# THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

## BY-LAW NO. 45-2025

*Being a By-Law to regulate street addresses within the Municipality of Port Hope*

WHEREAS subsection 8 (1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended (the "Act"), provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS subsection 11 (2) 6 of the Act provides that a municipality may pass by-laws for the health, safety and well-being of persons; and

WHEREAS subsection 11 (2) 8 of the Act provides that a municipality may pass by-laws for the protection of persons and property; and

WHEREAS subsection 11 (3) 1 of the Act provides that a municipality may pass by-laws for highways; and

WHEREAS subsection 11 (3) 7 of the Act provides that a municipality may pass by-laws for structures, including fences and signs; and

WHEREAS subsection 227 (a) of the Act provides that it is the role of officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and

WHEREAS subsection 429 (1) of the Act provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Act; and

WHEREAS section 446 of the Act provides that a municipality has the authority under this or any other Act or under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in 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. For this purpose, the municipality may enter upon land at any reasonable time. The municipality may recover the costs of doing a matter or thing for this purpose, 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 Council, at its Meeting of September 16, 2025 considered Staff Report PS-12-25;

NOW THEREFORE the Council of The Corporation of the Municipality of Port Hope enacts as follows:

1) DEFINITIONS

1.1) For the purposes of this By-law:

a) "911 Sign" means a plate or sign which is affixed a street number, and which has reflective properties.

b) "Addressing Plan" means a plan that depicts the assigned street numbers and street names for a development or redevelopment of land.

c) “Agreement” means a subdivision agreement, site plan, or a similar binding agreement between the Municipality and the Owner of a Property or its representative.

d) "By-law Enforcement Officer" means a Person employed by the Municipality to enforce the Municipality's By-laws.

e) "County" means the County of Northumberland.

f) "Municipal Address" means the combination of a street number with a street name.

g) "Municipality" means The Corporation of the Municipality of Port Hope and includes the geographical area within the Municipality.

h) "Order" means an Order issued under Section 6 of this By-law by a By-law Enforcement Officer.

i) "Owner" means the owner of a property, building or Structure and includes an occupant of such property, building or Structure.

j) "Property" means land including all buildings or Structures on the land.

k) "Record" means the Original Street Number Record for the Municipality of Port Hope.

l) "Street Number" means the street number, that may include suite/unit numbers for a property, building, or Structure assigned in accordance with the general provisions set out in this By-law.

m) "Structure" means public or private utilities such as hydro substations, bell boxes/buildings, telecommunication towers, etc. and does not include detached garages, sheds, swimming pools, tennis or other courts, pergolas, or other accessory or ancillary structures related to a dwelling unit or other building.

2) GENERAL PROVISIONS

a) This By-law shall apply to every Property in the Municipality.

b) The Street Number for each Property in the Municipality shall be assigned by an Agreement.

c) Notwithstanding subsection 2 (b) where a Property has been assigned a Street Number without an Agreement, the Street Number shall still be considered valid and shall have the same force and effect as a Street Number assigned by an Agreement. Where there is a conflict between the Street Number in the Record and assigned by an Agreement the Street Number in the Agreement shall prevail.

d) No Street Number for a Property shall be posted other than the Street Number assigned to said Property in accordance with the provisions of this By-law.

e) Existing Street Numbers in accordance with subsections 2 (b) and 2 (c), on the date of the passing of this By-law, that are not in conformity with the provisions of Section 3 of this By-law will not be required to change their Street Number to bring the Property into conformity with the By-law.

f) Notwithstanding subsection 2 (e), Property Owners are encouraged to request to change their Street Number to comply with the provisions of Section 3 of this By-law.

g) Every Owner shall affix or cause to be affixed a Street Number in accordance with the provisions of Section 4 of this By-law within 30 days of the issuance of a building permit or, where such Property is in existence as of the date of this By-law, on November 20, 2025, or as soon thereafter as reasonably possible.

h) Notwithstanding subsection 2 (e), where a Property is subject to a Site Plan Control and/or Subdivision Agreement, the provisions of the Site Plan and/or Subdivision Agreements prevail.

