

The Corporation of the City of Peterborough

By-Law Number 25-117

Being a By-law respecting Municipal Addressing in the City of Peterborough

Short Title 2

Interpretation 2

Assignment of Municipal Numbers 4

Posting of Municipal Numbers 4

General Provisions 5

Specific Prohibitions 5

Delegation 6

Administrative Penalties 6

Effective Date and Repeal 6

Schedule A 7

Whereas

1. Section 10(2) of the **Municipal Act, 2001** permits councils of local municipalities to pass by-laws and make regulations for the health, safety, and well-being of persons within the municipality.
2. Section 10(2) of the **Municipal Act, 2001** permits councils of local municipalities to pass by by-laws and make regulations for the protection of persons and property within the municipality.
3. This by-law provides the orderly assignment of municipal address numbers within the City of Peterborough.

4. This by-law provides for the proper maintenance of municipal address numbers by owners of properties within the City of Peterborough.
5. The orderly assignment and the proper maintenance of municipal address numbers is required for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons.

Now therefore, the Corporation of the City of Peterborough by its Council enacts as follows:

Short Title

1. This By-law may be referred to as the “Municipal Addressing By-law”.

Interpretation

2. Unless otherwise stated:
 - a) reference to any statute or regulation refers to a statute or regulation of Ontario as it may be amended or replaced from time-to-time;
 - b) a reference to a by-law refers to a by-law of the City as it may be amended or replaced from time-to-time; and
 - c) a reference to a section, paragraph, clause, subclause or schedule is a reference to this By-law’s section, paragraph, clause, subclause or schedule.
3. The table of contents and headings in this By-law are for convenience only and do not form part of this By-law.
4. If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
5. This By-law is a Designated By-law as that term is defined in By-law 20-073 and the definitions used therein are, by reference, incorporated.
6. This By-law does not limit the City’s right to enforce another Designated By-law or a Property Standards Order by all legal means.
7. In this By-law:
 - a) **911 Sign** – means an aluminum green sign with white numbering made with high intensity reflective sheeting with overall minimum dimensions of 12.7cm (5 in) x 29.21cm (11.5 in) x 1.628mm (.064 in) and a minimum number-height of 7.62 cm (3 in).

- b) **Building** – means a structure on a Lot occupying an area greater than 17.5 square metres, consisting of walls, a roof and floor, including all the works, fixtures and service systems appurtenant thereto.
- c) **By-law** – means this by-law and any schedule to it as it may from time-to-time be amended.
- d) **Change Date** – means the date by which an Owner is required to comply with any direction given by the Manager, Geomatics/Mapping.
- e) **City** – means The Corporation of the City of Peterborough or the geographic area of the City of Peterborough as the context requires.
- f) **City Service** – means one or more of garbage collection, recycling collection, green bin or yard waste collection and any other service provided or delivered by the City.
- e) **Director, MLES** – means the Director, Municipal Law Enforcement and Security for the City or designate.
- h) **Council** – means the City's Council.
- i) **EMS** – means one or more of a police service, a fire service or an ambulance service.
- j) **Front Lot Line** – means the portion of the Lot abutting the Highway which has the primary access point.
- k) **High Intensity Reflective Sheeting** – means a non-metalized, microprismatic-lens reflective sheet material.
- l) **Highway** – means each of, as the context requires, (1) a common or public highway and includes the City-owned boulevard and (2) a private road or private right-of-way, including condominium roads.
- m) **Lot** – means a parcel of land which is capable of being legally conveyed in accordance with the provisions of the Planning Act, RSO 1990, c.P.13.
- n) **Manager, Geomatics/Mapping** – means the Manager, Geomatics/Mapping for the City or designate.
- o) **Municipal Number** – means the number assigned by the Manager, Geomatics/Mapping to a Building, Lot or Unit located on a Highway, either before or after the coming into effect of this by-law.
- p) **Municipal Number Sign** – means (1) a sign bearing the Municipal Number and when required by the Manager, Geomatics/Mapping, the Municipal Number and the name of the Highway or (2) a 911 Sign.

- q) **Owner** – means each of, as the context requires, the registered owner, condominium corporation, assessed owner, occupant, tenant, or the person who manages or receives the rent, whether on his/her own account or as an agent or trustee or on account of any other person, for the Lot.
- r) **Unit** – means a separately rentable area within a Building.

Assignment of Municipal Numbers

- 8. The Manager, Geomatics/Mapping has the delegated authority to:
 - a) assign a Municipal Number to a Building, a Lot or a Unit;
 - b) determine, after considering the property access configuration, which Highway the Municipal Number will face;
 - c) maintain a system for assigning sequential Municipal Numbers for Buildings, Lots, or Units, within the City;
 - d) change the assignment of a Municipal Number when satisfied that the current Municipal Number may not result in (1) EMS arriving at the appropriate location or (2) the prompt and efficient delivery of a City Service;
 - e) determine how many Municipal Number Signs need to be posted on a Building, Lot or Unit;
 - f) install, at the Owner's expense, a 911 Sign on the Highway adjacent to a Building, Lot or Unit, if an Owner has not complied with their obligations under this By-law;
 - g) establish requirements for a Municipal Number Sign for a Building, Lot or Unit which differ from the standards set out in Schedule A; and
 - h) require the Owner, during construction of a Building, to install a temporary Municipal Number Sign which meets the requirements reasonably imposed by the Manager, Geomatics/Mapping.

