
SUBJECT: CIVIC ADDRESSING - POLICY

1.0 PURPOSE

To provide a uniform policy for assigning civic addresses throughout the Municipality.

2.0 LEGISLATIVE AUTHORITY

2.1 Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

3.0 SCOPE

3.1 This policy applies to Roads within the Municipality.

3.2 This policy shall be read in conjunction with the following:

- Road Naming – Policy
- Official Plan
- Zoning By-Law
- Road Addressing and Parcels Project – Policy
- Road Addressing and Parcels Project – Procedure

4.0 DEFINITIONS

4.1 “**Existing Farm Entrance**” – shall mean an existing access point to a property from a Road that does not have an approved entrance permit and was constructed prior to amalgamation in 1998 that has historically been used to access vacant property for agricultural or forestry purposes.

4.2 “**Lanark County**” – shall mean the Corporation of the County of Lanark.

4.3 “**Municipality**” – shall mean the Corporation of Tay Valley Township.

4.4 “Road” – shall mean a Public or Private Road.

4.5 “Private Road” – shall mean a right of way (easement), that was in place prior to 2002 (as of 2002 no new Private Road can be created in the Municipality unless created under the *Condominium Act, 1998*), that provides access to two or more properties but does not include a common lot line shared entrance as defined by the appropriate road authority. For greater clarity, a driveway is an access originating from a Public or Private Road that is wholly within one property (except for a portion that may be approved as a common lot line shared entrance). If an access crosses onto a second property or acts as the access for a second property, including a water access only property, it is a Private Road.

4.6 “Public Road” – shall mean a road owned by the Province of Ontario, Lanark County or the Municipality that has been assumed for maintenance purposes, but also includes Public Unassumed Privately Maintained Roads.

4.7 “Public Unassumed Privately Maintained Road” – shall mean a road owned by the Municipality that has not been assumed by the Municipality for maintenance purposes and generally has not been brought up to municipal standards and is maintained by a private individual, organization, or company rather than the Municipality.

5.0 PROPERTY NUMBERING

5.1 All properties on a Road must have a civic address for emergency response purposes.

5.2 Without exception, there shall be no duplication of a civic address within the geographic boundaries of the Municipality.

5.3 Numbers shall be a maximum of six (6) characters in length and a leading zero (0) or alpha character cannot be used.

5.4 The frontage interval shall be five (5) metres, which means that a different civic address number is available, (but not necessarily used) every five (5) metres linearly along a Road.

5.5 The numbering system should progress consecutively along the length of the roadway.

5.6 Even numbers shall be located on the south and west side of the Road.

5.7 Odd numbers shall be located on the north and east side of the Road.

5.8 The beginning of the Road to the centre of an entrance (driveway) is used as the starting point to measure individual properties for a civic address number, except for island properties and water access properties.

5.9 Civic address blades shall be blue with white numbering, except for farm entrances.

5.10 Boundary Roads

5.10.1 For Roads with the same name that enter the Municipality from an adjacent municipality, the addressing must be continuous along the entire length of the Road.

5.11 Multiple Dwellings

5.11.1 Multiple dwellings which have direct access to the Road for each unit, will be assigned a separate civic address number for each unit.

5.11.2 Multiple dwellings that do not have direct access to the Road for each unit will be assigned one (1) civic address number, and the individual units shall be identified by their unit number as assigned by the owner.

5.12 Trailer Parks and Campgrounds

5.12.1 A trailer park or campground will be assigned one (1) civic address number, and the individual units shall be identified by their unit number as assigned by the owner.

5.13 Islands

5.13.1 The Municipality's Zoning By-Law requires that Islands have a deeded parking space on the mainland.

5.13.2 The deeded parking space shall have the same civic address as the island.

5.13.3 The civic address for islands shall be the civic address for the deeded parking space.

5.14 Water Access Only Properties

5.14.1 The Municipality's Zoning By-Law requires that water access only properties have a deeded parking space on the mainland.

5.14.2 The deeded parking space shall have the same civic address as the water access only property.

5.14.3 The civic address for water access only properties shall be the civic address for the deeded parking space.

5.15 Existing Farm Entrances

5.15.1 Civic address blades for Existing Farm Entrances shall be green with white numbering.

5.15.2 Farm civic address numbers shall not be used as a mailing address.

5.15.3 The approval of a farm civic address number does not automatically permit further use or development of the property.

