

## THE CORPORATION OF THE TOWN OF CALEDON

### BY-LAW NO. BL-2020-XXX

A by-law for issuing municipal numbers and to repeal  
By-law No. 2016-064 and 2018-22.

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;

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 “*Accessory Apartment*”, means a residence as defined by Zoning By-law 2006-50, as amended from time to time.
- 1.2 “*Approved Entrance*” means an entrance approved by the Town of Caledon, Region of Peel or Ministry of Transportation.
- 1.3 “*Building*” means a building as defined by Zoning By-law 2006-50, as amended from time to time.
- 1.4 “*General Manager*” means the General Manager responsible for the issuing of municipal numbers or his or her designate or successor.
- 1.5 “*Lot*” means a lot as defined by Zoning By-law 2006-50, as amended from time to time.
- 1.6 “*Officer*” means any person appointed as a municipal law enforcement officer for the purposes of enforcing this by-law, and may be referred to as an inspector, property standards officer or officer, whichever is applicable to enforce this by-law.
- 1.7 “*Owner*” includes the registered owner, condominium corporation, assessed owner, occupant, tenant, person for the time being managing or receiving the rent

for the property whether on his/her account or as an agent or trustee or on account of any other person, or a lot, building or unit.

- 1.8 “Town” means The Corporation of the Town of Caledon.
- 1.9 “Unit” means a dwelling unit or accessory apartment as defined by Zoning By-law 2006-50, as amended from time to time, 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**

### **Town Responsibilities**

- 2.1 The General Manager shall be responsible for assigning and installing municipal numbers to all lots, buildings and units located within the limits of the Town in accordance with the Municipal Numbering Guidelines attached to this by-law as Schedule “A”.

## **Part 3**

### **Design Guidelines**

- 3.1 The Municipal Numbering Guidelines, attached as Schedule “A”, shall form part of this By-law.
- 3.2 With respect to a lot, building or unit that existed on the date that this by-law was passed shall:
  - 3.2.1 If no municipal number is installed for such lot, building or unit, the Owner shall install, in accordance with Schedule “A”, the municipal number assigned to such lot, building or unit by the General Manager;
  - 3.2.2 If the municipal number installed for such lot, building or unit is not the municipal number assigned to such lot, building or unit by the General Manager, the Owner shall remove the unassigned municipal number for such lot, building or unit and install, in accordance with Schedule “A”, the municipal number assigned to such lot, building or unit, by the General Manager;
  - 3.2.3 If the municipal number installed for such lot, building or unit is not in the style or location required by Schedule “A”, the Owner shall alter or change the style or location of such municipal number in accordance with Schedule “A”.
- 3.3 With respect to a building or unit, the construction of which is completed after the date that this by-law was passed, the Owner shall, in accordance with Schedule “A”, install the municipal number assigned to such building or unit by the General Manager, immediately after the construction of the entrance to the lot or at the time that such building or unit is substantially completed, whichever occurs first.

- 3.4 The Owner shall, in accordance with Schedule "A", install the municipal number assigned to such land immediately after installation of an entrance to the lot.
- 3.5 Every person shall pay the fees set out in the Town of Caledon Fees By-law (as amended from time to time) in respect of the purchase of a municipal number sign, a municipal number pole and/or the installation of a municipal number by the General Manager.

#### **Part 4**

##### **Changing a Municipal Number**

- 4.1 Once a municipal number has been assigned to a lot, building or unit, by the General Manager, no person shall change that municipal number without the prior written approval of the General Manager.
- 4.2 Where the Town requires the Owner to change the municipal number of such lot, building or structure, the Town may provide up to \$250.00 in compensation for costs incurred by the occupant(s) of such lot, building or structure, as a direct result of such change, provided that satisfactory proof of expenditures incurred by such occupant(s) is received by the Town.
  - 4.2.1 No compensation shall be paid for requiring an Owner to change the location or style of a municipal number.

#### **Part 5**

##### **Maintenance**

- 5.1 The Owner shall maintain the municipal number for such lot, building or unit in accordance with Schedule "A".
  - 5.1.1 The owner shall be responsible for the fees set out in the Town of Caledon Fees By-law (as amended from time to time) to replace the municipal number sign or pole.
- 5.2 The Owner shall keep the municipal number in good repair and clearly visible from both directions on the road.
  - 5.2.1 Notwithstanding the generality of the foregoing, the Owner shall not permit the municipal number to be obscured or rendered illegible.

#### **Part 6**

##### **Compliance, Enforcement, Offenses and Penalties**

- 6.1 Every person who contravenes any provision of this by-law is guilty of an offence.
- 6.2 This by-law may be enforced by an Officer of the Town.
- 6.3 If there is a contravention of this by-law, an Officer shall send a notice to the Owner's last known address, requiring the Owner to do the work to correct the

contravention and the notice shall specify the date by which the work must be done.

- 6.4 No Owner shall fail to comply with a notice sent pursuant to Section 6.3.
- 6.5 When a notice has been sent by an Officer pursuant to Section 6.3 and the requirements of the notice have not been complied with, the Town may cause the work to be done and the cost of the work shall be at the expense of the Owner.
- 6.6 Where an Owner owes money to the Town under the provisions of this By-law, the monies owing may be collected and the Town may recover such costs from the owner in any court of competent jurisdiction as a debt owing to the Town or the same may be recovered by addition of the amount owing to the tax roll for any real property in the Town, to be collected in a like manner as municipal taxes.
- 6.7 An Officer may enter onto any lands at any reasonable time for the purposes of determining compliance with this by-law or with a notice sent pursuant to this by-law.
- 6.8 No person shall hinder or obstruct, or attempt to hinder or obstruct, the Officer in the discharge of his or her duties under this by-law.
- 6.9 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*.
- 6.10 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 subsection 429(3), paragraph 2, of the *Municipal Act, 2001*.
- 6.11 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 Nos. 2016-064 and 2018-22 and all amendments thereto are hereby repealed.

- 7.2 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.
- 7.3 This by-law shall take full force and effect on October 1, 2020.

**READ THREE TIMES AND FINALLY  
PASSED IN OPEN COUNCIL  
THIS 29th DAY OF SEPTEMBER, 2020.**

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Allan Thompson, Mayor

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Laura Hall, Acting Town Clerk

# Schedule “A” - Municipal Numbering Guidelines

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## 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 Open Space 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:

# Schedule “A” - Municipal Numbering Guidelines

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- 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**

Only garden suites and infill residential dwellings 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.

#### **1.3.1.1 Lots Created through Infill Development Applications**

Each single detached or similar dwelling type created through an infill development application, where there is no capacity to issue numbers numerically in sequence, shall retain the same municipal number, distinguished by an alphabetical suffix. The first dwelling shall have a suffix “A”, the second “B”, the third “C”, etc. A dwelling, unless a garden suite, shall not utilize the suffix “G”.

### **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. Where the two dwellings share a driveway, the number will be issued in increments of 10.

### **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 and each apartment within the dwelling shall have a numerical unit number. Each unit will be issued in increments of 1 (i.e. 1, 2, 3, or 101, 201, 301 etc.), unless otherwise required by the Town.

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”.

# Schedule “A” - Municipal Numbering Guidelines

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## **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.



# Schedule “A” - Municipal Numbering Guidelines

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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 2.2.3 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 2.2.3 of this Policy.

### **2.2.3: 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;

# Schedule “A” - Municipal Numbering Guidelines

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- 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, the municipal number may be required in accordance with Section 2.3.3.2, unless otherwise required by the Town.

### 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

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,

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- 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.

