and

Whereas, Section 11(3) of the Municipal Act 2001, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein including, among other things, structures, including fences and signs; and

Whereas, the Council of the Municipality of Grey Highlands deems it necessary for the safety and welfare of its citizens to have all occupied properties in the Municipality to display an assigned civic address for prompt identification by emergency service personnel; and

Whereas, Section 446(1) of the Municipal Act 2001, provides that if a municipality has authority under a by-law to direct or require a person to do a matter or thing, the municipality may also provide that, default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense; and for the purposes of subsection (1), Section 446(2) of the Municipal Act 2001, provides that the municipality may enter upon land at any reasonable time; and

Whereas, Section 446(3) of the Municipal Act 2001, provides that the municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes; and

Whereas, the Council of The Corporation of the Municipality of Grey Highlands deems it expedient to enact a by-law requiring all property owners to display a civic address number at the entrance of each occupied property;

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

1. Definitions

In this By-law:

1.1 "Building" means without limiting the generality of the following; any structure of a permanent or temporary nature used or built for any person's use, and includes but not limited to a house, office, residential trailer, retail store, factory, storage facility, warehouse, apartment complex, condominium, business, residence, etc. However, buildings shall not include sheds, pool pump houses, cabanas, dog houses or similar structures.

1.2 "Civic Address" means an address assigned by the Municipality pursuant to this by-law for the purpose of identifying all private and municipally owned buildings within the Municipality of Grey Highlands. The civic address is also commonly referred to as the "green", "fire" or "911" number.

1.3 "County of Grey" means the Corporation of the County of Grey.

1.4 "MTO" means the Ministry of Transportation.

1.5 "Municipality" means the Corporation of the Municipality of Grey Highlands.

1.6 "Owner" means the registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.

1.7 "Director of Transportation and Environmental Services" means the person responsible for controlling or administering the Transportation and Environmental Services Department in the Municipality of Grey Highlands and their designate.

1.8 "Sign Blade" means the universally recognized green 9-1-1 sign that is affixed to a post for the purposes of displaying the assigned municipal civic address number of the building or lot to which the sign relates.

2. Assigning Civic Addresses

2.1 The Director of Transportation and Environmental Services along with the County of Grey is hereby authorized to assign civic addresses within the Municipality of Grey Highlands to identify all private and municipally owned buildings.

2.2 The Transportation and Environmental Services Department along with the County of Grey will assign a civic address to each building upon the receipt of a civic address request application for a single property along with the application fee set out in the Fees and Charges By-law.

2.3 The Director of Transportation and Environmental Services along with the County of Grey may renumber existing buildings at any time and give written notice by mail of the renumber to the owner of the property as identified in the latest property assessment roll.

2.4 All properties that contain a residence or place of business or permanent structure (occupied) shall have a posted civic address.

2.5 All facilities owned by the Municipality (e.g. community centres, pumping stations, parks, or other properties deemed appropriate by the Director of Transportation and Environmental Services) will be required to have a posted civic address.

2.6 An address change request may be considered at the written request of the owner provided:

- i. The requested address conforms to this by-law and does not impact properties not owned by the person requesting the change.
- ii. A fee(s) has been paid in accordance with the Fees & Charges By-law.

2.7 A civic address change request based on personal numerical preferences shall not be accepted.

3. Display of Civic Addresses

3.1 Owners shall obtain the civic address request from the Transportation and Environmental Services Department and pay all required fees.

3.2 Prior to occupancy, the Transportation and Environmental Services Department shall complete the initial installation of the approved civic address sign in accordance with this by-law. The sign blade shall be green in colour with white numbers having a minimum height of 10 centimetres or 4 inches.

3.3 Every owner shall ensure that the sign blade is affixed at the main entrance that is clear and visible from the street to which the number has been assigned.

3.4 Every owner shall ensure that the sign blade is well maintained and that snow, trees and grass are kept clear from the number to guarantee the visibility for emergency vehicles.

3.5 Every owner shall replace the sign blade if damaged or worn. New sign blades are available to order at the municipal office with the applicable fees in accordance with the Fees and Charges By-law.

4. Prohibitions

4.1 No person shall erect an address sign or sign blade within the Municipal right-of-way unless it is in accordance with this by-law.

4.2 No person shall refuse to erect an address sign or sign blade when required to do so by the Director of Transportation and Environmental Services.

4.3 No person shall refuse to maintain an address sign or sign blade.

4.4 No person shall alter, remove, deface or in any other manner interfere with any address sign or sign blade erected in accordance with the provisions of this by-law, except for the purpose of replacing said sign or correcting errors.

5. Offences and Penalties

5.1 Every person who contravenes the provisions of this by-law established and passed by Council, pursuant to the authority contained in the Municipal Act or any other General or specific Act, is guilty of an offence and liable upon conviction to a penalty not exceeding \$5,000.00

exclusive of costs and the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, shall apply to the said fine.

6. Fees

6.1 The Director of Transportation and Environmental Services shall determine the required fees calculated in accordance with the Fees and Charges By-law.