3) STREET NUMBERING CRITERIA

a) All Properties and buildings shall be provided with a Street Number. Any Properties and buildings that do not have a Street Number shall apply for and be assigned a Street Number.

b) All new Structures shall be provided with a Street Number. Existing Structures shall apply for the assignment of a Street Number.

c) Street Numbers shall align with addresses across the street, and the property limits shall be used to determine the appropriate address for a Property. Values shall increase in order up or down the street (as required), and values on one-side shall not surpass values on the other.

d) On east-west running streets:

i) even numbers shall occur on the north side of the street;

ii) odd numbers shall occur on the south side of the street; and

iii) lower numbers shall start at the west.

e) On north-south running streets:

i) even numbers shall occur on the west side of the street;

ii) odd numbers shall occur on the east side of the street; and

iii) lower numbers shall start at the south.

f) In the case of corner lots or lots with more than one frontage, Street Numbering shall be assigned to the public highway in which the primary entrance-door faces, or the frontage the building or Structure where access is from.

g) An existing Street Numbering sequence shall be continued, where possible, when assigning new Street Numbers for new developments on the same street.

h) Street Numbering shall be assigned in consecutive, sequential order, and for greater clarity, no Street Number shall be assigned that brings Street Numbering out of sequence (i.e. if Municipal Addressing is applied in increments of four, no Municipal Address shall be assigned or amended that would result in a different increment between Properties).

i) For a County road that is a continuation of a highway in an adjoining municipality and bears the same name, Street Numbering shall be in accordance with the County Street Numbering Grid and the provisions of this By-law. The first Street Number shall be a continuation of the Street Numbering pattern in the adjoining municipality.

j) For a Provincial road that is a continuation of a highway in an adjoining municipality and bears the same name, Street Numbering shall be in accordance with the provisions of this By-law and the first Street Number shall be a continuation of the Street Numbering pattern in the adjoining municipality.

k) Street Numbers shall be assigned to, but not limited to, residential, commercial, industrial and institutional properties, parks, open spaces, stormwater management areas, pumping stations, hydro substations, and bell boxes/Structures in accordance with the provisions of this By-law.

4) POSTING OF STREET NUMBERING SIGNAGE

a) Every Owner shall affix or cause to be affixed and maintain the Street Number for such Property to a wall of a building, or other location, which faces a public highway so as to ensure clear visibility of the number at all times from the public highway.

b) Notwithstanding subsection 4 (a) where a building or Structure is set back to such an extent, or is otherwise located on the property so that the Street Number is not clearly visible from the public highway onto which the building or Structure is accessed from:

i) The Owner shall affix and maintain the Street Number to a supporting post in accordance with the provisions of this By-law.

ii) A 911 Sign shall be required to be posted for a Property in accordance with the following:

(1) the distance between the post supporting the plate and the centerline of the principal access driveway shall not exceed 6 metres;

(2) there shall be a right-angle alignment to the public highway on which the Street Number has been assigned so that the plate is clearly visible at all times from the public highway;

(3) the distance between the post supporting the plate and the right of way of the public highway shall not exceed 5 metres;

(4) the 911 Sign shall be posted on the same side of the public highway as the Property to which the street number has been assigned;

(5) the 911 Sign shall be erected so there is at least 1.4 metres and no more than 1.6 metres between the average grade of the Property directly in front of the plate, and the top of the 911 Sign;

(6) the Street Numbers shall be a minimum of 10 centimetres and maximum of 15.5 centimetres in height;

(7) the Street Numbers shall be affixed on each side of the 911 Sign;

(8) the dimensions of the 911 Sign shall be a minimum of 11 centimetres and maximum of 16.5 centimetres in height;

(9) the 911 Sign shall be of reflective material; and

(10) the Municipality may order the 911 Sign for the Owners and the cost of same shall be paid for by the Owner.

c) No Street Number shall be affixed to the Property of the Municipality or a public utility including a streetlight pole, telephone pole or hydro pole.

d) Subsection 4 (c) does not preclude Street Numbers being affixed to Property related to public utilities such as but not limited to hydro substations and Bell boxes/Structures, where Street Numbers have been assigned in accordance with the provisions of this By-law.

e) All required signage shall be permanent, constructed of durable material and clearly visible.