5.15.4 The approval of a farm civic address number does not provide approval for an entrance permit, does not mean the Existing Farm Entrance meets the requirements to obtain an approved entrance, and it does not guarantee that the Existing Farm Entrance is safe or adequate for emergency services.

5.15.5 If the property owner wishes to make any changes to the Existing Farm Entrance or change the use of the Existing Farm Entrance, the property owner must submit the applicable entrance permit application.

6.0 GENERAL REQUIREMENTS

6.1 For the Municipality to open a civic address file:

- 6.1.1 A civic address application must be received by the Municipality, along with the required fee and deposit as outlined in the Tariff of Fees for the Municipality; or
- 6.1.2 An entrance permit on a Provincial or County Road must be received; or
- 6.1.3 As part of a building, planning, septic, entrance permit, road naming or other application it is determined that a civic address should have been assigned or is to be assigned; or
- 6.1.4 The civic addressing is initiated by the Municipality (the Municipality is the applicant).

6.2 The Municipality shall not conduct any work related to the assignment of a civic address until a file is opened.

7.0 PROCEDURE

7.1 Open File

7.1.1 A file will be opened when:

7.1.1.1 An Application is received:

- i) The applicant/property owner shall submit an application on the required form to the Public Works Department.
- ii) The applicant/property owner shall submit with the application a non-refundable fee as outlined in the Tariff of Fees for the Municipality, to cover administrative and other costs such as civic address number blade and post costs.

7.1.1.2 A building, planning, septic, entrance permit, road naming or other application is submitted. (Note: a civic address application may still be required).

7.1.1.3 Initiated by the Municipality.

7.2 Legal Review

7.2.1 The Municipality shall conduct a legal review to confirm legal access, if applicable, and road frontage or if the property is island or water access only and has a deeded parking space.

7.2.2 The Municipality shall obtain the current information registered on title.

7.2.3 The applicant/property owner shall be responsible for all costs related to the legal review.

7.3 Site Visit

7.3.1 The Municipality shall conduct a site visit to verify what is physically onsite with the legal information obtained.

7.3.2 The applicable measurements shall be taken during the site visit to determine the civic address number.

7.4 Requirement for Other Applications

7.4.1 For properties on Public Roads, an entrance permit is required.

7.4.2 In some instances, obtaining legal access and naming of a road may need to occur before the assignment of a civic address.

7.5 Acceptance of Application

7.5.1 Once the legal review, site visit and other applications, if applicable, have been completed and all costs paid, the application will be approved and processed.

7.6 Rejection of Application

- 7.6.1 If the application is rejected, the Township will notify the applicant in writing and state the reasons for rejection.
- 7.6.2 If no work has been conducted, the fee will be refunded.
- 7.6.3 If work has been conducted, the fee will be refunded minus the amount to cover the work that has been conducted.

8.0 ISSUANCE OF PERMITS, LICENSES OR APPROVAL OF APPLICATIONS

- 8.1 No permit, license or other application approval shall be granted for a property until the Township has assigned a civic address under the requirements of this policy.

9.0 INSTALLATION OF CIVIC ADDRESS SIGNS

- 9.1 The Municipality shall complete the initial installation of the signpost and the civic address number blade for each property within the Municipality to ensure that the installation meets the standard of this policy.
- 9.2 Notwithstanding 9.1 above, the applicant/owner shall be responsible for the installation of the signpost and the civic address number blade for an island or water access only property.
- 9.3 The number blade shall be placed on the signpost at a height of not less than 1.2 metres (47 inches) and not greater than 1.7 metres (67 inches) above grade.
- 9.4 Posts shall be installed in a uniform manner 1.5 metres from the driveway entrance and two (2) or more metres from the shoulder of the Road.
- 9.5 Civic address number signs shall be clearly visible to oncoming traffic from both directions and not interfere with road maintenance.
- 9.6 Where a sign and number blade cannot be erected in conformity with the requirements of this policy, due to unusual conditions or circumstances, the Public Works Manager is hereby authorized to determine, in consultation with the owner of the property, a suitable alternative location or arrangement that

best complies with the requirements of this policy, and thereafter the sign post and number blade shall be erected and maintained in the manner agreed to.