7. Severability

7.1 That if a court of competent jurisdiction declares any provision, or part of any provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this by-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

8. Force and Effect

8.1 That by-law number 1995-21 of the former Township of Euphrasia is hereby repealed.

8.2 That this by-law shall come into full force and effect on the date of final passage hereof at which time all by-laws and/or resolutions that are inconsistent with the provisions of this by-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this by-law.

8.3 That Schedule A annexed hereto is hereby declared to form part of this by-law. That the Transportation and Environmental Services Department be authorized to establish and maintain a Rural Civic Addressing Manual to be used to facilitate the processes necessary to implement the requirements of this by-law.

9. Short Title

9.1 This By-law may be referred to as the "Rural Civic Addressing By-law".

Read a first, second and third time, and finally passed on July 03 2019.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Status: Passed

Schedule A

Corporation of the Municipality of Grey Highlands
By-law No. 2019-xxx

Rural Civic Addressing Manual

Table of Contents

Part A – Introduction.....	2
Part B – Property Identification	3
Part C – Signs	7
Part D- New Civic Addresses	11
PART E- Appendix.....	12
Figure 1 Municipal and County Responsibility Map.....	12
Figure 3 North and South Road Numbers and Sections Map	12
Figure 4 Multiple Structures	12
Figure 5 Sign Blade Specifications.....	12
Figure 6 Sign Post Locations	12

Part A – Introduction

1. Purpose of this Manual

This manual is designed to provide guidance for municipal staff to understand all aspects of the Rural Civic Addressing System.

This manual outlines policies and procedures, identifies responsibilities, and instructs how to maintain the addressing system.

The Rural Civic Addressing System for the Municipality of Grey Highlands is part of a county wide addressing system.

2. Purpose of the Rural Civic Addressing System

The Rural Civic Addressing System was created to provide efficient emergency services to the public by facilitating the Enhanced Grey County 9-1-1 Public Emergency Reporting Service (PERS).

This system also provides an accurate method of property identification within the Municipality of Grey Highlands.

3. Municipal and County Responsibility

3.1 Assigning Addresses

Civic Addressing is a Municipal responsibility as authorized by the Municipal Act.

All civic addresses in urban areas will be assigned by the Municipality.

All civic addresses in rural areas will be assigned by the Grey County Planning Department on behalf of the Municipality. Grey County is also responsible to update mapping and maintain the 911 data base records. **Figure 1: Municipal and County Responsibility.**

3.2 Installing Property Signs

The installation of all sign blades and corresponding post, save and except for private condominium properties, is completed by the Municipality. This is to ensure that the installation standards comply with the Civic Address By-law and these procedures. The civic address fee includes the sign blade, post and installation costs (refer to the most current Fees & Charges By-law).

Part B – Property Identification

4. Property Numbers

All occupied properties in Grey County will be assigned a civic address which is comprised of 3 features:

- A property number
- A road name
- A municipality

All rural properties will be assigned a 6-digit number on an approved sign blade. Each 6-digit address is comprised of three components:

- A two digit road number
- A single digit section number
- A three digit measured distance calculation

4.1 Road Numbers

Each road which conforms to the general survey pattern of concessions and side roads has been given a two digit number.

Roads which travel in an east-west direction have been given an even number. Numbers progress a south to north direction starting with road number 02 at the Grey County boundary with Wellington County. **Figure 2: East and West Road Numbers and Sections.**

Roads which travel in a north-south direction have been given an odd number. Numbers progress in a west to east direction starting with road number 01 at the Grey County boundary with Bruce County. **Figure 3: North and South Road Numbers and Sections.**

The road number forms the first two digits of every six digit rural number in Grey County.

4.2 Sections

Grey County is divided into Sections. Ten Sections (0-9), progressing from south to north, have been created for roads travelling in an east-west direction. See Figure 02: East West Road Numbers and Sections. Ten Sections (0-9), progressing from west to east, have been created for roads travelling in a north-south direction. See Figure 03: North South Road Numbers and Sections. Each Section is a maximum width

(for east-west roads), or height (for north-south roads) of 9,999 metres.

The section number forms the third digit of the six digit rural number in Grey County.

4.3 Measured Distance

The last three digits of every six digit rural address represent a measured distance calculation. An address is available every ten metres on every road in Grey County. Addresses increase from west to east and from south to north. Measurements are calculated based on the location of the main entrance which accesses a property.

The measured distance forms the last three digits of the six digit rural number in the County of Grey.

4.4 Calculating New Property Numbers

The first step in calculating a new rural address is to determine the number of the road which the property accesses (first two numbers of the address). The next step is to determine the Section which the property falls within (third number of the address). The remainder of the address is calculated by determining the distance from the centerline of the closest intersection to the centerline of the entrance of the property.

The addressing system uses a 10 metre frontage interval to assign property numbers. To ensure that properties on the north or east side of a road will end in an odd number and properties on the south or west side of a road will end in an even number, some rounding of measured distances may be necessary.

