



# Civic Numbering By-Law

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*Pursuant to the authority conferred by Section 8 of the Towns and Local Service Districts Act, (SNL 2023 T-6.2), the Town of Grand Falls-Windsor has made the following Civic Numbering By-Law.*

1. This By-Law may be cited as the Town of Grand Falls-Windsor Civic Numbering By-Law.
2. Interpretations: In this By-Law unless the context otherwise requires;-
  - (a) "Act" means Towns and Local Service Districts Act (SNL 2023 T-6.2).
  - (b) "Building Line" means a line established by an authority that runs parallel to a street line and is set at the closest point to a street that a building may be placed.
  - (c) "Civic Address" means civic number and street name.
  - (d) "Civic Number" means the number assigned to a property by the Council in accordance with this By-Law;
  - (e) "Corner Lot" means a lot or parcel of land abutting upon two or more streets at their intersection or upon two parts of the same street forming an interior angle of less than 135 degrees.
  - (f) "Council" means the Town Council of the Town of Grand Falls-Windsor, Newfoundland.
  - (g) "Front Yard Civic Numbering Sign" means a sign that is located within the Front Yard, attached to a post or a securely fixed landscaping element that clearly marks the civic number for the street onto which it fronts.
  - (h) "Good State of Repair" means the civic numbers are complete and visually apparent, and in a structurally sound condition, plumb and securely anchored, and all stained or painted elements are maintained and free of peeling;
  - (i) "Grade" (as applying to the determination of building height) means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.

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- (j) “Lot” means any plot, tract or parcel of land, which can be considered as a unit of land for a particular use or building.
- (k) “Main Building” means a building in which is conducted the main use of the lot on which it is located.
- (l) “Town” means the Town of Grand Falls-Windsor.
- (m) “Owner” means any person, firm or corporation controlling the property under consideration.
- (n) “Residential Lot” means a lot used exclusively or primarily for a dwelling or dwelling unit.
- (o) “Street” means street, road, highway or other way designed for the passage of vehicles and pedestrians and which is accessible by fire department and other emergency vehicles.
- (p) “Street” means street, road, highway or other way designed for the passage of vehicles and pedestrians and which is accessible by fire department and other emergency vehicles.
- (q) “Street Name” means the official name of a street and street type as it appears in the Civic Address File; and
- (r) “Street Name Sign” means the name plate and the sign post for either private or public roads.

3. Application

This By-Law shall apply to the municipal area of the Town.

4. Conformity with By-Law

No person shall erect, maintain or repair a civic number except in accordance with this By-Law.

5. Assigning Civic Numbers

- (a) The civic number shall be assigned by Council through the Director of Public Works and Development or designate.

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- (b) Civic numbers previously assigned by the Town are valid for the purpose of this By-Law unless directed otherwise by the Director of Public Works and Development or designate.

## 6. Procedures

- (a) Upon the receipt of a development application, the Director of Public Works and Development or designate will locate the property and determine the appropriate civic number to assign to the property.
- (b) The assigning of a civic number and address to a property shall form a condition of the Building Permit.
- (c) In those circumstances where civic numbers and addresses have not been assigned to an existing property or building by Council, the owners of those existing buildings shall be notified in writing of the civic number and address and required to post the civic number of the building in compliance with these Regulations.
- (d) No permit shall be required to install, replace, and maintain a civic number in accordance with these Regulations.
- (e) Where required, the civic number shall be posted on the building in accordance with these Regulations prior to the issuance of an occupancy permit.
- (f) Periodic inspections of buildings throughout the Town by Fire Chief/Director of Public Works and Development or designate staff shall be undertaken to ensure compliance with this By-Law. Where it is required by the Town, the owners of those existing buildings that are not in compliance with this By-Law, shall be notified in writing and required to post the civic number on the building in compliance with this By-Law.

## 7. Existing Civic Numbering Signs May Continue to be Used

- (a) A civic number which is displayed on a building or property on the date of the enactment of this By-Law shall continue to be its civic number until such time as Council may, by written notice, direct otherwise.
- (b) Civic numbering signs that do not conform to this By-Law may continue to be used until such time as the Council advises the property owner in writing of a revised civic number.

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## 8. Civic Number Requirements

- (a) The owner of a property on which the main building is located shall post the civic number(s) of the property in accordance with this By-Law.
- (b) Unless otherwise determined by Council, the owner of a property shall keep the civic number of the property as assigned by the Town posted at a location in accordance with this By-Law.
- (c) Where the building is comprised of multi-tenant occupancies that are accessed externally at grade level, each tenant unit shall be identified by the posting and display of a suite or tenant number.
- (d) Where it is determined by the Town of Grand Falls-Windsor officials that the assigned civic number cannot be easily read when viewed from the closest place on the travelled portion of the street or private road upon which the property is situated or from which it has access, the civic number shall be posted on the structure or facility and shall also be posted on the ground sign or at the end of the access driveway.
- (e) The Director of Public Works and Development or designate may by written notice to an owner, change or reassign civic numbers to correct errors, inaccuracies or rationalize civic numbering along a street or road as a result of new development projects.
- (f) The Fire Chief may, in writing, require an owner to place any number of civic numbering signs located on the property adjacent to the entrance of a driveway, including within Town lands, which provides emergency vehicle access to a building.

