

**CITY OF YELLOWKNIFE**

**BY-LAW NO. 3693**

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife, in the Northwest Territories, to provide for the numbering of buildings, units within buildings, and potential building sites within the municipal boundaries;

PURSUANT TO Section 70(d) of the Cities, Towns and Villages Act, R.S.N.W.T., 1988, c. C-8;

WHEREAS it is deemed to be in the public interest to enact a by-law to identify buildings, units within buildings, and potential buildings sites in the City of Yellowknife by assigning address numbers to each;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, in regular session duly assembled, hereby enacts as follows:

**SHORT TITLE**

1. This By-law may be cited as the Municipal Address By-law.

**INTERPRETATION**

2. In this By-law:
  - (a) "Address Number" means a number assigned pursuant to this By-law for the purpose of identifying buildings, units within buildings, and potential building sites within the City's municipal boundaries;
  - (b) "Building" means any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of persons, animals or chattels;
  - (c) "City" means the Municipal Corporation of the City of Yellowknife;
  - (d) "Highway" means a road, place, bridge or structure, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles;
  - (e) "Lot" means an area of land, the boundaries of which are shown on a plan registered in the Territorial Land Titles Office, or are described in the Certificate of Title to the land. The words "site" and "parcel" shall have the same meaning as the word "lot";

- (f) "Officer" means a person appointed in accordance with the Cities, Towns and Villages Act as a By-law Officer to enforce the By-laws of the City of Yellowknife, and includes any Peace Officer who is authorized to enforce the By-laws of the City;
- (g) "Owner" means any person who is temporarily or permanently in charge of a property, building or residence and includes a tenant or occupant;
- (h) "Roadway" means the part of a highway that is improved, designed or ordinarily used for the passage of vehicles, but does not include the shoulder of a highway; and
- (i) "Structure" means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground.

**APPLICATION**

- 3. The Municipal Corporation of the City of Yellowkife is hereby authorized to assign address numbers as illustrated in Schedule A attached to and forming part of this By-law.
- 4. The following provisions shall apply to address numbers assigned pursuant to this By-law:
  - (a) All buildings and units within buildings shall be assigned an address number. The City may, at its discretion, assign address numbers to potential building sites, otherwise known in the context of this By-law as "Lot"(s).
  - (b) The City may consider a request for a change of address provided that such request is in writing and is delivered to the Director, Department of Public Works and Engineering, City of Yellowknife. Where assigned numbers have been revised the owner shall display the numbers so revised in accordance with Subsection 4 (d) and (e).
  - (c) Where a conflict arises in the numbering of an existing address, the City shall provide for the revision of the numbers and require the owner to display the numbers so revised.
  - (d) The address number assigned shall be affixed to the building or such other structure as may be addressed by the City in a conspicuous place such that the number is clearly visible from the public highway or internal roadway from which the building obtains access.
  - (e) The address number shall be displayed on a contrasting background and the following shall apply to the minimum size of characters:

Distance Setback from from Adjacent Curblines	Minimum Character Size
0 - 15 m (0 - 49.2 ft)	10 cm (4 in)
15 - 20 m (49.2 - 65.6 ft)	15 cm (6 in)
Greater than 20 m (65.6 ft)	20 cm (8 in)

- (f) Where internal numbering is required as part of an address or change of address the following schedule shall apply:
  - (i) basement units shall be numbered B1 to B99;
  - (ii) ground floor units shall be numbered 100 to 199. Where use of an internal number greater than 199 is required, the next series of numbers (i.e. 200 - 299) may be selected provided that such numbers are not used elsewhere in the same structure. Internal signage shall be posted to clearly indicate which number ranges are located on each floor; and
  - (iii) succeeding floors shall be numbered in accordance with Subsection 4 (f) (ii) except that the first number or numbers for each unit shall be the respective floor number.
- (g) The internal number shall be assigned in a clockwise manner commencing from the reference address entrance to the building or respective floor.
- (h) An owner shall ensure that all addresses assigned pursuant to this By-law are posted and maintained in a legible form within the terms of this By-law.
- (i) No person shall remove, deface, obliterate or otherwise destroy the address placed upon or affixed to any building in accordance with this By-law, except during demolition or maintenance of the building.
- (j) No owner of a building bearing an incorrect address shall continue to use same once notified in accordance with Section 5 of this By-law.

**ENFORCEMENT**

- 5. (1) This By-law shall be enforceable, on complaint, when notice of any contravention of any provision of this By-law has been sent by registered mail or delivered in person to the owner of the property in respect to which the contravention has occurred. Such notice shall state the following:
  - (a) Nature of the infraction of this By-law;
  - (b) Corrective measures required to comply with this By-law; and
  - (c) The time within which such corrective measures must be performed.
- (2) If the corrective measures described in the notice are not completed within the specified time, the owner is guilty of an offence.
- 6. Any person violating any provision of this By-law is guilty of an offence and is liable upon Summary Conviction to a fine not exceeding:
  - (a) two thousand (\$2,000.00) dollars for an individual;
  - (b) ten thousand (\$10,000.00) dollars for a corporation; or
  - (c) imprisonment for a period not exceeding six months in default of payment of a fine.