4.5 Settlement Areas and Irregular Road

All other properties will be assigned a 3-digit number on an approved sign blade or address sign for properties accessing roads within a settlement area or along irregular streets. There may be some cases where properties will follow the existing pattern of established 2-digit or 4-digit numbering.

An irregular road is a road that does not follow the general survey pattern of concessions and side roads. It could be a new road created by a plan of subdivision.

The calculations are the same as the measured distance for the six digit property numbers, however, Road numbers and the Section numbers are not used. To create a three digit address, measurements start at 1,000 metres from the designated intersection and generally increase in a west to east or south to north direction.

4.6 Mobile Home Parks

Mobile home parks shall have a unit number system of identifying individual lots. These unit numbers are linked to a single property number which is assigned to the entrance of the park. If an existing unit number system does not exist, one should be created. Unit numbers shall be in sequential order with odd numbers on one side of the internal unnamed street and even unit numbers on the opposite side of the unnamed internal street. Unit numbers should increase in a west to east or south to north direction.

If the park is large and has an extensive road network, road names should be created by council through a by-law or resolution, so addresses can be assigned in the same manner as settlement areas.

4.7 Private Roads

Private roads should be given a name and the properties addressed in the same manner as irregular roads.

4.8 Corner Lots

Property numbers are assigned based on the location of the entrance regardless of the frontage of a building. A house located on a corner lot may front onto a different road than its main entrance. In this case the residence would be given an address in accordance with the location of the entrance.

4.9 Multiple Structures

If more than one structure is accessed by a single entrance and is within the same property, then one address would be created and unit numbers would be associated to the separate structures. Unit numbers should increase in a west to east or south to north direction.

If more than one structure is accessed by more than one entrance and are within the same property, then each entrance will be assigned its own address according to the standard process.

If more than one structure is accessed by a single entrance and are within separate property boundaries, then each structure would be assigned a different address. The structure to the east or north would be given the larger number. E.g. if the south property was assigned 112233, then the north property would be assigned 112235. One post would have both sign blades attached to it at the shared entrance. The lower number would be on top. A second set of sign blades should be posted at the location where the driveways diverge. **Figure 4:**

Multiple Structures

4.10 Boundary Roads with other Counties

Grey County has adopted the addressing systems of the Counties of Dufferin and Wellington on boundary roads. Boundary roads with the Counties of Bruce and Simcoe will be addressed with the Grey County Rural Civic Addressing System.

4.11 Road Names

Road names form the second feature of every civic address. Rural property numbers are assigned based on the road which a property accesses. The road names which have been adopted by municipal council are used for the Rural Civic Addressing System.

The Municipality will provide information on new roads to the County so it can be placed in the County mapping system with the road name and address ranges. This information is also passed along to dispatch centres, the OPP and other agencies.

4.12 Vacant Lands

Civic addresses may be assigned to vacant properties upon the owner's request.

4.13 Open Spaces

All parks, boat launches, trails and other open spaces where people gather are to be assigned a civic address. The cost of the signage will be paid by the property owner, or if it is a trail, it may be paid by the Trail Association.

Part C – Signs

5. Intersections Signs

5.1 General

Each road intersection within Grey County has been identified with intersection signs conforming in quantity and design to the adopted County standards outlined below.

The preferred location of intersection posts is on the opposite corner of the stop sign, and as close as possible to the shoulder of the road without being an obstacle or obstruction to equipment that may be working on the roads from time to time, i.e. snow plows. In some circumstance, however, the sign may be installed on the same corner as the stop sign due to physical obstacles such as development, vegetation and underground utilities.

One post with two signs will be installed at all "T" intersections. If the preferred location of the opposite corner of the stop sign is not available, the secondary location is at the end of the terminating road on the far side of the through road.

5.2 Municipal Roads

One intersection post with two signs will be installed at the intersection of two municipal roads.

The Municipality is responsible for the ongoing maintenance of all intersection signs which do not involve a county road. All intersection signs found at the intersection of two municipal roads and also at the intersection of a municipal road and a provincial highway will be the responsibility of the Municipality.

5.3 County Roads

Two intersection posts with two signs on each post are installed, on the county right-of-way, at each intersection which involves a county road.

Grey County is responsible for the ongoing maintenance of all intersection signs along a county road. All intersection signs found at the intersection of at least one county road and any other road (municipal road or provincial highway) will be the responsibility of Grey County.

5.4 Provincial Highways

Two intersection posts with two signs on each post are installed, on the right-of-way, at each intersection of a provincial highway and another road.

The Municipality will be responsible for the ongoing maintenance of these signs unless there is a county road. Then the County will be responsible.

The MTO is responsible for all approach and turn off sign boards along provincial highways.

