

## **ADDRESSING BY-LAW**

### **THE CORPORATION OF THE TOWNSHIP OF SOUTH-WEST OXFORD**

**BY-LAW NO. 37-95**

Being a By-Law to establish a Township of South-West Oxford Civic Addressing System, including a Civic numbering policy for the numbering of buildings along highways and for affixing numbers to buildings, property identification and street identification.

**WHEREAS** Section 210 (112) of the Municipal Act, R.S.O. 1990, Chapter M45, provides that By-Laws may be passed for the numbering of the buildings and lots along any highway, beach, park, reserve or any other property in the municipality that is considered necessary to number by the Council and for affixing numbers to the buildings, and for charging the owner or occupant with the expense incident to the numbering of the lot or property;

**AND WHEREAS** Section 210 (113) of the Municipal Act, R.S.O. 1990, Chapter M45, provides that By-Laws may be passed for keeping, and every such Council shall keep, a record of the highways, beaches, parks, reserves, and of the number of the buildings, lots, and other property, if any, and for entering therein;

**AND WHEREAS** the Township of South-West Oxford Council deems it expedient to establish a civic addressing system and to provide the authority for its administration and implementation through the acceptance of a policy manual;

**NOW THEREFORE** The Council of the Corporation of the Township of South-West Oxford enacts as follows:

1. THAT the civic addressing system endorsed by the Oxford County Council on August 9, 1995 is hereby adopted by the Township of South-West Oxford to provide for an accurate, County-wide system of property identification that is both simple and capable of accommodating growth and will assist with the delivery of emergency and other services;
2. THAT the County of Oxford Civic Addressing Guidelines attached hereto as Schedule "A" to this By-Law are hereby adopted;
3. THAT the policies and procedures found within the said County of Oxford civic Addressing Guidelines shall be implemented, maintained and enforced as outlined in Schedule "A".
4. THAT all owners of land are required to comply with the provisions of this By-Law;

5. THAT the Treasurer be authorized to apply any uncollected costs associated with the provision of a civic number plate, a civic number plate post and/or the installation of a civic number plate and post to the corresponding property listing in the current tax roll for collection at the discretion of the Treasurer;
6. THAT owners of property keep and maintain in good condition their civic number plate or civic numbers, whatever the case may be, and shall be responsible for the costs associated with such maintenance or replacement;
7. THAT no owner of property or any person shall remove a property identification plate once posted;
8. THAT where a civic number plate or civic numbers are missing or illegible the property owner shall replace or repair the civic number plate or civic numbers immediately, and;
  - a) if the property does not have a civic number posted in accordance with the provisions of this by-law, the Clerk of the Township of South-West Oxford shall give the property owner written notification that the civic number plate or civic numbers of the subject property are missing or illegible, or otherwise not in compliance with this by-law and that the owner is required to replace, within 60 days of the mailing of notice, the sign or numbers, as the case may be, in compliance with Schedule "A".
  - b) If, after 60 days of the mailing of the notice, the civic number plate or the civic numbers have not been replaced in compliance with this by-law, that Township staff may enter upon the lands of the landowner and install the civic number plate or civic numbers in a manner as the Township of South-West Oxford deems appropriate.
  - c) Where the Township of South-West Oxford has installed the civic number plate or civic numbers under section 8(b) above, the Treasurer is authorized to apply any uncollected costs associated with the provision of civic numbers, a civic number plate, a civic number plate post and/or the installation of civic numbers or a civic number plate and post to the corresponding property listing in the current tax roll for collection by the Treasurer in the same manner as municipal taxes.
9. THAT for the purposes of clause 8 above, the Township of South-West Oxford, in conjunction with the County of Oxford, shall maintain a supplier for replacement civic number plates. Replacement signs shall be obtained from the County of Oxford at a price set by the Council of the Township of South-West Oxford.

10. THAT any person who fails to comply with any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine not exceeding \$2,000.00, exclusive of costs, and every such fine shall be recoverable under the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended from time to time;
11. THAT should any section, clause or provision in this By-Law be held by a court of competent jurisdiction to be invalid, the validity of the remainder of this By-Law shall not be affected;
12. THAT where a form, or words or expressions are prescribed in this by-law, deviations there from, not effecting the substance or calculated to mislead, do not invalidate them;
13. THAT any By-Laws, or parts of any By-Law or By-Laws that is inconsistent with this By-Law are hereby deemed repealed;
14. THAT this By-Law shall take full force and effect upon the final passage thereof.

