

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 033-2025

BEING A BY-LAW TO PROVIDE FOR THE NUMBERING OF PROPERTIES AND BUILDINGS WITHIN THE TOWN OF MILTON

WHEREAS section 116(1) of the *Municipal Act* provides that a municipality may establish, maintain and operate a centralized communication system for emergency response purposes;

AND WHEREAS section 116(2) of the *Municipal Act, 2001* provides that a municipality that has passed a by-law under section 116(1) may at any reasonable time, enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

AND WHEREAS the Council of The Corporation of the Town of Milton deems it necessary for the safety and welfare of its citizens to have all occupied buildings in the Town display an assigned municipal number for prompt identification by emergency service personnel;

AND WHEREAS the Council of the Corporation of the Town of Milton approved By-law No. 026-2010 and is now desirous of repealing said By-law and enacting a new by-law to provide for the numbering of lots and buildings within the Town of Milton;

NOW THEREFORE, THE COUNCIL FOR THE CORPORATION OF THE TOWN OF MILTON ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1. In this By-law:

- (a) "Additional Residential Unit or "ARU" means a self-contained dwelling unit that is subordinate to a principal dwelling unit in a detached dwelling, semi-detached dwelling, semi-link dwelling, or townhouse dwelling and is located within the same building, or within an accessory building on the same lot, as the principal dwelling unit;
- (b) "APS By-Law" shall mean the Administrative Penalties System By-law Respecting Non-Parking Violations By-Law as amended or any successor thereto;
- (c) "Building" means a structure occupying an area greater than 10 square metres consisting of a wall, roof and floor, or any one or more of them, or a structural system serving the function thereof, including all the works, fixtures and service systems appurtenant thereto;

- (d) “construct” means to do anything in the erection, installation, extension or material alteration or repair of a *building* and includes the installation of a *building* unit fabricated or moved from elsewhere and “construction” or “constructing” have a corresponding meaning;
- (e) “continues” or “continued” with respect to a contravention, shall have the same meaning as in the *APS By-Law*;
- (f) “Chief Fire Official” means the Town’s Chief Fire Official, or their designate;
- (g) “corporation” includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization, any other legal entity that is not an *individual*;
- (h) “dwelling unit” means a room or group of rooms designed, occupied, or capable of being occupied as a single, self-contained housekeeping unit which contains separate sanitary facilities, living quarters, and cooking facilities.
- (i) “front lot line” means where the property line abutting the *road* for which a *municipal address number* has been assigned..
- (j) “individual” means a natural person;
- (k) “municipal address number” means the number assigned by the Town to a *building* or property, either before or after the coming into effect of this By-law, which is primarily used to designate and locate such a *building* or property along a *road*;
- (l) “owner” means any *person* who is the registered or beneficial owner of a property or who leases, rents, occupies, manages, receives rent from or otherwise controls a property ;
- (m) “Officer” means any person authorised to enforce this by-law.
- (n) “person” includes an *individual* and a *corporation*;
- (o) “Penalty Notice” means a notice issued pursuant to the Town’s *APS By-Law*;
- (p) “private road” means a road, street or laneway that is privately owned and provides access to one or more properties which do not front onto a *road allowance*, but does not include an *internal private road*;
- (q) “private road, internal” means all privately owned driveways, rights of way, fire access routes, laneways or road within the limits of a property or internal to a condominium or townhouse development which give access to *buildings* or units, but does not include a *road allowance*;

- (r) “road allowance” 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, but does not include a *private road* or *internal private road*.
- (s) “road” means a *private road* or a *road allowance* but does not include an *internal private road*.
- (t) “Town” means the Corporation of the Town of Milton;
- (u) “townhouse” means a building divided vertically by common walls into 3 or more dwelling units above grade, exclusive of any additional dwelling unit(s), whereby each dwelling unit has an independent entrance into the unit from the outside and whereby each unit has access to the rear yard.
- (v) “Rural area” means those lands outside the Urban Expansion Area Boundary as set out in the in force and effect Town’s Official Plan. This area includes hamlets and rural settlement areas such as Moffat and Campbellville
- (w) “Urban area” means those lands within the Urban Expansion Area Boundary as set out in the Town’s Official Plan;

2. ASSIGNMENT OF MUNICIPAL ADDRESS NUMBERS

- 2.1. The Town, through the Development Services Department, shall maintain a system for assigning sequential *municipal address numbers* and unit numbers and shall assign said municipal address and unit numbers to properties and *buildings* within the Town of Milton.