7. (1) Pursuant to Section 6 of this By-law, an Officer may issue a Summary Offence Ticket Information in the form prescribed by the Summary Conviction Procedures Act and Regulations, to any person who violates any provision of this By-law and such person may in lieu of prosecution, pay the City a voluntary penalty calculated as follows:

- (a) first offence \$ 50.00
- (b) second and subsequent offences \$100.00

prior to the Court date specified on the ticket.

(2) Each day of violation of any provision of this By-law shall constitute a separate offence.

**EFFECT**

8. THIS by-law shall come into effect upon receiving Third Reading and otherwise meeting the requirements of Section 57 of the Cities, Towns and Villages Act.

READ a First Time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 1993.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

READ a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 1993.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 1993.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE  
OFFICER

### **ASSIGNMENT OF MUNICIPAL ADDRESSES**

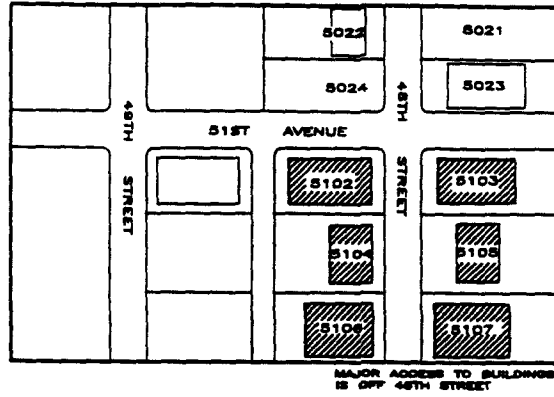
1. Address numbers are based on the major roadways from which buildings obtain access. Figure 1 illustrates this point.
2. Addresses for avenues are based off the streets. Addresses will begin with the first two digits of the preceding street, followed by the numbers assigned to the building or lot in ascending order. Addresses on the left hand side of the street are odd; the right hand side even. Figure 2.
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4. Subdivisions do not always follow a grid pattern and, for this reason, addressing typically begins at the entrance and ends at the opposite subdivision access. Figure 4.

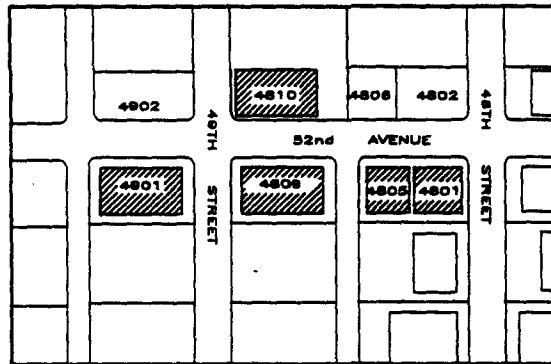
5. Cul-de-sacs will normally be numbered in a counterclockwise direction. Figure 5.

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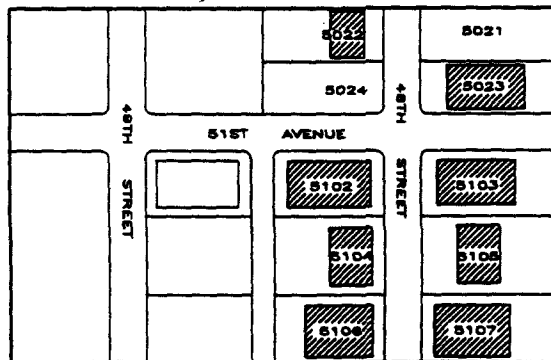
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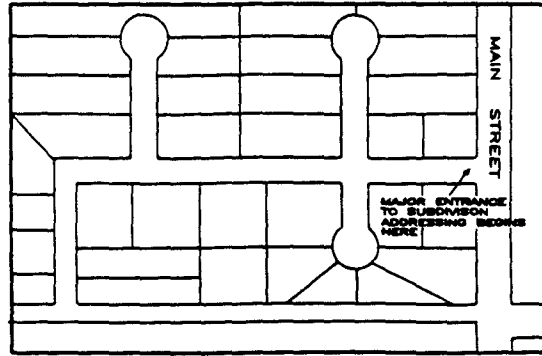
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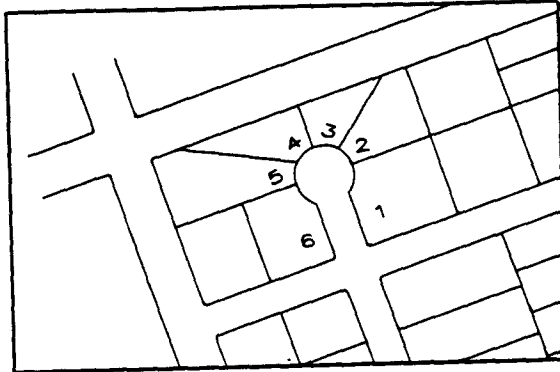
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