READ a FIRST and SECOND time this 5th day of September, 1995.

READ a THIRD time and FINALLY PASSED this 5th day of September, 1995

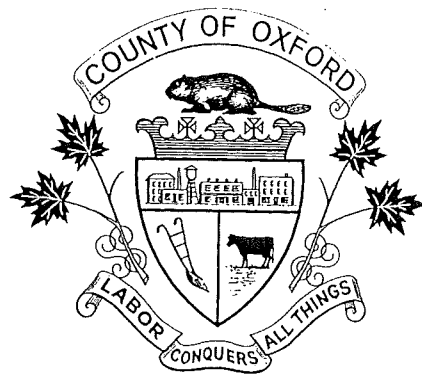
  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

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# County of Oxford

## Civic Addressing Guidelines



August 16, 1995

Schedule "A" to By-law No. 37-95

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# **Civic Addressing Guidelines**

Revised August 1995

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## 1.0 **INTRODUCTION**

### 1.1 **Background**

- 1.1.1 The purpose of this guideline is to provide guidance for staff, councillors and residents in the understanding, implementation, and maintenance of Oxford County's Civic Addressing System. This manual will serve to complement the Township's civic numbering and road naming bylaws.
- 1.1.2. The policies outlined will, in the long term, provide the County and the local municipalities with a complete and consistent system of property identification.
- 1.1.3. Under the provisions of the Municipal Act, a municipality may pass By-Laws for the numbering of properties, buildings, etc. within its boundaries and charge the owner or occupant with any expenses incident to the numbering of their property.

### 1.2 **Objectives of the Civic Addressing System (C.A.S.)**

- 1.2.1. Without the system in place, locating properties within the County and indeed the local municipalities will become more confusing through its periods of future growth. The C.A.S. eliminates the need for descriptions consisting of Lot and Concession/Range numbers since it establishes a specific number for each existing property, while at the same time accommodating growth and the creation of new properties.
- 1.2.2. This system, as outlined in this framework, has six general objectives:
  - 1. To develop an accurate, universally agreed upon system of property identification.
  - 2. To provide assistance to emergency personnel in the location of properties.
  - 3. To be a simple logical system, understandable by all user groups including the general public.
  - 4. Be flexible, in order to allow for future growth and infilling.
  - 5. Be easily maintained at minimal cost.
  - 6. Be compatible with an enhanced 9-1-1 system.

The establishment of Enhanced 9-1-1 in Oxford County necessitates the assignment of a specific civic address to each addressable feature within the municipality. Collectively, the five rural municipalities within the County have chosen a system of addressing that consists of a six digit number and a roadname. This County-wide Civic Addressing System eliminates dependency on the lot and concession property descriptions which are currently used in emergency situations. The new system is intended to eliminate the possibility of confusion and miscommunication when emergency situations arise.

## **PART A: PROPERTY NUMBERING**

### **2.0 THE CIVIC ADDRESSING SYSTEM**

#### **2.1 General**

The County of Oxford has adopted a civic addressing system which consists of a six digit civic address number and a municipal road. This address includes the streetname and orientation e.g. (East/West or North/South), the side of the road the property is on, and even how far from the intersection a property is located. The six-digit number can also serve as a cross-reference for users, as the number alone contains all the information necessary to determine the precise location of a property or structure. This information can eliminate confusion in situations where similar road names are used for different roads, or in cases where a person requesting emergency assistance is uncertain of which road they are on. The six digit system, therefore, provides a more accurate and effective means of rural property identification and ensures emergency personnel and public users can quickly locate a specific property.

#### **2.2 The Road Identifier**

Every highway, County and Township road in Oxford County has been assigned a two-digit identification number. This two-digit number comprises the first 2 digits of the 6 digit civic address number. All highways and roads running in an east-west direction have been assigned EVEN numbers, while those running in a north-south direction have been assigned ODD numbers (see Appendix A).

