

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2013-063

ROAD, ADDRESSING AND PARCELS PROJECT POLICY

WHEREAS, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, Tay Valley Township, Lanark County and the other local municipalities within Lanark County deem it expedient to implement a delivery and maintenance system for the transfer of Road, Parcels and Civic Addressing changes and updates from the Local Municipality to the County and from the County to all Emergency Agencies associated with Lanark County;

AND WHEREAS, this policy and procedures will avoid duplication and phonetic similarities with road names and establish a standard for numbering all locations and provide for the ongoing maintenance for a civic addressing system;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township enacts as follows:

1. GENERAL REGULATIONS

1.1 **THAT**, the Road, Addressing and Parcels Project Policy, attached hereto as Schedule "A", be adopted.

2. BY-LAW REPEALED

2.1 **THAT**, By-Law No. 2010-066 be repealed.

3. ULTRA VIRES

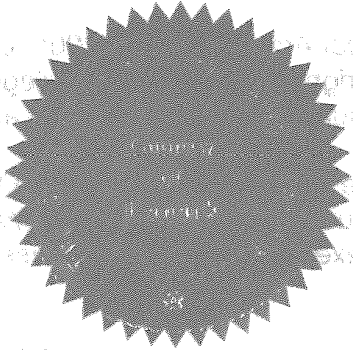
Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2013-063**

4. EFFECTIVE DATE

ENACTED AND PASSED this 12th day of November, 2013.


Keith Kerr, Reeve




Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2013-063**

SCHEDULE "A"



SECTION: EMERGENCY SERVICES & PLANNING

SUBJECT: ROAD, ADDRESSING and PARCELS PROJECT POLICY

TABLE OF CONTENTS

1.0	PURPOSE	2
2.0	SCOPE	2
3.0	LEGISLATIVE AUTHORITY	3
4.0	DEFINITIONS	3
5.0	ACCOUNTABILITY FRAMEWORK	5
6.0	APPROVAL AUTHORITY	6
7.0	RESPONSIBILITY & AUTHORIZATION	6
8.0	POLICY REVIEW	8

ISSUED BY: Emergency Services **DATE ISSUED:** 2013 August **SUPERCEDES:** 2010 August 24 **PAGE:** 1 of 8

1.0 PURPOSE

- 1.1 To implement a delivery and maintenance system for the transfer of Road/Street, Parcels and Civic Addressing changes and updates from the Local Municipality to the County and from the County to all Emergency Agencies associated with Lanark County. With the adoption of this policy by the Local Municipality and Lanark County, it is agreed that Lanark County is granted the delegation of authority for the provision of applicable information to all of the following organizations:

Ambulance- Ministry of Health GIS
Ambulance- Kingston CACC
Bell 9-1-1
Ontario Provincial Police- GHQ
Ontario Provincial Police- Smiths Falls Communication Centre
Dispatch Service Provider for Lanark County Fire Service
Third Party

- 1.2 To avoid duplication and phonetic similarities with existing road names within the county when a new roadway name is selected by the Local Municipality.

- 1.3 To establish a standard for numbering all locations and to provide for the ongoing maintenance of signs and numbers for a civic addressing system.

- 1.4 This policy has been adopted by By-law by the municipalities listed:

Beckwith
Carleton Place
Drummond/North Elmsley
Lanark Highlands
Mississippi Mills
Montague
Perth
Tay Valley

- 1.5 To authorize Lanark County to prepare maps for organizations as identified in section 1.1 as required.

2.0 SCOPE

This policy will apply to:

- 2.1 New roads created under the Planning Act, naming of previously unnamed roads, the re-naming of existing roads and correction of information data;
- 2.2 Areas that may require an official address such as private road, private access road or service lanes for emergency service purposes;

ISSUED BY:	DATE ISSUED:	SUPERCEDES:	PAGE:
Emergency Services	2013 August	2010 August 24	2 of 8

- 2.3 Any situation where a Local Municipality assigns a civic address to a property including subdivision and severance processing;
- 2.4 The ordering of municipal and county maps;
- 2.5 Sign and blade ordering and installation of the civic address.

3.0 LEGISLATIVE AUTHORITY

- 3.1 The Municipal Act 2001 as amended section 10(1) provides that a lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

4.0 DEFINITIONS

For the purpose of this policy:

“Baseline” - means east or south boundary line of Lanark County.

“Blade” - type of sign used for rural 9-1-1 addressing.

“Civic Address” - means the street name and number designated by the Local Municipality.

“Civic Addressing” - means the process of numbering properties, on named streets in the County, in accordance with the procedures established by this policy.