3. POSTING OF MUNICIPAL ADDRESS NUMBERS

- 3.1. Every *owner*, shall ensure that prior to *constructing a building* on the owner’s property the requirements of this By-law regarding *municipal address numbers* and, where applicable unit numbers, have been complied with.
- 3.2. Where a property or *building* has not been assigned a municipal address or unit number, it is the *owner’s* responsibility to make assignment arrangements with the Town to satisfy the requirements of section 3.1.
- 3.3. Every owner shall ensure that the municipal address number and, where applicable, unit number for any property or building is displayed in such a manner so as to ensure clear understanding for which property, building or unit the municipal address number or unit number applies to.
- 3.4. The municipal address number for a new property shall be installed by the owner, at the owner’s expense.

3.5. Where a form of a residential building is not expressly address in this By-Law it shall be numbered in accordance with the closest analgous building in this By-Law.

4. STANDARDS FOR MUNICIPAL ADDRESS NUMBERS

4.1. A *municipal address number*, when posted, shall be:

- (a) made from durable waterproof material, and
- (b) bear numbers in contrasting colour to the background and
- (c) be located facing the *road* in a manner that the *municipal address number* is clearly visible from the *road*, both in daylight and at night.

4.2. All *municipal address numbers* for properties in the urban area shall be in accordance with the standards in Schedule "A" to this by-law.

4.3. All *municipal address numbers* for properties in the rural area shall be in accordance with the standards in Schedule "B" to this By-law.

4.4. Where a property contains a *building*, other than an apartment building, with one or more *residential units*, the *owner* of a residential *building*, shall firmly affix to and maintain on the front of the *building* the *municipal address number*, which shall be clearly visible from the *road* onto which the *building* has its main access.

4.5. Where a property contains one or more *additional residential units*, each unit shall be identifiable by:

- (a) unit numbers shall be displayed on the door of all interior or exterior units; and
- (b) electronic submission to GIS for MFRS for use when dispatched

4.6. Where units in a *townhouse* development front onto an *internal private road*:

- (a) the allotted unit number shall be firmly affixed to the front of each individual *townhouse* units and located so as to be clearly visible from the *internal private road* on which the unit has its access;
- (b) at the point of access where the *internal private road(s)* intersects the *road(s)*, permanent *municipal address number* sign(s) shall be posted displaying the *municipal address number* of the complex and the range of *townhouse* unit numbers; and
- (c) where there are two (2) or more *internal private roads* within the complex, the sign(s) set out in subsection 4.6(b) shall contain a map that depicts the layout of the private internal roads, the layout of the *buildings* and the unit numbers for each building.

- 4.7. Where the property contains a commercial, industrial, public, institutional or apartment *building*:
- (a) where there is only one *building* on the property the *municipal address number* shall be firmly affixed to the front of the building and clearly visible from the *road* onto which the *building* has its main access;
 - (b) where there are two or more buildings on the property and where one or more of such *buildings* cannot be seen from the *road* onto which the *buildings* have their main access, then:
 - (1) the *municipal address number* shall be posted on a permanent sign that displays the *municipal address* located so as to be clearly visible from the *road* onto which the buildings have their main access: and
- 4.8. When a *building* is under construction and the *owner* is not able to comply with the foregoing provisions of this By-law, then the *municipal address number* shall be displayed on a temporary sign and shall be clearly visible from the *road*. The sign is to remain erected and shall be maintained in good repair so that the number remains legible until the permanent *municipal address number*, and, where applicable, unit numbers can be posted or affixed in accordance with other provisions of this By-law, which shall occur prior to occupancy.
- 4.9. Where a *building* fronts onto more than one *road*, the *municipal address number* shall be affixed such that it is clearly visible from the *road* to which the *municipal address number* applies.
- 4.10. Where the *building* to be numbered is 15.2 m (50 feet) or more from the *front lot line*, the *municipal address number* and where applicable, unit number, shall be posted on a signpost within 3.0 m (9 feet) of the property line fronting on the road at a height of between 1.2 m and 1.8 m (4 – 6 feet) above grade level in a manner that is clearly visible from the *road*, or in such other location as is approved by the Fire Chief Official.
- 4.11. Where the *building* to be numbered is less than 15.2 m (50 feet) from the *front lot line*, the *municipal address number* and where applicable, unit number, shall be affixed to the portion of the *building* fronting on the *road* that is within 15.2 m from the front lot line, or on a signpost or other fixed object located between the *building* and the *front lot line*, at a height of between 1.2 m and 1.8 m (4 – 6 feet) above grade level in a manner that is clearly visible from the *road*, or in such other location as is approved by the *Fire Chief*.