#### **2.3 The Property Number**

- 2.3.1. The succeeding 4 numbers of the civic address indicate a property's actual linear location along a particular thoroughfare. This number in conjunction with the frontage interval can be used to determine a property's location in reference to a preset baseline. Properties located on east - west roads employ the baseline of Highway No. 59/County Road No. 13, while properties on North - South roads employ the baseline of Highway No. 2. These baselines have both been assigned a default value of 5000, which will ensure all properties within the County have



the same number of digits in their address. In the case of properties located on north/south roads, the numbers will increase to the north and decrease to the south, while property numbers on east/west roads will increase to the east and decrease to the west. In each case the property number will increase or decrease at an interval of one for every 10 metres of distance travelled.

- 2.3.2. Following this exercise, each intersection has been measured to determine its distance in relation to the appropriate baseline. These intersections, in turn, have been assigned a corresponding address number representative of their geographic centre. This then provides a set of possible number ranges for each particular road segment.
- 2.3.3. To determine a specific property's location, a linear measurement is taken parallel to the front property line, from a known point of origin (i.e. the standard baseline) to the centre of the driveway or primary access. When there are two or more driveways for a lot, the driveway closest to the direction the emergency vehicles are likely to come should be numbered. In situations where the centre of the driveway cannot be used, the centre of the structure, or lot, shall be used for measuring purposes. Based on the previously assigned sequences these distances are then converted to the appropriate civic number for the property.
- 2.3.4. To convert this linear measurement into the four digit address location number, the formulas shown below are applied:
  - \* When the property to be assigned is located North or East of the predetermined baseline, the formula is [basepoint + (distance in metres/frontage interval)].
  - \* When the property to be assigned is located South or West of the predetermined the baseline, the formula is [baseline - (distance in metres/frontage interval)].

This number is then rounded up to the nearest even number if the property is located on the South or East side of the road, or to the nearest odd number if the property is located on the North or West. To better elicit the function of this system examples are provided in APPENDIX B.

### 3.0 **CIVIC NUMBERING POLICY**

This procedure has been set up to ensure that civic numbers are issued and recorded in a consistent manner across the County of Oxford. In general, it is the intent of this policy that every addressable feature within the County of Oxford has a sign displaying the civic address number. These features shall include any property containing a residence (permanent, seasonal or otherwise), any commercial, industrial, institutional or

educational property, and any other site at which a potential emergency may occur e.g. ball diamonds, municipal wells etc. These requirements should not preclude an owner of a property that does not meet these requirements from requesting a number for their property.

### 3.1 **Guidelines**

The following general rules apply:

- 3.1.1. One number shall be allotted for every 10 metres (33 feet) of frontage.
- 3.1.2. Even numbers shall be allotted for the south and east sides of the street.
- 3.1.3. Odd numbers shall be allotted for the north and west sides of the street.
- 3.1.4. Any property within a built up area in one of the larger villages, towns or city in the County, will be considered an urban area for the purposes of these guidelines. Villages that have existing addressing schemes which have been developed in a logical and coherent fashion, will maintain their current address.

3.1.5. When numbering curvilinear streets the following applies:

#### a) **Crescents**

The general orientation of a crescent is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.

#### b) **Roads, Avenues, Drives, Trails, Paths, Boulevards**

The curvilinear streets which designate a thoroughfare will be numbered according to the east-west or north-south base line even if there is a major directional change.

- 3.1.6. Townhousing and apartment buildings on property registered as a block on a registered plan are given one civic number, and the units are assigned unit numbers. Unit numbers are assigned consecutively. The unit number will not be a repeat of the civic number. If an instance like this occurs, that number is skipped. For example, civic #55 Carleton Courts cannot have a unit #55.
- 3.1.7. Single family dwellings on private roads (not municipal streets) will be given one civic number for the development, as well as unit identifiers for individual dwelling units and/or structures unless the owners of such property pursue the option outlined in 6.3.

- 3.1.8. Single family dwellings on shared or common entrances shall be numbered to the buildings rather than to the driveway, provided it is clear which number pertains to which home.
- 3.1.9. The individual Townships shall retain the responsibility of allocating new civic addresses as new properties are developed. Addresses will be assigned, based on the County of Oxford Civic Addressing Guidelines, by the Township's Chief Building Official, or designate, using the Oxford County Land Related Information System (L.R.I.S.).
- 3.1.10. Any new building, when not part of a subdivision, shall be formally assigned a civic address, upon issuance of a building permit, by the Chief Building Official or designate.
- 3.1.11. Lots within a Plan of Subdivision shall be formally assigned a civic address by the Chief Building Official, or designate, at the time of final plan approval.
- 3.1.12. Municipal boundary roads may need to be numbered independently from other roads, in order to be consistent with neighbouring municipalities. Numbers on both sides of the road should be uniform.
- 3.1.13. Trails (snowmobile, walking etc.) can be numbered as they cross a roadway.
- 3.1.14. The address of any corner lot will be allocated to the street onto which the driveway enters. In the case of a driveway on both streets the driveway closest to the direction the emergency vehicle is likely to come should be numbered.