“Clerk” – means the person or designate duly appointed by the Council of the Corporation of [Insert Municipal Name here]

“Consent ”- shall mean the division of land under the Planning Act and that does not require a plan of subdivision. Severance shall have the same meaning.

“County” - means the Corporation of the County of Lanark.

“Developer” – a person or company who undertakes the turning of vacant or unused parcels of land into new housing, business, commercial or industrial properties.

“ESC”- Emergency Services Co-ordinator.

“ESO” - Emergency Service Organization.

ISSUED BY:	DATE ISSUED:	SUPERCEDES:	PAGE:
Emergency Services	2013 August	2010 August 24	3 of 8

“GIS” - Geographic Information System. A computer-based graphic program that allows the superposition of plan-maps of thematic elements, such as roads; rivers, land use patterns used as an aid in local and/or regional planning activities.

“Height” - shall mean the distance above existing grade at which the Number is placed and shall conform to the requirements of this policy.

“Land Titles”- Land Registry Offices of Ontario which register, store and manage documents such as deeds, mortgages and plans of survey.

“Lanark County CAO Forum – Chief Administrative Officer’s of each Municipality operating under the terms of reference dated February, 2004.

“Local Municipality” – participating in project as listed in section 1.4

“MPAC” - Municipal Property Assessment Corporation.

“Municipality” - means all areas within the corporation and geographic boundaries of Lanark County.

“PAA” - Planning Approvals Administrator.

“Parcel”- a piece of land which can be owned, sold, and developed. Parcels have legal descriptions which not only describe their boundaries but also contain information concerning rights and interests.

“Number/”Number(s)” - shall mean the multiple digit number(s) designated by the Local Municipality to identify individual properties/structures on properties, and (with the street name) may be used in conjunction with a rural route mailing address, but not to replace the present mailing address designated by Canada Post, unless otherwise authorized by Canada Post. The “Number(s)” shall conform to the requirements contained within this policy.

“Number Blade(s)” - shall mean the plate(s) on which the Number is affixed to each side.

“Owner” - means a person who is in possession of a property or who manages the property or receives rent for it, or who pays municipal taxes on it whether on his/her account or as an agent or trustee of any other person, or a leasee or occupant of the property who under the terms of a lease is required to repair or maintain the property.

“Property” - means a parcel of land, other than vacant land described in a deed or other document legally capable of conveying land or shown as a lot or block on a registered plan of subdivision, but excludes vacant property.

ISSUED BY:	DATE ISSUED:	SUPERCEDES:	PAGE:
Emergency Services	2013 August	2010 August 24	4 of 8

“RAP Project” – Roads Addressing and Parcels Project. Implemented by the County of Lanark and its’ Local Municipal partner, the project is a valuable delivery and maintenance system for the transfer of Road/Street and Civic Addressing changes and updates from the Local Municipality to the County and to all ESO’s associated with Lanark County.

“Road Registry”– Lanark County database which identifies names for private, municipal, county and provincial thoroughfares.

“Road or Roadway” – an identifiable route, way or path between places.

“Roll Number” - the unique identification number assigned to a parcel of land for assessment purposes.

“Sign Post” - shall mean the support upon which the Number Blade shall be placed, and shall conform to the requirements contained within this policy.

“Street” - shall mean any public or private highway, road, street, lane, alley, or thoroughfare within the municipality.

“Subdivision”- shall mean the dividing of land into multiple parcels of land in accordance with the Planning Act.

“Sub-Number(s)” - shall mean any added unit or building number(s)/alphabetic character(s) attached to the property Number(s) assigned by the Local Municipality to identify units or multiple structures on one lot. Sub-Numbers where assigned, shall be referenced in conjunction with assigned Number.

“Temporary Roll Number” - a unique ID assigned to a GIS parcel by Lanark County before the MPAC roll number is assigned and the GIS is updated.

“Third Party” - includes those organizations other than Emergency Service Organizations that have been approved by the Lanark County CAO forum to make use of updated addressing information for Lanark County and its Local Municipal partners.

“Treasurer” – an appointed staff member responsible for handling all of the financial affairs of the Local Municipality on behalf of and in the manner directed by the council of the Local Municipality.

5.0 ACCOUNTABILITY FRAMEWORK

5.1 Both the County and the Local Municipality are accountable to ensure that all new road names and changes to existing road names are achieved by following

ISSUED BY:	DATE ISSUED:	SUPERCEDES:	PAGE:
Emergency Services	2013 August	2010 August 24	5 of 8

this policy and its procedures;

- 5.2 Any procedures identified as a result of this policy are to be developed consistent with the County's and Local Municipal procedures and approved by the Lanark County CAO forum.

