



THE CORPORATION OF THE TOWN OF INGERSOLL

BY-LAW NO. 09- 4510

**Being a by-law to provide protection of persons and property  
by regulating Building Numbering**

**WHEREAS** Section 11 (2) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, enables municipalities to pass by-laws for protection of persons and property;

**AND WHEREAS** Section 7.1 of the *Fire Protection Act*, 1997, S.O. 1997, c. 4, as amended, enable municipalities to pass by-laws to guard against fires;

**THEREFORE** the Council of The Corporation of the Town of Ingersoll ENACTS as follows:

1) Definitions:

**“Building”** means a structure occupying an area greater than ten square meters consisting of a wall, roof and floor, or any one or more of them, or a structure system servicing the function thereof, including all the works, fixtures and service systems appurtenant thereto and may include an addition to an existing building;

**“Town”** means The Corporation of the Town of Ingersoll;

**“Construct”** means to do anything in the erection, installation or extension, or material alteration, or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere;

**“Internal private road”** means and includes all driveways, rights of way, fire access routes and any other internal road within the property limits which is intended to give access to buildings or units constructed thereon but shall not include public highways;

**“Number”** shall include “numbers” if applicable, and the number shall be from the street onto which the building has its main access, the number is to be impressed or marked on durable material and be of contrasting background and is to be displayed so as to be clearly visible from the street;

**“Owner”** includes the registered owner, condominium corporation, assessed owner, occupant, tenant, person for the time being managing or receiving the rent of the property whether on his own account or as an agent or trustee or on account of any other person;

**“Street”** means any public highway as defined in Section 257 of the *Municipal Act*, R.S.O. 1980, as amended.

## 2) Buildings Under Construction

- 2.1 No person shall construct or cause to be constructed a building unless the municipal address number for the building is provided in accordance with Section 3 of this by-law.
- 2.2 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 made of a durable material
- 2.3 The sign shall be located so as to be clearly visible from the street.
- 2.4 The sign is to be maintained in good repair so that the number remains legible until the permanent municipal address number can be provided in accordance with other provisions of this by-law.
- 2.5 Subsection (a)(b)(c) does not apply to the construction of an addition to a building, if the municipal address number is currently displayed on the existing building so as to be clearly visible from the street.
- 2.6 All temporary signs shall be approved by the Chief Building Official.

## 3) Residential Buildings

- 3.1 The owner of a residential building other than an apartment building, having direct municipal frontage on a street, shall firmly affix to and maintain on the front of the building the municipal address number as assigned by the Chief Building Official or the Municipal Designate.
- 3.2 The numbers shall be at least 127 millimeters (5 inches) high and shall be located so as to be clearly visible from the street on to which the building has its main access.
- 3.3 If the residential building is set back to such an extent, or is otherwise located on the site so that the municipal address number is not clearly visible from the street onto which the building has its access, then a permanent sign of durable material approved by the Chief Building Official having numbers at least 127 millimeters high (5 inches) shall be placed and maintained within the property limits near the street access so that the municipal address number is clearly visible from the street.
- 3.4 The owner of a townhouse complex that has one or more main points of access and where the unit's front onto an internal private road(s) shall:

- (a) firmly affix to and maintain on the front of the individual units the allotted unit number which shall be at least 127 millimeters (5 inches) high.
- (b) The unit number shall be located so as to be clearly visible from the internal private road on which the unit has its access and;
- (c) At the point(s) of access where the internal private road(s) intersects the street(s) the owner is to place a permanent sign(s) constructed of durable material displaying the municipal address number of the complex and the range of unit numbers.
- (d) Where there are two or more internal private roads within the complex the sign(s) shall contain a map that depicts the layout of the private internal roads, the layout of the buildings and the unit numbers contained in each building.
- (e) The numbers shall be at least 200 millimeters (8inches) high and the sign(s) is to be located so as to be clearly visible from the street.
- (f)Permanent signs shall be approved by Chief Building Official.

#### 4) Commercial, Industrial, Institutional Buildings

- 4.1 The owner of a commercial, industrial, institutional or apartment building shall firmly affix to and maintain on the front of the building the municipal address number which shall be at least 200 millimeters (8inches) high.
- 4.2 Numbers shall be located so as to be clearly visible from the street on which the building has its main access.
- 4.3 If the building is set back to such an extent, or is otherwise located on the site so that the municipal address number is not clearly visible from the street onto which the building has its main access, then a permanent sign of durable material having numbers at least 200 millimeters (8inches) high shall be placed and maintained within the property limits near the street access so that the municipal address number is clearly visible from the street.
- 4.4 Permanent signs shall be approved by the Chief Building Official
- 4.5 In buildings that have internal unit numbers and where access is by a common hallway the owner is to display directional numbering, in the hallway, near the main entrance door so that the units can be easily located. Where buildings have two or more floors, the owner is to display directional numbering and the numbers are to be located so as to be clearly visible from the elevator. The numbering is to be impressed or marked on a durable material and be of contrasting background, the numbers shall be at least 100 millimeters (4 inches) high.