The post office and emergency services should be consulted when necessary to obtain their opinion.

3.1.15. **Trailer/Mobile Home Parks**

Trailer/mobile home parks shall have one civic address assigned to the entrance. A unit identifier is then assigned to each trailer therein. An alternative method is provided under section 7.5 where applicable.

#### 4.0 **PROPERTY IDENTIFICATION SIGNS**

In general, it is the intent of this policy that every addressable feature within the County of Oxford have a sign displaying that property's civic address number.

#### 4.1 **Standards - Rural / Hamlets**

In assigning numbers to all rural properties within the County, it is necessary to establish consistent identification sign standards.

##### 4.1.1. **Civic Address - Signs**

Six character signs 150 mm (6 inches) height x 355 mm (20 inches) width, minimum - blue number plate. 130 mm (4 1/2 inches) high white engineering grade reflective identification numbers on both sides of the number plate.

##### 4.1.2. **Standards - Sign Location**

The Civic number plate is to be placed on its own post, within 3 metres (10 feet) of the property line and within 3 metres (10 feet) of the edge of the driveway (unobscured by mailboxes, etc.), perpendicular to the fronting road. The plate must be a minimum of 1.5 metres (5 feet) above grade, and a maximum of 2 metres (6 feet - 6 inches) above grade. Any variation of this provision is subject to the approval of the Chief Building Official, Road Superintendent or other designated person.

##### 4.1.3. **Unit Numbers**

Where unit numbers are assigned they shall meet the requirements of 4.1.1. and 4.1.2. except the address plate will be of a sufficient length to contain the unit number compliant with these standards.

#### 4.2 **Standards - Urban**

4.2.1. All properties which have been assigned a six digit civic address number will be required to erect a property sign compliant with the standards outlined in 4.1.

4.2.2. Properties in larger villages and towns which have an existing civic address and have not been assigned a new six digit address may affix their civic address number or unit number to the main building/dwelling provided:

- i) The principal access of the building to be addressed fronts on a roadway with a posted speed limit of 60 km or less and;
- ii) The numbers used are a minimum of 7 inches in height, or where made of a reflective material, 5 inches in height and;
- iii) The numbers used must be clearly visible from the travelled portion of the road under all lighting, and in all seasons and weather conditions.

- 4.2.3. Any property wishing to be numbered under the provisions of 4.2.2. must also meet one of the following criteria.
- i) Where the main building is located within 15 metres (50 feet) of the road allowance and clearly visible from the travelled portion of the road, the civic numbers may be placed on the building to which the number applies, or;
  - ii) Where a garage or similar structure is located within 15 metres (50 feet) of the road, the civic numbers may be placed on the garage or similar structure, or;
  - iii) Where the owner of the property chooses to display the civic number in some other manner that permits the civic numbers to be clearly visible from the travelled portion of the road, and identifies the main access of the property, the owner of the property may be permitted to post the civic numbers in an alternate manner, or;
  - iv) Where the main building is a commercial building, the civic number may be displayed on the commercial building's sign provided the sign is located within 15 metres (50 feet) of the fronting public road allowance
- 4.2.4. Where the owner of the property does not meet the criteria of subsections 4.2.2. and 4.2.3, the provisions of sections 4.1 shall apply.

#### 4.3 **Cost of Civic Number Signs**

The costs associated with the purchasing and posting of a property's civic numbers are the property owner's responsibility. The method of apportioning the costs of signage to the local property owners where property signs are to be erected will be made by the individual municipalities, who may apply it to the tax roll as a local improvement charge, include it in the general levy, or simply have the residents purchase the signs at centralized depots. For new properties, a number will be assigned upon the issuance of a building permit, and the cost of the sign will be collected at this time.

#### 4.4 **Installation**

Installation of the individual property signs will be accomplished through the employment of summer students under the direct supervision of a municipal official, a retired Township official, or by members of local area fire departments.