5.5 Intersection Sign Blade and Post Material

All intersection sign blades conform to Alcan Extrusion Die #73760, having a minimum web thickness of 3 mm (0.115 inches). Each sign has 3M 3437 Green EGP (Engineer Grade Prismatic) reflective sheeting on both sides with the Civic Addressing information applied also on both sides with white engineer grade reflective vinyl. Small intersection sign blades are 6.5" X 30". Large intersection sign blades are 8" X 36". **Figure 5: Sign Blade Specifications**

All intersection signs are installed on a galvanized 60mm (2 3/8 inch) X 3.7m (12 foot) round steel post with anti-theft mounting hardware.

6. Civic Address Sign Blades

6.1 Civic Address Sign Blade and Post Material

Civic address sign blades are made of aluminum, each being 127mm (5 inches) X 508mm (20 inches) X 1.6mm (0.063 inches) 5052 H32 with a minimum yield 23ksi.

Each sign has "engineer grade" green reflective material applied on both sides with the rural number also applied on both sides with "engineer grade" reflective white material. 6-digit civic address sign blades are 5" X 20" and 3-digit civic address sign blades are 5" X 14".

Figure 5: Sign Blade Specifications

Property posts consist of steel, mini U-channel posts varying in lengths to conform to height requirements outlined above.

6.2 Location

The preferred location for the sign blade is on the property line abutting the road allowance, within a reasonable distance from the main entrance, and in front of the building which the number is to address. **Figure 6: Sign Post Locations**

The sign blade must be on the same side of the road as the building. The sign blade and post shall be placed at right angles to the access road so they may be read from both directions of travel. They shall be installed no less than 5 feet and no more than 7 feet above the road surface.

Consideration for the display of the civic address number must be taken into account such as obstructions due to snow and visibility to emergency vehicles at night.

6.3 Address Number Attached to Building

The installation of a property posts may not be appropriate for buildings which are close to the travelled portion of the road allowance or within settlement areas.

Where a building is less than 15 metres (50 feet) from the street right-of-way, property owner shall ensure that the civic address number is displayed on the building in plain legible numbers, on a contrasting background with contrasting numbers, with the number(s) having a minimum height of 10 centimetres (4 inches).

In subdivisions or condominium developments with poor or limited street lighting, the preferred method of displaying the civic address is to place a sign blade on a post adjacent to the primary entrance to the building.

6.4 Unit Numbers

All unit numbers shall be displayed in accordance to Section 6.3.

6.5 Property Sign Maintenance

The maintenance of both the sign blade and post are the responsibility of the property owner. Replacement sign blades and posts can be obtained from the Municipality.

6.6 Replacement Signs

The Municipality shall order a new sign blade from the County Planning Department. Once the information is verified, a sign order will be sent

to the County Sign Shop. When the sign blade is ready the Municipality will be notified. The Municipality will install the new sign blade.

Part D – New Civic Addresses

7. New Civic Addresses

7.1 When to Assign New Civic Addresses

When an entrance permit has been approved, the Municipality will give a Civic Address Request Form to the property owner. The civic address fee will be collected at this time. A civic address must be obtained prior to the issuance of a building permit.

The form will be forwarded to the County Planning Department and a new rural civic address will be assigned.

7.2 Notification

When a new civic address is assigned the County will notify the Municipality. The County will also notify Bell 911, MPAC, Canada Post and all other telecom companies in the area.

The County will order a new sign from the County Sign Shop. When the sign is complete, the Municipality will be notified.

The Municipality will notify the property owner.

7.3 Address Change

When a rural address is identified as requiring a change, the County will re-assign the address. An "effective date" of change will be determined (2 to 3 weeks in future) and notification will be sent to the agencies outlined in Section 7.2. The County will send a letter to the property owner to notify them of the upcoming change.

Existing addresses that do not conform to the current address system may require an address change.

When an entrance location moves, the current address may require a change.

PART E – Appendix

- Figure 1 Municipal and County Responsibility Map
- Figure 2 East and West Road Numbers and Sections Map
- Figure 3 North and South Road Numbers and Sections Map
- Figure 4 Multiple Structures
- Figure 5 Sign Blade Specifications
- Figure 6 Sign Post Locations

