

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
911 Identification Number	911 Identification for Applicable Emergency Services
POLICY SECTION:	POLICY NO:
N	2
EFFECTIVE DATE: August 16, 2023	ENACTED BY: By-Law 23-60

1 PURPOSE

The purpose of this statement of policy and procedure is for the maintenance and continuation of an accurate, Township-wide system of property identification that is both simple and capable of accommodating growth and to assist with the delivery of emergency and other services, on applicable properties.

The Township of The North Shore deems it to be necessary and in the interest of the public and the Township to provide for the numbering of properties adjacent to highways and streets within the Township of The North Shore and to provide for the numbering of properties on navigable waterways at the request of a property owner, within the Township of The North Shore.

The policy takes into account already established 911 identification numbers and puts forth guidance and direction for assigning new 911 identification numbers to unassigned locations, future streets and development.

2 DEFINITIONS

For purposes of this policy:

- a) "Township" means the Township of The North Shore
- b) "911 Identification Number" means the reflective plate or sign issued by the Township of The North Shore that represents the official civic property number
- c) "Owner" means the registered owner of a property and an occupant and/or tenant of all or any part of such property
- d) "Property" means a lot, or an area of land described as an individual parcel of land in a registered plan of subdivision or described by other means in a registered deed
- e) "Building" means the principal structure or structures on a property and includes a dwelling, business premises, school, place of worship, place of public assembly
- f) "Vacant lot" means a lot, or an area of land without a principle structure.
- g) "Street" includes all or part of any public or private highway, road, bridge, lane or right-of-way
- h) "Mainland property" means any property which is serviced and accessed by a street.
- h) "Water Access property" means any property which is not serviced or accessed by a street and is water access only.
- i) "Official Record" means the official building/property number record for the Township of The North Shore which record may be the Assessment Roll

3 INSTALLATIONS

3.1 Required Properties

The following types of properties shall be required to post a 911 Identification Number: any property on a street containing a residence (permanent, seasonal or otherwise), as well as any commercial, industrial, recreational, religious and educational property, including properties with facilities under construction which has the facilities on site from which to report an emergency and/or to which there is a reasonable expectation that emergency vehicles could be dispatched.

Although not required by the Township, owners of vacant lots may request a 911 Identification Number to help in the identification of a property for applicable emergency services, when the property has an approved entrance, and at the discretion of the Public Works Manager.

Although not required by the Township, owners of water access properties may request a 911 Identification Number to help in the identification of a property for applicable emergency services when a relevant emergency response explanation is demonstrated, at the discretion of the Public Works Manager.

Once the 911 identification number is installed by the Public Works department on mainland properties or by the owner on water access properties, it becomes the responsibility of the property owner and is expected to be kept in good repair.

The Township shall be authorized to enter onto any mainland property within its boundaries to place a 911 identification number.

3.2 Mainland properties

A 911 identification number will be supplied and installed on mainland properties by Public Works staff to those properties with corresponding property listings in the current tax roll.

3.3 Water access properties

A 911 identification number will be supplied to each water access property owner who requests a 911 identification number to be added to properties with corresponding property listings in the current tax roll. It is the responsibility of the owners of water access properties to ensure that the 911 identification number is clearly visible to an approaching vessel from all directions.

The owner will be advised when the 911 identification number and post are available at the Township Office and arrangements will be made for pick up. When the owner is given the 911 identification number and post, they will be required to sign for receipt of the hardware, and a copy of instructions about installation will be provided.

Owners of water access properties may place their 911 identification number supported by the post provided at their boathouse or at an access point of the property either on shore or attached to the end of the dock. The post and 911 identification number will be supplied by the Township.

The 911 identification number must NOT be nailed to or hung from trees, mailboxes, fence posts, etc. and must be supported by a free-standing post 4 to 6 feet above grade. The 911 identification number must be kept visible at all times and kept unobstructed by vegetation or any type of structure.

4 OFFICIAL RECORD

An official record will be kept of every property or water access property within the Township that has been, or will be, assigned a 911 identification number by the Township and shall be maintained by the Township and updated accordingly.

5 INITIAL INSTALLATION AND REPLACEMENT

5.1 Initial Installation

The initial 911 identification number and post will be provided for a property owner who is required to have a 911 identification number or to a property owner that requests (at the discretion of the Public Works Manager) a 911 identification number, free of charge.

Once the 911 identification number is installed by the Public Works department on mainland properties or by the owner on water access properties, it becomes the responsibility of the property owner.

5.2 Replacement

When a 911 identification number is missing or illegible, the property owner shall repair or request a replacement 911 identification number immediately.

If the property owner does not provide maintenance to the 911 identification number or post according to this policy, the 911 identification number is damaged, or if the Township office is made aware of a missing 911 identification number, the Clerk of the Township will give the property owner written notification that the owner is required to complete the maintenance to or request a new 911 identification number or post, within 60 days of the mailing of notice

If after 60 days of the mailing of notice, the situation is not rectified in compliance with this policy, the Township shall make any installations or repairs that it deems appropriate at the cost to the property owner.

5.3 Replacement Cost

Property owners of both mainland and water access properties will be invoiced at full cost for the replacement 911 identification sign and/or the post.

6 MAINTENANCE

Every owner shall ensure that the 911 identification number is kept visible at all times and is unobstructed by vegetation, structures, or snow accumulation.

The 911 identification number and location shall be maintained so that the 911 identification number remains clearly visible from the street or from approaching water vessels at all times, in all directions.

7 RESTRICTIONS

No owner of a property shall relocate a 911 identification number without prior authorization by the Township or remove the 911 identification number once posted, except for immediate repair by the owner or Township.

8 LIABILITY

The Township shall not be liable for any loss, injury, cost or expense which the property owners may incur as a result of a 911 identification number being installed, damaged, missing, obstructed or illegible.