#### 4.5 **Owners Responsibility**

Following the erection of the sign, it becomes the responsibility of the owner and/or occupant of the property to which the number applies to ensure the upkeep and maintenance of the property identification sign/civic number plate. The owner must also ensure that the sign plate is clearly visible from the road and does not become blocked by surrounding vegetation or otherwise obscured. The owner will be responsible for all costs associated with such maintenance and/or replacement when necessary.

#### 4.6 **Change of Address**

All addresses assigned in the County of Oxford shall be considered permanent, and no application for change of address will be considered unless the location of the driveway has been changed.

### 5.0 **LEGISLATIVE REQUIREMENTS**

#### 5.1 **Maintenance and Enforcement**

Violation of this manual implies violation of the by-law thereby subjecting the property owner to penalties established by the governing Township in their addressing By-Law.

#### 5.2 **Civic Addressing By-Law**

In order to have an enforceable civic addressing system, the local municipality should adopt the proposed system by By-Law.

5.2.1. Such a By-Law is authorized under the provisions of the Municipal Act, Chapter M45, R.S.O. 1990, Sections 210 (111)(112) and (113), as amended.

5.2.2. A By-Law of this nature may contain:

1. A description of the system including baselines;
2. The frontage interval;
3. A property numbering/street naming map;
4. Outline the procedure for numbering new buildings;
5. Property identification sign standards;
6. Duties of property owner/occupant;
7. Compliance deadline;
8. Penalties for violation of By-Law.

(For a sample By-Law see Appendix C)

**PART B: ROAD NAMES****6.0 ROAD NAMING**

- 6.0.1. The establishment of a new addressing system involves both the assigning of civic numbers to individual properties, and the naming and/or renaming of municipal roads.
- 6.0.2. Each municipality is responsible for establishing names for their thoroughfares. Public involvement is required in the selection of these names in accordance with section 210 of the Municipal Act, R.S.O. 1990, Chapter M.45. Public open houses will be held within each Township to receive comments from any persons in the municipality.

**6.1 Road Naming Procedure**

- 6.1.1. Along with the legal requirements, surrounding municipalities, both inside and outside Oxford County, should be notified of the proposed road names.
- 6.1.2. Every attempt should be made to avoid duplication of road names (particularly within a municipality and the neighbouring municipalities) unless they are continuous in nature. To this end, the County of Oxford will maintain a registry of the names assigned to all private, Township, County and Provincial thoroughfares. When names are selected for new roads, this registry will be consulted to avoid duplication and phonetic similarities with existing names.
- 6.1.3. Designators are to be added to the selected thoroughfare name so that the direction of the thoroughfare can be determined. The general orientation of the roadway should be determined and assigned the designator which best reflects its orientation. It is recommended that "Line" be used for a north/south orientation and "Road" be used for an east/west orientation. The "Street" designator should only be used within urban or built up areas of the County.
- 6.1.4. Appendix E of this manual contains additional road naming criteria which should be followed when considering any new road name proposals.

**6.2 Provincial Highways and County Roads**

- 6.2.1. Provincial Highways and County Roads are named as any other road but the highway or Road identifier must be maintained.

### 6.3 Private Roads

6.3.1. Where approval is given for the usage of a private road name, the name shall:

- a) not contain a prefix or suffix.
- b) have the designation of "PRIV." after its name, and
- c) not be the same as any municipal roadway name.

6.3.2. Where a private roadway is in existence or is proposed to be constructed, the owner may apply for the numbering or renumbering of the buildings or lots or units along the roadway and for the naming or renaming of the private roadway by filing an application with the Road Superintendent together with:

- a) a copy of the deed and description of the land,
- b) the plans of the land in duplicate indicating:
  - the location of the buildings on the site
  - the location of the main entrances to the buildings or the units and the number of units served by each entrance.
  - the location of all private roadways, walks, parking areas, aisles and driveways.
  - the location of private roadway signs
  - the proposed name of the roadways

## 7.0 ROADWAY IDENTIFICATION SIGNS

The County of Oxford will coordinate the purchase/production of Roadway Identification Signs. The following criteria apply to signs in the rural area and on roads with higher speed limits. In the urban areas, the municipality may use smaller signs, which may or may not contain address ranges.