Figure 1: Municipal and County Responsibility

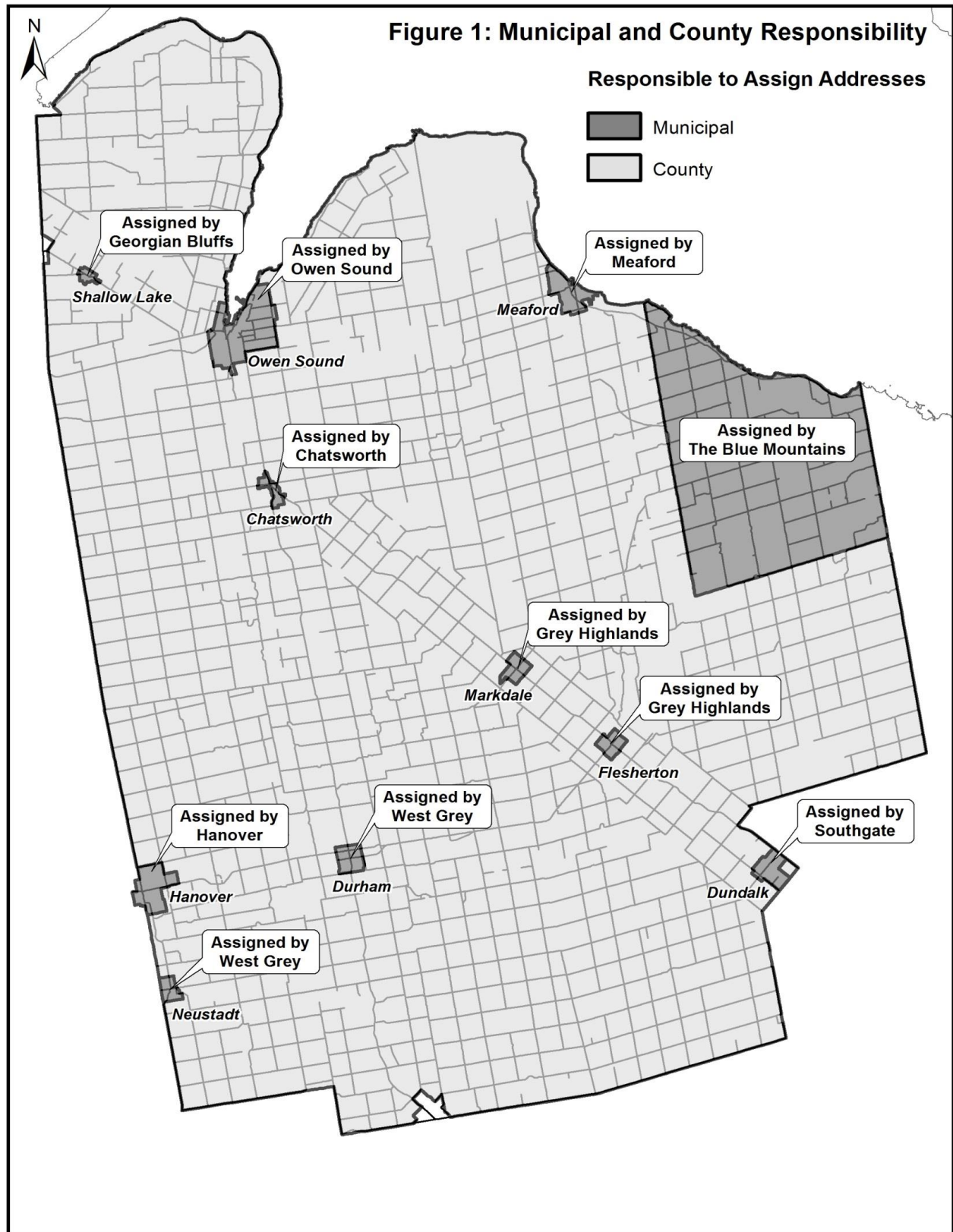


Figure 2: East West Road Numbers and Sections

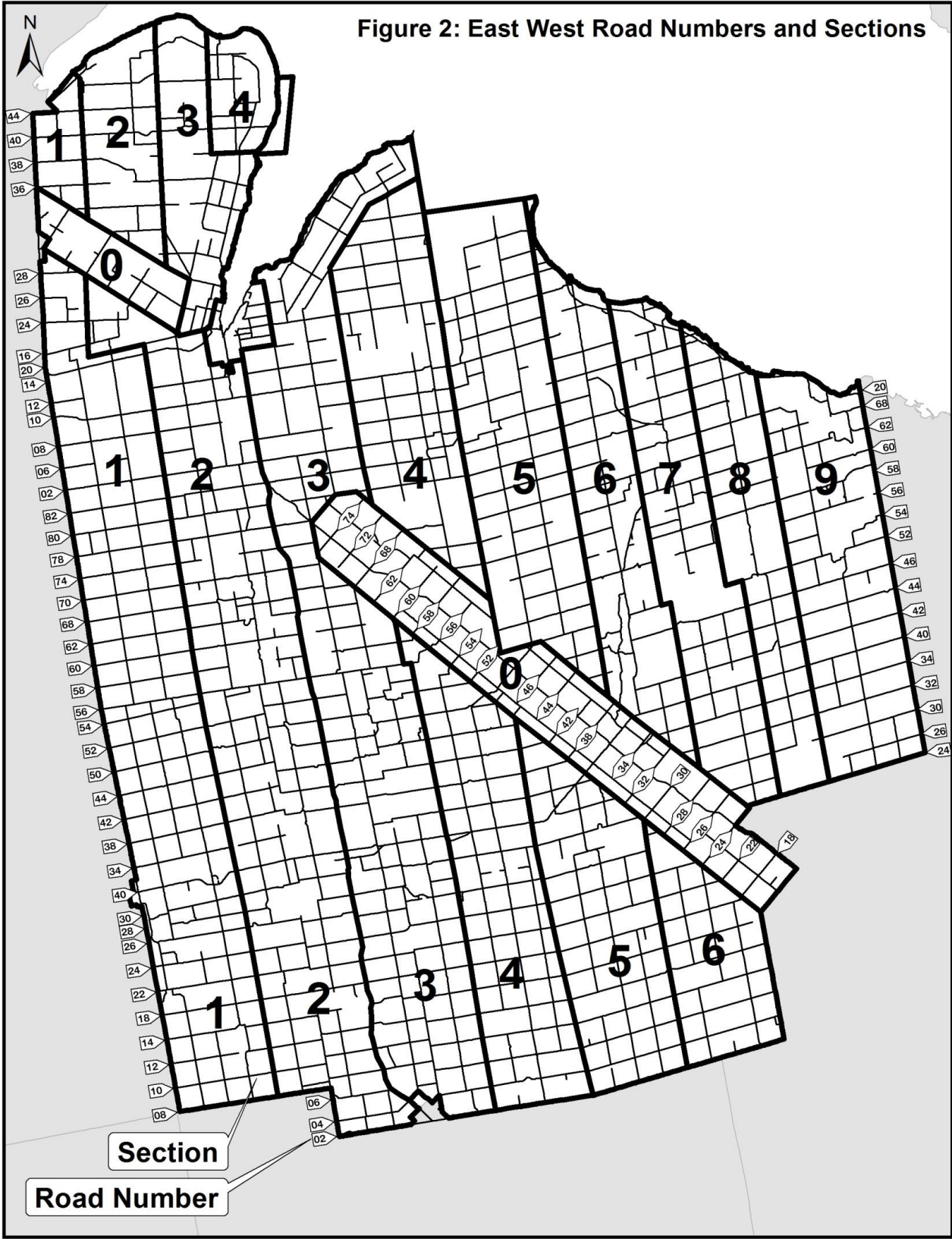


Figure 3: North South Road Numbers and Sections

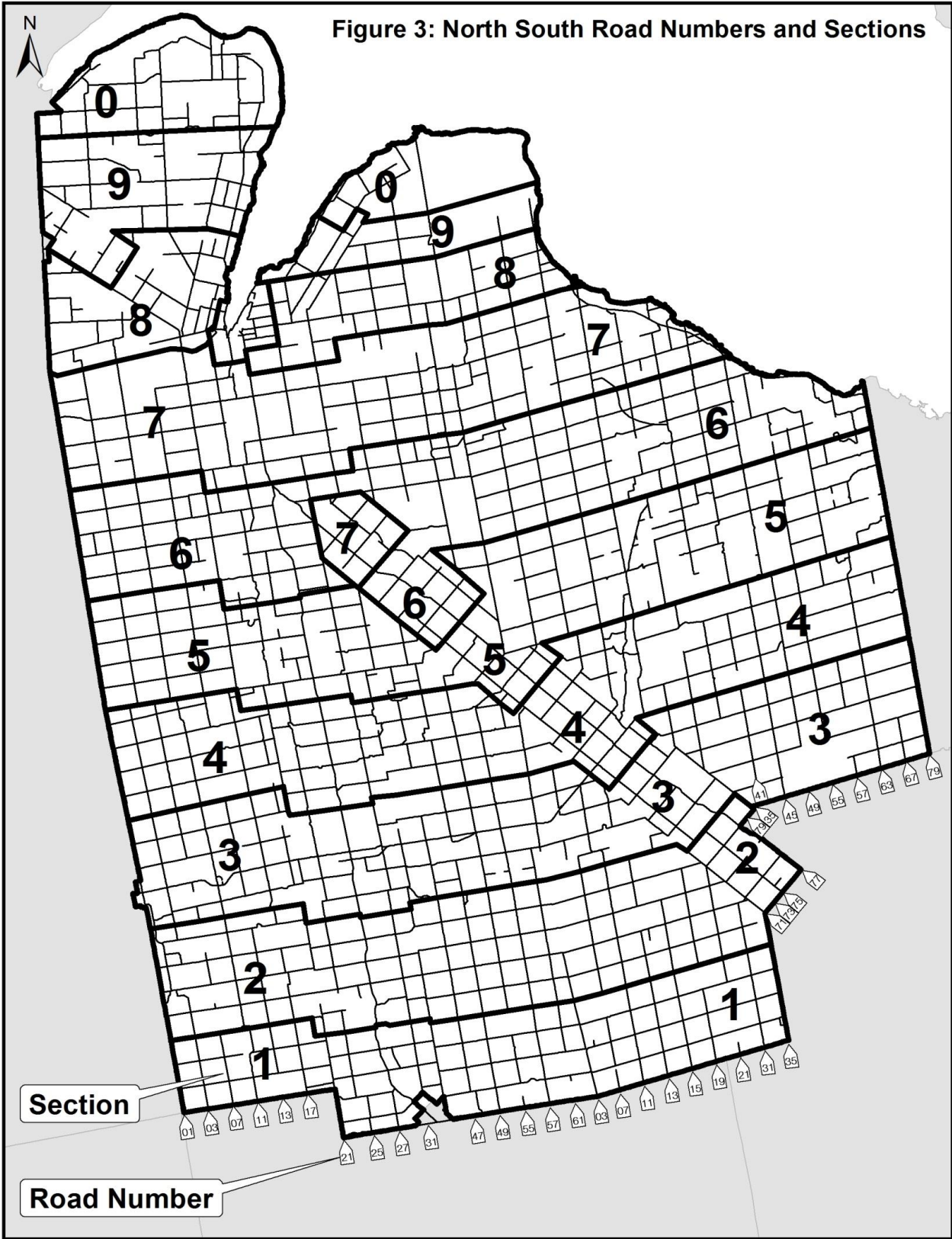


Figure 4: Multiple Structures