- 9.7** Civic address number signs installed at island and water access only properties shall be installed by the owner on the dock if it is permanent, or firmly mounted on the shoreline in stable ground, and the sign must be clearly visible and maintained at all times.

10.0 MAINTENANCE OF CIVIC ADDRESS SIGNS

- 10.1** The civic address number sign, post and the blade shall be maintained by the property owner at all times.
- 10.2** No person shall move, remove, alter, deface, damage, or destroy any civic address number blade or sign post erected in accordance with this policy without the prior written approval of the Municipality.
- 10.3** In the event a civic address sign is damaged, through no fault of the Municipality, and must be replaced, the cost to the property owner to replace the sign blade and the post shall be as set out in the Tariff of Fees.

11.0 RECORD OF CIVIC ADDRESSES

- 11.1** As per the Road Addressing and Parcels Project – Policy, once the civic address number is assigned the Municipality shall:
- i) notify Lanark County if the properties are outside the current civic address range, who will in turn notify Bell 911 and all emergency service organizations of the new civic address range;
 - ii) notify all affected property owners of their new civic address;
 - iii) notify all Municipal departments;
 - iv) update the Geographic Information System.

12.0 ORDER TO COMPLY

- 12.1** Where the Municipality identifies that a property does not have a civic address or that any provision of this policy has not been complied with, it may issue a written order to the owner of the affected property.

- 12.2** An order issued under this section may require any owner of the property to correct the breach.
- 12.3** The order shall specify the location of the property, the owner(s) to whom the order is issued and the process for achieving compliance with this policy.
- 12.4** Service of the order shall be given in any of the following ways and is effective:
- 12.4.1 when a copy is placed on or affixed in any manner to the property;
 - 12.4.2 when a copy is personally delivered to the person to whom it is addressed;
 - 12.4.3 on the third (3rd) day after a copy is sent by registered mail or by regular mail to the person's last known address;
 - 12.4.4 upon the sending of the notice or document or a copy thereof by e-mail transmission to the person's last known e-mail address.
- 12.5** If the owner of a property fails to comply with the order issued under this policy, the Municipality, in addition to all other remedies:
- i) shall have the right to take any actions necessary to remedy any deficiencies identified and to comply with the order;
 - ii) shall have the right for its servants and agents to enter in and upon the property to carry out the aforesaid remedies;
 - iii) shall have the right to carry out all remedies and otherwise ensure compliance with the order at the expense of the owner, and the amount of the expense shall be deemed to be real municipal taxes and may be added to the collector's roll and collected in the same manner as real municipal taxes; and
 - iv) shall not be liable to compensate such owner, or any other person having an interest in the property, by reason of anything done by or on behalf of the Municipality under the provisions of this section of the policy.

13.0 ADMINISTRATIVE MONETARY PENALTY

- 13.1** Any person who contravenes an Order issued under the provisions of this policy or who contravenes any other provision of this policy shall, upon conviction thereof, be liable to a fine as is provided for in the provisions of the *Provincial Offences Act*, as amended, and any other applicable law, exclusive of costs, for each offence.
- 13.2** Notwithstanding section 12.1 of this policy, every person who contravenes any provision of this policy or any order made hereunder shall, upon issuance of an Administrative Monetary Penalty Notice in accordance with Administrative Monetary Penalties By-Law No. 2025-005, be liable to pay to the Corporation of Tay Valley Township an Administrative Penalty in accordance with Schedule “B” of Administrative Monetary Penalties By-Law No. 2025-005.
- 13.3** If a person is required to pay an Administrative Monetary Penalty under this policy, the person shall not be charged with an offence in respect of the same contravention.

14.0 COMMUNICATION

- 14.1** A copy of this policy shall be provided to any person, upon request.

15.0 ACCOUNTABILITY FRAMEWORK

- 15.1** The Public Works Manager is responsible for ensuring compliance with this policy.

16.0 POLICY REVIEW

- 16.1** This Policy shall be reviewed at least once per term of Council.

17.0 REFERENCES

Policies and Procedures/Documents
 Official Plan
 Zoning By-Law
 Road Addressing and Parcels Project – Policy



SECTION:	NUMBER:
TR	11

Road Addressing and Parcels Project – Procedure
Road Naming – Policy
Civic Address Application

Resources

Municipal Act, 2001
Provincial Offences Act

ISSUED BY:	DATE ISSUED:	SUPERSEDES:	PAGE:
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