## 9. Civic Numbering Standards

A civic number shall be displayed on the main building of each property in a conspicuous location and displayed in a visually suitable manner, such that:

- a) it is in Arabic numbers;
- b) the color of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- c) the minimum character size of numerals on residential properties shall be in accordance with the following table:

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Distance of Building Line Setback From Street Line	Minimum Character Size
0 - 15 m (0 – 49.2 ft)	10 cm (4 inches)
15 m – 20 m (49.2 – 65.8 ft)	15 cm (6 inches)
Greater than 20 m (65.8 ft)	20 cm (8 inches)

- (e) the bottom of the numerals on residential properties shall be a minimum of 1.2 m above grade;
- (f) the minimum character size of numerals on non-residential properties shall be 250 mm;
- (g) the bottom of the numerals on non-residential lots shall be a minimum of 2.0 m above grade;
- (h) the civic number shall be displayed on the building in a conspicuous manner that is clearly visible from the street or private road;
- (i) the civic number shall be displayed on the side of the building that faces towards the street or private road upon which the property is addressed; and
- (j) the civic number shall be displayed in a location which is not obstructed from view when viewed from the closest place on the travelled portion of the street or private road upon which the property is situated or from which it has access.

10. Public Authorities

The provision of this By-Law shall apply to all public authorities except in those cases where an exception from the By-Law is required to respond to an emergency or for a public purpose.

11. Conformity with Regulations

No person shall erect, maintain or repair a civic number except in accordance with this By-Law.

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12. Maintenance

- (a) Maintenance of the civic number sign shall be the responsibility of the owner.
- (b) Every property owner shall maintain a civic number in a good state of repair.

13. Corner Lots

A civic number on a property that is a corner lot shall face and be seen easily from the street that the address specifies. In some cases, Council may specify the location of the civic number.

14. Residential Lot – Front Yard Sign

No person shall erect or construct a civic sign for residential purposes in the area of the lot between the building line and front lot line with the exception of the following instances:

- (a) where there is not a more visible location on the front elevation of the building;  
and
- (b) where an established form of front yard civic numbering signage has been established along a street, a new civic numbering sign may be erected such that is consistent with this form of front yard signage provided the sign:
  - (i) does not create a visual obstruction for vehicles entering or exiting the lot,
  - (ii) does not create an obstruction to the travelling public,
  - (iii) does not interfere with snow clearing operations, and
  - (iv) is consistent and is in line with other signs in the immediate neighbourhood.

15. Responsibility for Damage

The Council shall not be liable for any damages for the repair of any Civic Numbering Sign whatsoever where the Council, its employees or agents or otherwise have acted without negligence. In particular, the Council shall not be liable for any damages for



the repair of any civic numbering sign whatsoever during the normal operation of municipal operations located within the Municipal Area.

16. Enforcement

A member of the RCMP, a Grand Falls-Windsor Municipal Enforcement Officer (MEO), a Grand Falls-Windsor Inspector, or any person designated by Council may enforce this By-Law.

17. Offence

- (1) A person who contravenes a provision of these By-Laws or who neglects or refuses to comply with a provision of these By-Laws commits an offence contrary to section 289(1)(f) of the Towns and Local Service Districts Act.
- (2) Each day upon which the same offence is committed or continued is a separate offence in accordance with section 289(3) of the Towns and Local Service Districts Act.
- (3) Every person who commits an offence under these By-Laws may:
  - (a) be subject to an Order pursuant to section 285(1) of the Towns and Local Service Districts Act;
  - (b) be issued a Violation Notice pursuant to section 287 of the Towns and Local Service Districts Act; or
  - (c) where the Town Council has not issued a violation notice, or where a violation notice has been issued but not complied with, be charged by way of summons, including a summons issued by means of a ticket under the Provincial Offences Act, pursuant to section 288 of the Towns and Local Service Districts Act.

18. Violation Notice

- (1) Where a person contravenes a provision of these By-Laws, the Town Council may issue a Violation Notice in accordance with section 287 of the Towns and Local Service Districts Act.

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- (2) Where the Council issues a Violation Notice to a person in respect of a contravention of these By-Laws, that person may make a voluntary out of court payment to the Council.
- (3) Where the person makes a voluntary payment to the Council under 18(2) the amount of the voluntary payment shall be:
  - i. \$50.00 if the person makes a voluntary payment to the Council no later than seven (7) days from the date of issuance of a Violation Notice; or
  - ii. \$75.00 if the person makes the voluntary payment after the expiration of the time period in subsection (i), but not later than (14) days from the date of issuance of the Violation Notice.
- (4) Where the person makes a voluntary payment to the Council under 18(2), no further action will be taken by the Council in respect to the contravention.
- (5) Where the Council issues a Violation Notice to a person, and that person fails to make a voluntary payment pursuant to section 18(2), the Council shall issue a summons with respect to the contravention noted in the Violation Notice.
- (6) The Council may charge the person referred to in 18(5) by way of summons, including a summons that is issued by means of a ticket under the *Provincial Offences Act*, pursuant to section 288 of the Towns and Local Service District Act.
- (7) Where a person has received a Violation Notice is convicted of an offence with respect to the same subject matter for which the Violation Notice was issued, the penalty for that offence shall be \$100.

19. Penalty

Pursuant to Section 290 of the Act, any person who violates any provision of these By-Laws shall be guilty of an offence and be liable on summary conviction;

- a) for a first offence, to a fine of not less than \$100 and not more than \$1,000 or to a term of imprisonment of not more than one month or to both the fine and imprisonment;

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- b) for a subsequent offence to a fine of not less than \$1,000 and not more than \$2,000 or to a term of imprisonment of not more than 3 months or to both the fine and imprisonment.

Darren Finn  
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Revision Dates

April 9, 2013	May 26, 2026			

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