Item 1
one property
one entrance
multiple buildings

Requires
1 six-digit sign at entrance
Unit signs at building access
Recommend
Unit sign at entrance

Item 2
one property
multiple entrances
multiple buildings

Requires
1 six-digit sign
at each entrance

Item 3
two properties
one entrance
multiple buildings

Requires
2 six-digit sign at the entrance
Lowest number on top
Recommend
2nd set of 6-digit signs where
driveway diverges

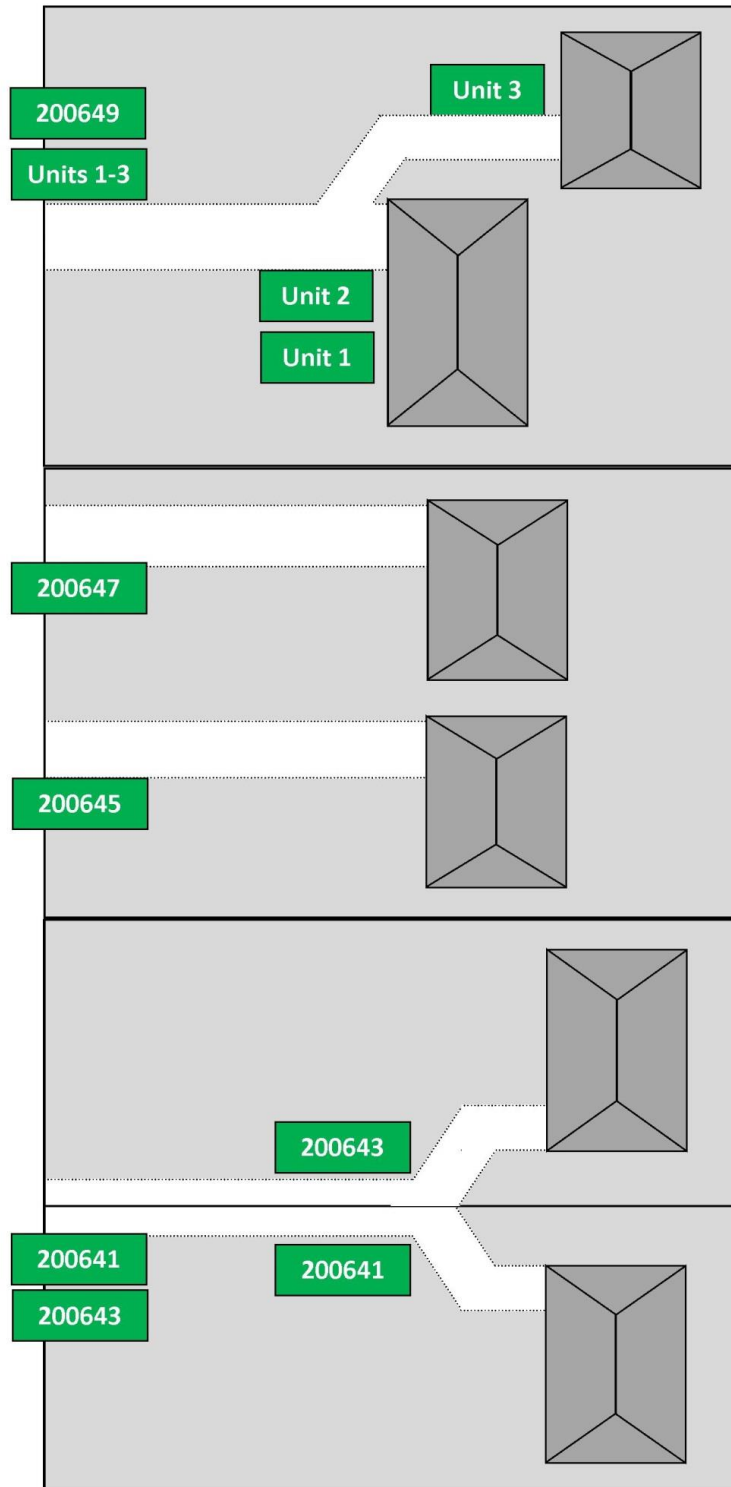
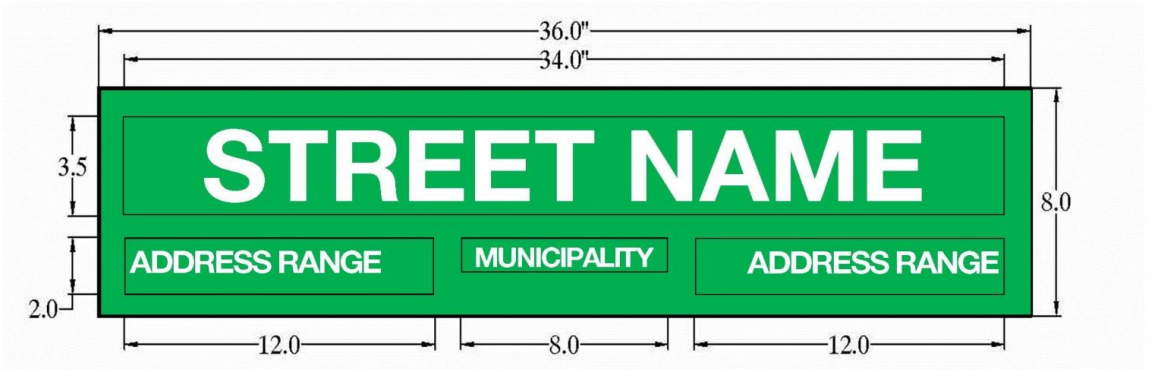
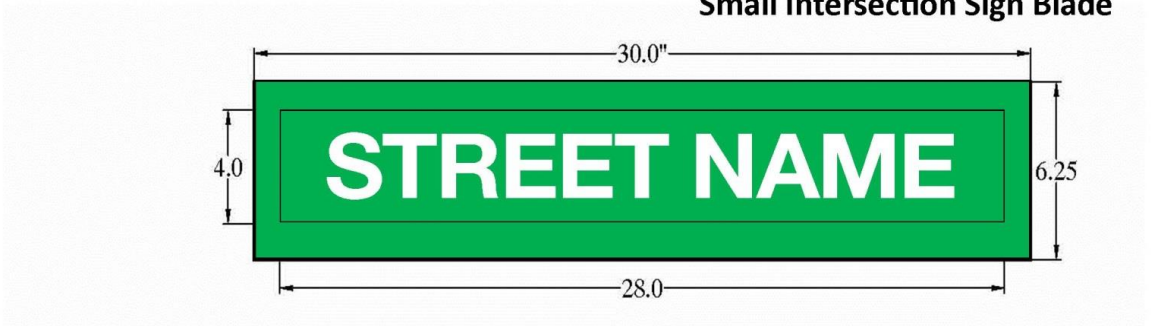