### 7.1 Provincial Highways

Signs on or at Provincial Highways are subject to Ministry of Transportation standards. Overlays for Provincial approach signs will also meet Ministry of Transportation requirements, as determined through discussion with the Ministry.

### 7.2 County Roads

Signs on or at County Roads are subject to County of Oxford standards.



### 7.3 Local Municipal Roads

- 7.3.1. Road name signs are to be located on the opposite side of the road from the regulatory signs of all intersections, unless the Road Superintendent otherwise specifies.
- 7.3.2. Roadway name signs should be mounted on separate poles from regulatory signs. At "Tee" intersections, the roadway sign poles shall generally be located across the intersection opposite the centre line of the intersecting roadway.
- 7.3.3. Roadway name plates shall be extruded aluminum blades with pressure application of "engineering grade" or "high intensity" reflective vinyl to the blank. Lettering shall be reflective white on a green background, with lettering on both sides of the sign.
- 7.3.4. Lettering shall generally be done by the pressure application of upper case standard block, condensed style, die cut letters. Lettering size and sign blank height shall be as follows:
  - a) local/collector residential, local/collector commercial streets
    - 160 mm (6 1/4") sign blank
    - 100 mm (4") high street name
    - 50 mm (2") high road designator e.g. ST., AVE., etc.
    - 35 mm (1.4") high address number, if required.
  - b) Arterial streets, industrial local/collector rural roads
    - 230 mm (9") high sign blank
    - 110 mm (4.5") high street name
    - 75 mm (3") high road designator e.g. ST., AVE.
    - 60 mm (2.5") high address numbers
- 7.3.5. These intersection blades are to be placed on their own post as close to the travelled portion of the roadway as is deemed appropriate by the local road superintendent. The bottom of the lower blade must be a minimum of 1.6 metres (5.3 feet) above grade and a maximum of 2.6 metres (8.5 feet) above grade

## 7.4 Number of Posts required

The following number of posts will be required as a minimum for each intersection.

Type of Intersection	# of posts	Comments
"T" intersection	1	Located across the intersection opposite the centre line of the intersecting road
Local Roads intersecting with local roads	1	Where 2 roads meet with 3 or 4 different names 2 posts are required because of the extra signs used to distinguish which names applies to each road.
Local Roads intersecting with County Roads and Highways	2	With the exception of the "T", "Y" or some other type of configuration where only one sign is required.
County Roads intersecting with County Roads	2	see exceptions above.
County Roads intersecting with Highways	2	see exceptions above.
Other	1	

## 7.5 Private Roads

- 7.5.1 Municipal approval of any private street name is required prior to usage, any municipal number assignment other than a unit number and any sign being erected. Filing in the County registry will be required and will always indicate the street name with "\_\_\_\_\_/Private".
- 7.5.2 Lettering standards will be consistent with section 7.3.4. (a) except lettering colouring will be black lettering on a reflective white background.
- 7.5.3 Lettering on the sign shall be "Street Name/PRIV".
- 7.5.4 Be located at all intersections in a manner approved by the Road Superintendent.
- 7.5.5 Be maintained to approved standards by the property owner.
- 7.5.6 Signage shall be obtained through the Township office with all costs of such signage to be assumed by the owner of the property.

## PART C

## APPENDICES

# APPENDIX A

## MAP OF ROAD IDENTIFICATION NUMBERS



## APPENDIX B

### USING AND CALCULATING ADDRESS NUMBERS

#### Example 1: Calculating an Address Number

Happy Hills campground is located on Road 92, 14.1 km west of Highway #59.

- The map in APPENDIX A indicates that the two digit road identifier for Road 92, is #92. Therefore, 92 becomes the first two digits of the six digit property identifier.
- The property is located 14.1 km west of Highway #59, which is the east/west baseline with a default address of 5000. Using the formula for a property on the west side of a baseline provided in 2.3.5, the four digit property number can be calculated as follows (Using the standard County frontage interval of 10 metres):

$$\begin{aligned}\text{Property Number} &= [\text{Basepoint} - (\text{distance}/\text{frontage interval})] \\ &= [5000 - (14,100/10)] \\ &= 3590\end{aligned}$$

- Since the property is on the south side of the road and, therefore, remains an even number, the complete address for happy hills campground becomes 923590 Zorra Road.