5. MUNICIPAL ADDRESS NUMBER CHANGE REQUEST

- 5.1 A property's registered *owner* may petition in writing to the Chief Fire Official for a change to the municipal address number or unit number
- 5.2 Approval for a change to a *municipal address number* may be given if the following criteria are satisfied:
- (a) the change is feasible and does not conflict with house numbering criteria;
 - (b) abutting registered property *owners* are not affected by change;
 - (c) no letters or half numbers may be permitted; and
 - (d) the appropriate fee, as set out in the Town's User Fee By-law, as amended from time to time, has been paid by the registered owner.
 - (e) Only the last numeral in a municipal address number may be changed.
- 5.3 The *Town* may waive the fee to change a *municipal address number* where:
- (a) an error or omission has been made by the *Town* when assigning numbering;
 - (b) the Chief Fire Official recommends a change where they believe the level of emergency service response would be improved

6. PROHIBITIONS

- 6.1. No person shall:
- (a) post a *municipal address number* or unit number other than that assigned to the property, *building* or unit;
 - (b) post, install, maintain or permit to be maintained, a *municipal address number* or unit number other than in accordance with the provisions of this By-law;
 - (c) conceal, destroy or deface a *municipal address number* or unit number;
 - (d) fail to maintain a *municipal address number* or unit number;
 - (e) remove a *municipal address number*, other than as may be strictly necessary for the immediate repair or replacement of the *number*;
 - (f) affix the *municipal address number* or unit number for any property or *building* solely onto a landscape feature (naturally or artificially placed), or any other decorative feature on the property that may be covered or obscured by weather, snowfall, or growth of vegetation.

7. INSPECTIONS AND ORDERS

- 7.1. An Officer may at any reasonable time, enter upon and inspect the land of any person to ensure that the provisions of this By-law are complied with, which may in accordance with section 436(1) of the Municipal Act, 2001, S.O. 2001, c. 25,
- 7.2. Any cost incurred by the Town in exercising its authority to inspect, shall be paid by the owner of the property where the inspection takes place.
- 7.3. No person shall prevent, hinder, or obstruct, or attempt to prevent, hinder or obstruct, an Officer who is lawfully exercising a power or performing a duty under this By-law;
- 7.4. Where an Officer has reason to believe that any provision of this By-law or any has been contravened, the Officer may issue an Order requiring the owner, or such any other person who contravened this By-law or who caused or permitted the contravention to discontinue the contravention or to do work or take action to correct the contravention.
- 7.5. An Order under subsection 7.4 shall include:
 - (a) the reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
 - (b) the date by which there must be compliance with the Order and the work to be done or the conduct to be discontinued by that date
- 7.6. Every person shall comply with an Order made pursuant to subsection 7.4
- 7.7. No person who has notice or knowledge of an Order shall assist in any way in the contravention of the terms of an Order, regardless of whether said person is named in the Order. Where the person or persons to whom an Order is issued fails to perform the work or action required by the Order within the time stipulated in the Order, the Town may without further notice perform such work or action as it deems appropriate.
- 7.8. Where the Town undertakes work or any action or work pursuant to subsection 7.7, the person or persons shall be jointly and severally responsible for all costs of the Town incurred in the exercise of the powers thereunder, including administrative costs and interest. Such costs, as determined by the Town, shall constitute a charge under the Municipal Act, 2001, S.O. 2001, c. 25 as amended, and may be added to the tax roll of any property held by the owner or person in the manner provided for therein.

8. SERVICE

8.1. An Order or any notice or other document under this By-law may be served by any of the following means:

- (a) Delivered personally;
- (b) Posted on the property that is subject to the Order;
- (c) Emailed to the last known email address of the person to whom the Order is directed;
- (d) Deposited in the mailbox or mail slot of the person to whom the Order is directed;
- (e) Sent by prepaid regular mail to the last known address of the person to whom the Order is directed; or
- (f) Sent by registered mail to the last known address of the person to whom the Order is directed.

8.2. Where service is effected by:

- (a) regular mail, it shall be deemed to be made on the fifth (5th) day after the date of mailing;
- (b) registered mail, it shall be deemed to be made on the second (2nd) day after the date of mailing;
- (c) any other means, it shall be deemed effective on the day the document served was delivered, posted, emailed or deposited; or
- (d) service by multiple means, it shall be deemed effective on earliest applicable date set out in this section;
- (e) Where an Order is posted, no person may remove the Order without the written authorization of the Town

9. ENFORCEMENT

9.1. This By-law shall be enforced by the *Chief Fire Official*, Fire Prevention Officers and Municipal Law Enforcement Officers or such other persons as *Council* may designate.

10. SEVERABILITY

10.1. If a court or any tribunal of competent jurisdiction declares any section or part of this By-law invalid, the remainder of this By-law shall continue in force unless the court or tribunal makes an order to the contrary.

11. PENALTY

11.1. Any *person* who contravenes any provisions of this By-law is, upon conviction, guilty of an offence and shall be liable to a fine of not less than \$400 and not more than \$25,000, except as provided in subsection 11.2.

