

**BY-LAW NO. 142**  
**"A BY-LAW RESPECTING THE NUMBERING OF**  
**BUILDINGS IN THE VILLAGE OF MINTO"**

The Council of the Municipality of Minto under authority vested in it by Section 11 of the Municipalities Act, R.S.N.B 1973, c.M-22 and amendments thereto enacts as follows:

**RECITALS**

1. Whereas

(a) the Village of Minto provides police protection and fire protection and other services to its inhabitants.

(b) it is important to the provision of such services that properties be properly identified by number.

NOW THEREFORE the Council of the Village of Minto enacts as follows:

**SHORT TITLE**

2. This by-law may be cited as the "Village of Minto Civic Numbering By-law".

**DEFINITIONS**

3. In this by-law,

(a) "Building" includes any structure used or intended for supporting or sheltering any use or occupancy.

(b) "Village" means the Village of Minto

(c) "Development Officer" means the Development Officer of the Village of Minto.

(d) "Clerk Administrator" means the Clerk Administrator of the Village of Minto.

(e) "Property" includes any parcel of land whether vacant or built upon.

(f) "Civic Number" means the number assigned to a property or building by the Village of Minto.

(g) "Owner(s)" means the person or persons identified as acquiring the fee simple title to a property in the document which purports to convey such interest and was most recently recorded in the Sunbury and/or Queens County Registry Offices.

(h) "Roadway" means the portion of a street improved, designed or ordinarily used for vehicular traffic.

(i) "Street" includes a highway, road, lane, alley, park, or parking lot, whether public or private.

## **ASSIGNING CIVIC NUMBERS**

4. The Development Officer or Clerk Administrator or such other person as designated by Council is responsible for the assigning of Civic numbers to properties and buildings fronting upon or abutting a street. The Village shall keep a record of civic numbers which have been assigned.

5. The civic number which has been assigned to a property by the Village of Minto are valid for the purpose of this by-law unless directed otherwise by the Development Officer or Clerk Administrator.

## **DISPLAYING CIVIC NUMBERS**

6. The owner(s) of a property on which a building is located shall display on the property the civic number(s) of the building in the manner provided herein.

7. An owner shall not display nor permit to be displayed upon his property any number which is not its civic number. The Development Officer or Clerk Administrator may, by written notice, require an owner to remove from his property any number which is displayed thereon which is not its civic number and an owner shall comply with such notice within 7 (seven) days of receiving it.

8. (1) Subject to subsection 8(2) and 8(3), any civic number shall be displayed upon a property in the following manner.

- (a) it shall be in Arabic numerals;
- (b) the bottom of the numerals shall be at least 1.2 metres (48 inches) above the ground;
- (c) the colour of each numeral shall be such as to clearly contrast with the colour of the building or post or sign on which it is located;
- (d) it shall be placed upon the building in such a location that it faces toward and is clearly visible from the street from which it is numbered.
- (e) if it is located on a sign or post or on a building which is within 15 metres (49.2

feet) of the street, then the numerals shall be not less than 65 millimeters (2 1/2 inches) in height;

- (f) if it is located on a building which is 15 or more meters (49.2 feet) from the street, then the numerals shall be not less than 100 millimeters (4 inches) in height;

(2) A civic number shall be displayed on a post or a sign, if the civic number which might otherwise have been located on a building, can not be easily read from the street from which the building is numbered. The post or sign shall be located on the property within five metres (16.4 feet) of the boundary between the property and the street and the numerals shall face towards and be clearly visible from the street.

(3) The Development Officer or Clerk Administrator may, in writing, require an owner to place a civic number on a sign or post located on the property adjacent to the entrance of a driveway which provides emergency vehicle access to a building.

(4) Initial cost of civic numbers will be the responsibility of the Owner. Replacement costs of civic numbers will also be the responsibility of the owner.

## **PENALTIES**

- 9. (1) Every person who violates any provision of this by-law is guilty of an offence.
- (2) Every person charged with an offence under any section of this by-law may, on or before the date a charge pertaining to the offence has been laid in Provincial Court, make a voluntary payment of fifty dollars (\$50.00).
- (3) If the voluntary payment set out in section 9(2) has not been received on or before the date a charge pertaining to the offence has been laid in Provincial Court, the person charged with the offence may make a voluntary payment of seventy five dollars (\$75.00).
- (4) The voluntary payment set out in either section 9(2) or 9(3) shall be made payable to the Village of Minto as follows:

in person at 420 Pleasant Drive, Minto, in cash or by certified cheque or money order made payable to The Village of Minto;

Or

by mail to: The Village of Minto, 420 Pleasant Drive, Minto, N.B., E4B 2T3, "Attention Clerk Administrator", by certified cheque or money order only, payable to The Village of Minto;

at which time the ticket or ticket number shall be surrendered to the Village of Minto and such payment shall be deemed payment in full.

- (5) If the voluntary payment set out in either section 9(2) or 9(3) has not been received on or before the hearing scheduled for entering of a plea before the Provincial Court, the person charged with the offence is liable on summary conviction to a fine of not less than one hundred & forty dollars (\$140.00) and not more than the maximum fine (\$1,070.00) which may be imposed for commission of an offence punishable under Part II of the *Provincial Offences Procedure Act* as a Category D offence.

## **ENFORCEMENT**

10. This by-law shall be enforced by the Development Officer or Clerk Administrator or such other person as designated by Council.

By-law Number 122, entitled “ A By-law Respecting the Numbering of Buildings in the Village of Minto” and all amendments are hereby repealed.

IN WITNESS WHEREOF the Village of Minto has caused the Corporate Seal of the said Village to be affixed to this By-Law the      day of                      and signed:

READ FIRST TIME:

READ SECOND TIME:

READ THIRD TIME  
AND ENACTED:

MAYOR

CLERK