6.0 APPROVAL AUTHORITY

- 6.1 Lanark County shall review and make recommendations on any proposed road names brought forward by the Local Municipality to avoid duplication or similarities;
- 6.2 The Local Municipality shall be the approval authority for proposed road names that are brought forward by developers, private individuals or groups;
- 6.3 Civic addresses will be a Local Municipal responsibility and assigned as part of the procedures related to the establishment of new lots (subdivision and severance), or the site plan approval process and verified as part of the building permit approval process;
- 6.4 When an address has not been assigned under Section 6.3 or when an entrance is being changed a civic address shall be applied for at the same time by the owner or prior to the issuance of a building permit. An owner who requires an address must submit a plan of survey or legal description of the property clearly indicating the position of the building and location of principle access; and the posting of an entrance permit marker.
- 6.5 The Treasurer is authorized to collect all costs associated with the provision of Number Blade(s) and a Sign Post and/or the installation of such to the corresponding property listing in the current tax roll for collection at the discretion of the Treasurer;
- 6.6 Any person, who contravenes any provision of this policy, is guilty of an offence as provided by the Provincial Offences Act;
- 6.7 The civic address is entirely independent of and separate from both the assessment of buildings for tax purposes and the legal description of lands upon which buildings are located.

7.0 RESPONSIBILITY & AUTHORIZATION

7.1 Addressing

- 7.1.1 The Local Municipality shall be responsible for assigning a civic address;

ISSUED BY:	DATE ISSUED:	SUPERCEDES:	PAGE:
Emergency Services	2013 August	2010 August 24	6 of 8

7.1.2 The County shall be responsible to ensure that all emergency service organizations and authorized Third Parties are given the addressing update information, for those Local Municipalities listed in section 1.4.

7.2 Annexations

7.2.1 The County shall be responsible for the provision of annexation related information to the Emergency Service Organizations and Third Party.

7.3 Critical Contacts

7.3.1 The County shall develop and maintain a current list of Emergency Services contacts and a Third Party contact list for those requiring civic addressing updates.

7.4 Inconsistencies

7.4.1 The responsibility of informing the necessary parties (as outlined in section 1.1) to correct any inconsistencies will be a joint responsibility between the Local Municipality and Lanark County;

7.4.2 The responsibility to correct the inconsistencies shall be that of the originating party.

7.5 Maps

7.5.1 Each municipality will select a printer for its maps and inform the County of its selection. The County shall supply the contracted printer with access to relevant GIS digital files for the printing of Road and Addressing Maps. The printing of County and Local Municipal road and addressing maps will be the responsibility of the contracted printer(s), for those municipalities that require that service;

7.5.2 The ordering and/or control of said maps will be at the discretion of each Local Municipality or Lanark County

7.6 Road Naming

7.6.1 The County is assigned the responsibility to:

7.6.1.1 Develop and maintain the Lanark County Road Registry;

7.6.1.2 Provide recommendation to the Local Municipality following a request for review of a road name or name change;

ISSUED BY:	DATE ISSUED:	SUPERCEDES:	PAGE:
Emergency Services	2013 August	2010 August 24	7 of 8

7.6.1.3 Provide notification to the Local Municipality of new or pre-existing road name discrepancies.

7.6.2 The Local Municipality is assigned the responsibility to:

7.6.2.1 Request a review of any new proposed road name or road name change from the County;

7.6.2.2 Assign the name to a new road or to change the name of an existing road.

7.7 Severances

7.7.1 Lanark County will adhere to the RAP Procedures Manual to ensure that all Emergency Service Organizations and authorized Third Parties are given all the required severance update information;

7.7.2 The Local Municipality will adhere to the RAP Procedures Manual to ensure that Lanark County is given all the required municipal severance update information.

7.8 Signs & Blades

7.8.1 The Local Municipality will adhere to the sign specifications as defined in the procedures, consistent with current processes. Joint Tender for signs and the production of civic address labels with the Local Municipality and Lanark County will be continued. Contracting road sign name labels will be the responsibility of the Local Municipality

7.9 Subdivisions

7.9.1 Lanark County will adhere to the RAP Procedures Manual to ensure that all emergency service organizations and authorized Third Parties are given all the required subdivision update information.

8.0 POLICY REVIEW

Policy shall be reviewed on an annual basis by the Lanark County CAO forum and if significant changes are required it shall be brought forward to the Lanark County Council and Local Municipal Council.

ISSUED BY:	DATE ISSUED:	SUPERCEDES:	PAGE:
Emergency Services	2013 August	2010 August 24	8 of 8