- 4.6 Where there are two or more commercial, industrial, public, institutional or apartment buildings on a site and where one or more of such buildings cannot be seen from the street onto which the buildings have their main access, then the owner or owners thereof shall:
- (a) affix and maintain the municipal address number, which shall be at least 200 millimeters (8inches) high, on the front of the building; and
  - (b) place and maintain a permanent sign that displays the municipal address number which shall be at least 200 millimeters (8inches) high. The sign is to be located so as to be clearly visible from the street onto which the building(s) has its main access.
  - (c) Permanent signs shall be approved by the Chief Building Official.

- 4.7 When a commercial or industrial building is subdivided into individual units, numbers shall be affixed and maintained on the front face of each individual unit.
- (a) The unit numbers are to be at least 200 millimeters (8inches) high and shall be located so as to be clearly visible from the street or private internal road.

5) General

Where the owner of a building fails to affix the municipal address number in accordance with provisions of this by-law, the Town may make arrangement for the number and its placement in compliance with this by-law and the expense incidental thereto may be collected in the same manner as municipal taxes.

6) Offence

Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction under the *Provincial Offences Act* R.S.O. 1980. chapter 400, as amended, is liable to a fine not to exceed \$5,000.00.

7) UNSEVERED SECTIONS – STILL IN FORCE

If a court of competent jurisdiction should declare any section of this by-law, or Part thereof, to be invalid, such section or part thereof is deemed severable from this by-law and shall not be construed as having influenced Council to pass the remainder of this by-

law, and it is the intention of Council that the remainder of this by-law shall survive and remain in force.

8) Effective Date

This by-law comes into effect on October 1, 2010.

**Read a first and second time the 9th day of November, 2009.**

**Read a third time and passed this 9th day of November, 2009**

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**Paul Holbrough, Mayor**

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**Elaine Clark, Clerk/Deputy Administrator**

**TOWN OF INGERSOLL**

**PART I Provincial Offences Act**

**By-Law No. 09-4510: To provide protection of persons and property by regulating Building Numbering**

<b>ITEM</b>	<b>Short Form Wording</b>	<b>Provision creating or defining offence</b>	<b>Set Fine</b>
1.	Did not construct temporary sign	Section 2.2	\$100.00
2.	Sign not clearly visible	Section 2.3	\$100.00
3.	Sign not maintained in good repair	Section 2.4	\$100.00
4.	Temporary sign not approved by Chief Building Official	Section 2.6	\$100.00
5.	Municipal address number not affixed and maintained on the front of the building	Section 3.1	\$100.00
6.	Numbers are less than 127 mm high	Section 3.2	\$100.00
7.	Permanent sign not erected within property boundary	Section 3.3	\$100.00
8.	Unit numbers not attached to building	Section 3.4 (a)	\$100.00
9.	Unit number is not clearly visible	Section 3.4 (b)	\$100.00
10.	Permanent sign does not include the range of unit numbers	Section 3.4 (c)	\$100.00
11.	Sign does not contain map or unit numbers or building layout	Section 3.4 (d)	\$100.00
12.	The numbers are less than 200 mm	Section 3.4 (e)	\$100.00
13.	Permanent sign is not approved by Chief Building Official	Section 3.4 (f)	\$100.00
14.	Numbers less than 200 mm	Section 4.1	\$100.00
15.	Numbers are not clearly visible	Section 4.2	\$100.00

Note: The general penalty provision for the offences listed above is Section 6 of By-Law No. 09-4510, a certified copy of which has been filed.


<b>ITEM</b>	<b>Short Form Wording</b>	<b>Provision creating or defining offence</b>	<b>Set Fine</b>
16.	Permanent sign not placed within property boundary	Section 4.3	\$100.00
17.	Permanent Sign not approved by Chief Building Official	Section 4.4	\$100.00
18.	Individual units did not have unit numbers	Section 4.7	\$100.00
19.	Unit number were less than 200 mm	Section 4.7 (a)	\$100.00

“NOTE: The general penalty provision for the offences listed above is Section 6 of By-Law No. 09-4510, a certified copy of which has been filed.”

ONTARIO COURT OF JUSTICE  
PROVINCIAL OFFENCES ACT  
PART I

IT IS ORDERED pursuant to the provisions of the Provincial Offences Act and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and the By-law Number 09-4510, of the Town of Ingersoll, attached hereto is the set fine for that offence. This Order is to take effect May 19, 2010.

Dated at London, Ontario this 19th day of May 2010.

  
Kathleen E. McGowan  
Regional Senior Justice  
West Region