Figure 5: Sign Blade Specifications

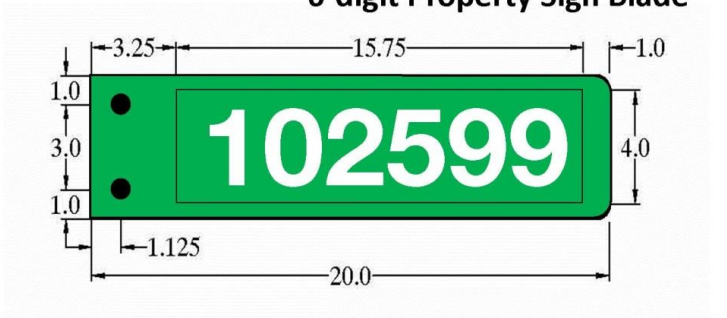
Large Intersection Sign Blade



Small Intersection Sign Blade



6-digit Property Sign Blade



3-digit Property Sign Blade

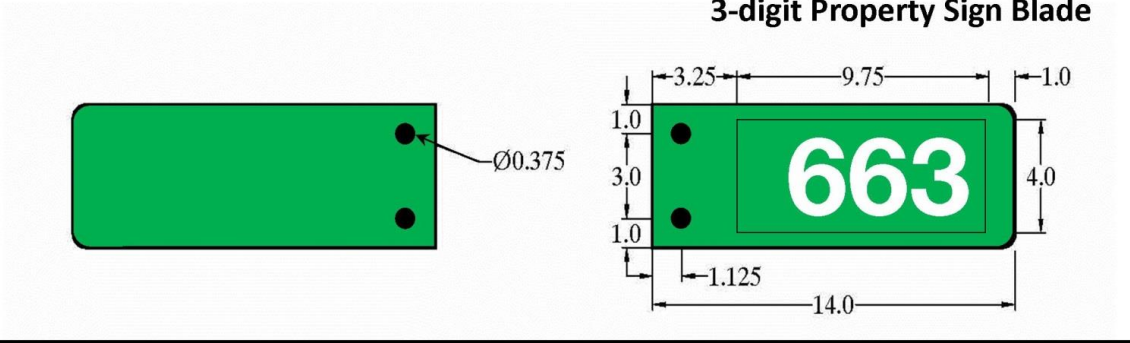


Figure 6: Post Location