Posting of Municipal Numbers

- 9. Every Owner will ensure that a Municipal Number Sign is posted on a Building, Lot or Unit in accordance with:
 - a) with the standards prescribed in Schedule A; or
 - b) the directions given by the Manager, Geomatics/Mapping.
- 10. Every Owner who fails to comply with any Administrative Order issued by the Manager, Geomatics/Mapping or by the Director, MLES, within the 30-calendar days of the Change Date is subject to an Administrative Penalty.

General Provisions

11. In addition to issuing a Penalty Notice for the contravention of this By-Law, an Officer may:
 - a) issue an Administrative Order to the Owner; or
 - b) upon the failure to comply with an Administrative Order issued under 11(a), cause the erection, repair or replacement of a Municipal Number Sign and the associated expense may be recovered from the Owner of the Building, Lot or Unit and said expense may be collected from the Owner in the same manner as taxes.
12. Every Owner is required to:
 - a) install a Municipal Number Sign in compliance with the standards set out in this by-law;
 - b) repair or replace a Municipal Number Sign which has been damaged, removed, stolen or is missing or incorrectly placed; and
 - c) comply with an Administrative Order.
13. An Owner who has received a Penalty Notice or an Administrative Order may avail themselves of the Screening and appeal processes under By-law 20-073.

Specific Prohibitions

14. No Owner may:
 - a) Fail to post or erect a Municipal Number Sign at each primary entrance to a Building, and, if applicable, at each entrance to each Unit;
 - b) Post a number, other than the Municipal Number, on a Building or on a Municipal Number Sign;
 - c) Post or erect a Municipal Number Sign other than in accordance with the requirements of this By-law or in accordance with a direction given by the Manager, Geomatics/Mapping;
 - d) Cause or permit the construction of a Building until a Municipal Number has been assigned to the Building by the Manager, Geomatics/Mapping;
 - e) Cause or permit a Municipal Number Sign to be, or remain, obstructed or defaced;
 - f) Fail to maintain a Municipal Number Sign in a legible condition or in an unobstructed condition;

- g) Remove a Municipal Number Sign, other than as may be strictly necessary for the immediate repair or replacement of the Municipal Number Sign:
 - i) in accordance with a direction given by the Manager, Geomatics/Mapping; or
 - ii) with a new Municipal Number Sign which meets the standards prescribed in Schedule A;
- h) Fail to comply with an Administrative Order.

Delegation

- 15. It is Council's opinion that the delegations in this By-law to the Manager, Geomatics/Mapping, and to an Officer and to the Director, MLES are of a minor nature. In forming this opinion, Council had regard to the number of people, the size of geographic area and the time period affected by the exercise of each delegated power.

Administrative Penalties

- 16. AMP System By-law 20-073 applies to each Administrative Penalty issued pursuant to this By-law.
- 17. In accordance with Section 7 of By-law 20-073, and subject to Section 9 of this By-law, each Owner who contravenes this By-law is, upon issuance of a Penalty Notice, liable to pay to the City an Administrative Penalty of:
 - a) \$75 for the remainder of the first day on which the contravention occurs; and
 - b) \$225 for the remainder of each day upon which the contravention continues;

Effective Date and Repeal

- 18. This by-law comes into effect on the day it is passed.
- 19. By-law 09-050 is hereby repealed on the date this by-law comes into effect.

By-law passed this 14th day of October 2025.

Sgd. Jeff Leal, Mayor

Sgd. John Kennedy, City Clerk

Schedule A

Standards for a Municipal Number Sign

1. Every Municipal Number Sign, which is not a 911 Sign, must be made from durable waterproof material, and bear numbers or characters not less than 100 mm (4 inches) in height in a contrasting colour to the background and be located facing the Highway in a manner that the Municipal Number is clearly visible from the Highway.
2. Where the Building to be numbered is 15.2m (50 feet) or more from the Front Lot Line, or is not directly visible from the Highway, then the Municipal Number Sign must be posted on a signpost or other fixed object near the driveway and be within 1.0m (3 feet) of the Lot line at a height between 1.2m and 1.8m (4-6 feet) above grade level, perpendicular to the road and double sided or in such other location as is approved by the Manager, Geomatics/Mapping.
3. Where the Building to be numbered is 15.2m (50 feet) or more from the Front Lot Line, or is not directly visible from the Highway, a 911 Sign must be installed to the satisfaction of the Manager, Geomatics/Mapping.
4. Where the Building to be numbered is less than 15.2m (50 feet) from the Front Lot Line, the Municipal Number Sign must be affixed to a portion of the Building or displayed over the garage fronting on the Highway or on a signpost or other fixed object located between the Building and the Front Lot Line, and not placed or displayed higher than the first storey of the Building or garage or in such other location as is approved by the Manager, Geomatics/Mapping.
5. Where, in the opinion of the Manager, Geomatics/Mapping, additional signage is required to identify a Building or Lot abutting more than one street, the Manager, Geomatics/Mapping must provide thirty (30) days written notice to the Owner that additional signage is required, and in default of the Owner erecting such signage, the City may erect a Municipal Sign in accordance with the provisions of Section 5 of this by-law.
6. A Municipal Number Sign may appear in written form (E.g. One Hundred and Sixteen) provided that the Municipal Number is also displayed in numeric form (E.g. 116).
7. A 911 Sign must be installed in a place which is visible from the Highway.