#### Example 2: Using the Address Number to Locate a Property.

The reverse to the previous example also holds true. If Hidden Valley Campground has a municipal address number of 596141, this number can then be used to determine the exact location of the property.

- To begin, the first two digits are the road identifier. The map in APPENDIX A can then be used to determine that #59 corresponds to a north/south road through the centre of East-Zorra Tavistock. This road can then be compared to a township map to see that this road is called Highway 59 (NOTE: The name of the road is not necessary for locating the property as the #59 still identifies it on the map).
- The #59 from above represents a north/south road and, therefore, the base point of highway #2 is used to determine its linear location. Since the last four digits of the address 6141 are greater than the default address of 5000, the property is located north of highway #2. This determination then allows the 6141 to be applied to a somewhat restructured formula for properties located to the north or east of a baseline, as follows:

$$\begin{aligned}\text{Distance from basepoint} &= [(\text{property number} - \text{basepoint}) \times 10] \\ &= [(6141 - 5000) \times 10] \\ &= 11,410 \text{ m}\end{aligned}$$

- The results of the calculation show that the property is located 11,410 m (11.41 km) north of the baseline at highway #2.
- The final piece of information required to precisely locate the property is a determination of which side of the road it is on. Since 6141 is an odd number, which represents a property on the north or west side of the road, and the odd numbered identifier (#59) indicates the road runs north/south, the property then by default must be located on the west side of the road.

## APPENDIX C

### SAMPLE ADDRESSING BY-LAW

THE CORPORATION OF THE TOWNSHIP OF \_\_\_\_\_

BY-LAW NO. \_\_\_\_\_

Being a By-Law to establish a Township of \_\_\_\_\_ Civic Addressing System, including a Civic numbering policy for the numbering of buildings along highways and for affixing numbers to buildings, property identification and street identification.

**WHEREAS** Section 210 (112) of the Municipal Act, R.S.O. 1990, Chapter M45, provides that By-Laws may be passed for the numbering of the buildings and lots along any highway, beach, park, reserve or any other property in the municipality that is considered necessary to number by the Council and for affixing numbers to the buildings, and for charging the owner or occupant with the expense incident to the numbering of the lot or property;

**AND WHEREAS** Section 210 (113) of the Municipal Act, R.S.O. 1990, Chapter M45, provides that By-Laws may be passed for keeping, and every such Council shall keep, a record of the highways, beaches, parks, reserves, and of the number of the buildings, lots, and other property, if any, and for entering therein;

**AND WHEREAS** the Township of \_\_\_\_\_ Council deems it expedient to establish a civic addressing system and to provide the authority for its administration and implementation through the acceptance of a policy manual;

**NOW THEREFORE** The Council of the Corporation of the Township of \_\_\_\_\_ enacts as follows:

1. THAT the civic addressing system endorsed by the Oxford County Council on \_\_\_\_\_ 1995 is hereby adopted by the Township of \_\_\_\_\_ to provide for an accurate, County-wide system of property identification that is both simple and capable of accommodating growth and will assist with the delivery of emergency and other services;
2. THAT the County of Oxford Civic Addressing Guidelines attached hereto as Schedule "A" to this By-Law are hereby adopted;
3. THAT the policies and procedures found within the said County of Oxford civic Addressing Guidelines shall be implemented, maintained and enforced as outlined in Schedule "A".
4. THAT all owners of land are required to comply with the provisions of this By-Law;