11.2. Where the contravention *continues* for more than one day, a Person convicted of a continuing offense is liable to a fine of no less than Four Hundred Dollars (\$400) and no more than Ten Thousand Dollars (\$10,000) for each day or part of a day on which the offence occurs or continues

12. ADMINISTRATIVE PENALTIES

12.1. An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Failure to Comply with an Order under s.7.4	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Failure to Comply with an Order under s.7.4	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur	\$125.00 for each day that the contravention occurred or

		after the date in the First <i>Penalty Notice</i>	<i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent <i>Penalty Notice</i>	Failure to Comply with an Order under s.7.4	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i> subsequent <i>Penalty Notice</i>

- 12.2. Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.
- 12.3. Where a *Penalty Notice* has been canceled under the *Town's* APS By-Law it shall not be considered a *Penalty Notice* for the purposes of subsection 12.2 of this By-Law.
- 12.4. If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention

after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

- 12.5. Other than as set out in subsection 12.4 of this by-law, the issuing of a Penalty Notice does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

13. REPEAL OF BY-LAWS

- 13.1. By-law No. 026-2010 is hereby repealed.

14. SHORT TITLE

- 14.1. This By-law shall be known as the Numbering of Properties and Buildings By-law.

15. EFFECT COMING INTO FORCE

- 15.1. This By-law shall come into force and effect on the day it is passed.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 17TH day of MARCH, 2025.

Mayor
Gordon A. Krantz

Town Clerk
Meaghen Reid

SCHEDULE A

Urban Area Requirements

The design, size and location of municipal address numbers and/or lot numbers in the urban area shall be no smaller than six inches in height and be in accordance with the design and location standard shown in this By-law.



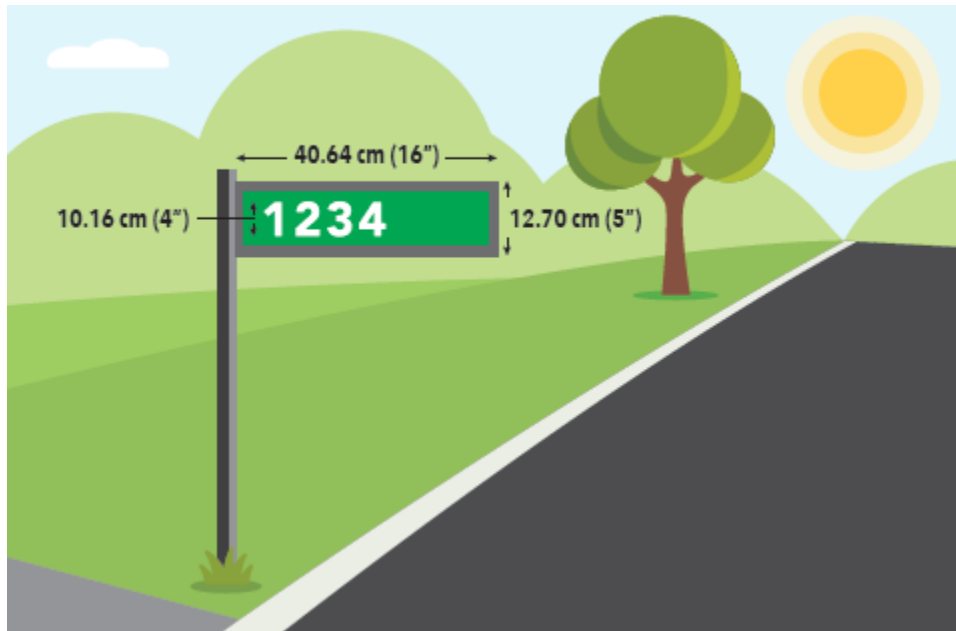
Specifications:

1. Affix the civic number at a height between 2.0 metres (6.5 feet) and 2.5 metres (8.2 feet) above grade.
2. Ensure that every civic number shall be expressed in legible Arabic digits at least:
 - 100 millimetres (4 inches) high with at least a 12 millimetre ($\frac{1}{2}$ inch) wide stroke, subject to 4(c)(ii); and
 - 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).

SCHEDULE B

Rural Area Requirements

Municipal address number signs in the rural area shall be attached to a post which is clearly visible from both sides of the road. The sign should be adjacent to the property line at the driveway.



Specifications:

1. Flat aluminum or metal sign blank of 40.64 cm x 12.70 cm (16" x 5").
2. White numbers 10.16 cm (4") high on a green background.
3. Numbers and background to be made of engineering grade retro-reflective traffic sign sheeting.
4. Municipal address number signs in the rural area shall be attached to a post which is clearly visible from both sides of the road. The sign should be adjacent to the property line at the driveway.