5) FLOOR, SUITE AND UNIT NUMBERING

a) Floor Numbering:

i) Numbering shall be applied in numerical sequence starting from the ground floor level.

ii) Numbering shall not skip between floors.

b) Suite/Unit Numbers:

i) Numbering shall increase in numerical sequence starting with the floor number to which the unit/suite is located on.

ii) Number of suites/units shall start at the closest suite directly to the left of the passenger elevator that services the primary entrance to the building and ending to the right of the elevator. In cases where a passenger elevator is not possible, the primary entrance shall be utilized.

6) ORDERS

a) If a By-law Enforcement Officer is satisfied that a Person has contravened any section of this By-law, the By-law Enforcement Officer may issue an Order requiring work to be done to correct the contravention, which Order shall contain the Municipal Address and/or the legal description of the Property, and shall set out:

i) The reasonable particulars of the contravention, the work to be done, any work or action required to be undertaken to rectify the contravention, and the period within which there must be compliance with the Order; and

ii) Notification that if the work or action is not done, as the case may be, in compliance with the Order within the period specified, the Municipality may have the work done at the expense of the Owner and seek penalties as outlined in Section 7 of this By-law.

b) Orders issued by a By-law Enforcement Officer under this By-law shall be served as follows:

i) Orders shall be served on all Persons to whom the Order is issued:

(1) Personally, in writing; or

(2) by prepaid registered mail to the last known address according to the Municipality's records of the Person named in the Order; which service shall be deemed to have been effective 5 days after mailing; and

ii) If the Municipality is unable to effect service of an Order on the Owner, a placard containing the terms of the Order may be placed in a conspicuous place on the Property and the placing of the placard shall be deemed to be service of the Order effective on the date the placard is placed on the Property.

7) PENALTIES

a) Municipal fees for administration and enforcement activities under this By-law shall be subject to the rates and fees set out in the Municipality's current Fees and Charges By-law as amended or any successors thereto.

b) Every Person who contravenes any provision of this By-law, including an Order issued under this By-law, is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, Chapter P .33, as amended.

c) Every Person who is guilty of an offence under this By-law shall be subject to the following penalties:

i) upon a first conviction, shall be liable to a fine of not more than $5,000

ii) upon second or subsequent conviction for the same offence, to a fine of not more than $10,000;

iii) upon conviction for a continuing offence, to a fine of not more than $1,000 for each day or part of a day that the offence continues. The total of the daily fines may exceed $10,000;

iv) upon conviction of a multiple offence, for each offence included in the multiple offence, to a fine of more than $1,000. The total of all fines for each included offence is not limited to $10,000.

d) For the purposes of this By-law, "multiple offence" means an offence in respect of two or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this By-law.

e) For the purposes of this By-law, an offence is a second or subsequent offence if the act giving rise to the offence occurred after a conviction had been entered at an earlier date for the same offence.

f) If a conviction is entered, in addition to any other remedy, and to any penalty imposed by this By-law, the court in which this conviction is entered, and any other court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the Person convicted.

g) No Person shall provide false information or give a false statement to an Officer, employee and/or agent of the Municipality in the lawful exercise of a power or duty under this By-law.

h) No Person shall hinder or obstruct, nor attempt to hinder or obstruct, either directly or indirectly, a By-law Enforcement Officer, employee and/or agent of the Municipality in the lawful exercise of a power or duty under this By-law.

i) Every Person shall comply with any Notice or Order issued under the authority of this By-law.

8) SEVERABILITY

   a) Here a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an Order to the contrary.

9) ENACTMENT

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

BYLAW READ AND PASSED in Open Council this 21st day of October, 2025.

_____
Olena Hankivsky, Mayor

_____
Shrishma Davé, Clerk

By signing this by-law on the 21st day of October, 2025, Mayor Olena Hankivsky will not exercise the power to veto this by-law.