5. THAT the Treasurer be authorized to apply any uncollected costs associated with the provision of a civic number plate, a civic number plate post and/or the installation of a civic number plate and post to the corresponding property listing in the current tax roll for collection at the discretion of the Treasurer;
6. THAT owners of property keep and maintain in good condition their civic number plate or civic numbers, whatever the case may be, and shall be responsible for the costs associated with such maintenance or replacement;
7. THAT no owner of property or any person shall remove a property identification plate once posted;
8. THAT where a civic number plate or civic numbers are missing or illegible the property owner shall replace or repair the civic number plate or civic numbers immediately, and;
  - a) if the property does not have a civic number posted in accordance with the provisions of this by-law, the Clerk of the Township of \_\_\_\_\_ shall give the property owner written notification that the civic number plate or civic numbers of the subject property are missing or illegible, or otherwise not in compliance with this by-law and that the owner is required to replace, within 60 days of the mailing of notice, the sign or numbers, as the case may be, in compliance with Schedule "A".
  - b) If, after 60 days of the mailing of the notice, the civic number plate or the civic numbers have not been replaced in compliance with this by-law, that Township staff may enter upon the lands of the landowner and install the civic number plate or civic numbers in a manner as the Township of \_\_\_\_\_ deems appropriate.
  - c) Where the Township of \_\_\_\_\_ has installed the civic number plate or civic numbers under section 8(b) above, the Treasurer is authorized to apply any uncollected costs associated with the provision of civic numbers, a civic number plate, a civic number plate post and/or the installation of civic numbers or a civic number plate and post to the corresponding property listing in the current tax roll for collection by the Treasurer in the same manner as municipal taxes.
9. THAT for the purposes of clause 8 above, the Township of \_\_\_\_\_, in conjunction with the County of Oxford, shall maintain a supplier for replacement civic number plates. Replacement signs shall be obtained from the Township of \_\_\_\_\_ at a price set by the Council of the Township of \_\_\_\_\_.
10. THAT any person who fails to comply with any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine not exceeding \$2,000.00, exclusive of

costs, and every such fine shall be recoverable under the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended from time to time;

11. THAT should any section, clause or provision in this By-Law be held by a court of competent jurisdiction to be invalid, the validity of the remainder of this By-Law shall not be affected;
12. THAT where a form, or words or expressions are prescribed in this by-law, deviations there from, not effecting the substance or calculated to mislead, do not invalidate them;
13. THAT any By-Laws, or parts of any By-Law or By-Laws that is inconsistent with this By-Law are hereby deemed repealed;
14. THAT this By-Law shall take full force and effect upon the final passage thereof.

READ a FIRST and SECOND time this \_\_\_\_ day of \_\_\_\_\_.

READ a THIRD time and FINALLY PASSED this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## APPENDIX D

THE CORPORATION OF THE TOWNSHIP OF \_\_\_\_\_

(ADDRESS AND PHONE NUMBER OF TOWNSHIP)

### CIVIC ADDRESS NOTICE

Roll Number:

"PROPERTY OWNER/OCCUPANT"

The municipal Council has authorized the preparation of a Civic Addressing/Emergency System, which will assist our volunteer fire fighters and other emergency staff in the locating of your property in emergency situations. Each property within the Township has been given a Civic address, consisting of a road number and name. This would eliminate use of the existing location code number assigned by the Fire Department. The civic number for your property located at \_\_\_\_\_

is now  
\_\_\_\_\_

To use your civic address as part of your mailing address, please use the following as a guideline;

#### Setup

Your Name  
999999 Your Street  
Rural Route Number  
Your current mailing point ON Your Postal Code

#### Example

John Smith  
334167 Plank Line  
R.R. #7  
Mount Elgin ON N4S 3K4

You must include all the parts of your current mailing address along with the addition of your new civic number and road name. Please notify any tenants of your property of this new civic address.

It is important to note that your civic address is for your benefit. It should be posted by all telephones and told to emergency personnel. It can also be used to assist guests or delivery services in finding your property.

Thank you for your co-operation. Should you have any questions regarding your address please call the civic office or the Oxford County Planning Department at 539-1271.

## APPENDIX E

### ROAD NAMING GUIDELINES

These are several general road naming guidelines that should be followed:

1. Municipal boundary roads should have one name.
2. Concessions and sideroad names should be avoided.
3. Roads with common names and different suffixes should be avoided. For example, if there is a Vantage Street there should not be a Vantage Court. The omission of such suffixes during an emergency call could result in emergency vehicles choosing the wrong thoroughfare.
4. The prefixes "north, south, west and east" should be avoided. Emergency personnel have suggested that individuals often forget these prefixes in emergency situations. As a result, an emergency vehicle could select the wrong thoroughfare if this prefix is not stated.
5. Phonetic similarities or minor distinctions in names should be avoided in order to reduce confusion and error when addresses are communicated. For example, if there is a Lynwood there should not be a Linwood.
6. When there is a significant jog in the road, a separate name for each road segment may be required.
7. Consideration should be given to names in current use, or of historical significance as they are easier to remember and more readily identified.
8. Consideration should be given to local landmark names such as schools, churches, hamlets etc. for the same reasons listed in 7.
9. Names that are difficult to spell and difficult to pronounce should be avoided.
10. Street name changes should only occur at intersections.