

---

<b>Section:</b>	Corporate Services
<b>Policy Title:</b>	<b>Civic Addressing Policy</b>
<b>Policy No.:</b>	A09-CORP-007
<b>Effective Date:</b>	2025-04-17

---

## CIVIC ADDRESSING POLICY

### 1.0 DEFINITIONS & INTERPRETATION

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

- 1.1. **Building** – means the principle structure or structures on a property, and includes a dwelling, business premises, school, place of public assembly, place of worship, hospital, arena, retirement or nursing home, or building associated with an agricultural use unless a dwelling or business premises is situated on the same property as such building.
- 1.2. **Civic Address** - means the civic number, including the unit number and letter where applicable, and road name assigned to a particular building or lot.
- 1.3. **Civic Address Coordinator** – means an individual appointed by Council for the Township to carry out duties for civic addressing within the Township.
- 1.4. **Civic Number** - means the number (including the unit number and letter, where applicable) assigned by the Township for the purpose of identifying the building or lot.
- 1.5. **Highway** - means a common and public highway or a portion thereof under the jurisdiction of the Township, County, or Province and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- 1.6. **Owner** - means a person having any right, title, interest, or equity in land or their agent.
- 1.7. **Number Blade** - means a sign that is affixed to a support structure adjacent to the Private Road or Highway for the purpose of displaying the Civic Number of the building or lot to which the sign relates (blue 9-1-1 sign).



- 1.8. **Private Road** - means single or multi-lane path accessible to vehicles that is not under the jurisdiction of the Township, County, or the Province.
- 1.9. **Property** - means any land divided into lots as defined in the *Land Titles Act, 1990*.
- 1.10. **Road** - means a Highway/Public Road or a Private Road.
- 1.11. **Settlement Area** – means a developed area of land on which buildings and/or non-building structures are present, and more specifically defined as the lands identified as existing within the Settlement Area and Hamlet Area of the Township Official Plan.
- 1.12. **Street/Road Name Sign** – means a type of traffic sign used to identify named roads and are most often found posted at intersections and are usually in perpendicularly oriented pairs identifying each of the crossing streets/roads.
- 1.13. **Township** - means the Corporation of the Township of Malahide.
- 1.14. **Unit** - means an independently used space within a building (e.g. a store within a shopping mall or an apartment within a residential complex).

## **2.0 PURPOSE**

- 2.1. The purpose of this policy is to provide a uniform approach with regard to assigning a Civic Address within the Township of Malahide.
- 2.2. The procedures to assign a Civic Address are established to provide an accurate and simple system of property identification to assist with the delivery of emergency and other services and which is capable of accommodating growth.

## **3.0 GENERAL SCOPE**

- 3.1. That the procedures to assign a Civic Address is developed and the address mapping prepared by the Township, as updated from time to time, be hereby implemented to achieve a Township-wide system of property identification to assist with the delivery of emergency and other services and which is adaptable to future needs.
- 3.2. The policies outlined will, in the long term, provide the County of Elgin and local municipalities with a complete and consistent system of property identification.
- 3.3. The system, as outlined in this framework, has seven general objectives:
  - (1) To develop an accurate, universally agreed upon system of property identification.
  - (2) To provide assistance to emergency personnel.



- (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 Next Generation 9-1-1 (NG911).
- (7) Where feasible, to comply with previously adopted, existing Elgin County municipal addressing guidelines.

#### **4.0 GUIDING PRINCIPLES**

##### **4.1. Eligibility**

- (1) The Owner of the following types of properties shall be required to post an identifying Civic Address:
  - a) Any property containing a residence (permanent, seasonal, or otherwise);
  - b) Any government, commercial, industrial, recreational, religious and educational property which has the facilities on the site from which to report an emergency and/or to which there is a reasonable exception that emergency vehicles could be dispatched; and
  - c) Any property with facilities under construction.
  - d) The Township supports The Emily Project and encourages voluntary addressing and identifying of all vacant agricultural properties through the installation of Number Blades at each road entrance.

##### **4.2. Property Identification Standards:**

###### ***(1) Rural Areas***

- a) All rural properties must have a number blade on its own post. Number blades are to be installed on their own post, must be on private property and no more than 3m (10 feet) from the property line and within 3m (10 feet) of the edge of the driveway (unobscured by mail boxes, hedges, vegetation, etc.), perpendicular to the fronting road. The number blade must be a minimum of 1.4m (54 inches) above grade, and a maximum of 2m (6 feet, 6 inches) above grade.
- b) In all cases, the first priority for a Number Blade and post placement shall be clear visibility from both directions of the travelled portion of the road to allow



reflection by the low beam of vehicle headlights and, secondly, the post should be sufficiently far back to prevent damage by road maintenance activities.

- c) The number blade shall be a minimum of 150mm (6 inches) in height x 360mm (14 inches) in width. The numbers shall be a minimum of 120mm (4.75 inches) high, reflective and on both sides of the plate on which it is attached to.
- d) The numbers shall be of white, engineering grade, reflectorized 3M Scotchlite or approved equivalent over a blue, engineering grade, reflectorized 3M Scotchlite or approved equivalent background.
- e) IMPORTANT: Property owners are reminded to be aware of any underground utilities before installing posts (i.e. gas, telephone, hydro, etc.)

#### *(2) Settlement Areas*

- a) New subdivisions, authorized under Section 50 of the Planning Act, which exist within settlement areas as identified in the Township Official Plan, may have numbers affixed to the main building/dwelling, if this is agreed in the subdivision agreement. These numbers must be a minimum of 130 mm (5 inches) in height and clearly visible from the road including at night.

#### 4.3. Time Limit

- (1) Due to the important nature of properly identifying properties (Emergency response) residents will be required to erect or permanently attach to the building the appropriate property identification sign numbers bearing the address assigned by the Township prior to receiving occupancy permits. Properties found to be occupied without appropriate civic addresses may be installed by the Township at the owner's expense.
- (2) It is the responsibility of the owner and/or resident of the property to which the number applies to ensure the upkeep and maintenance of ALL property identification signs.
- (3) Upon receipt of all applicable fees for civic addressing, pursuant to the Township's user fee By-Law, the Township shall supply a Number Blade displaying the property's designated Civic Address.



## 5.0 GENERAL NUMBERING SYSTEM

- 5.1. The civic addressing system throughout the County generally follows the "Crown Survey" within the County of Elgin (see below Image 1). A sequence of numbers has historically been assigned to each municipality, pre-amalgamation (see below Image 2).

- Image 1:

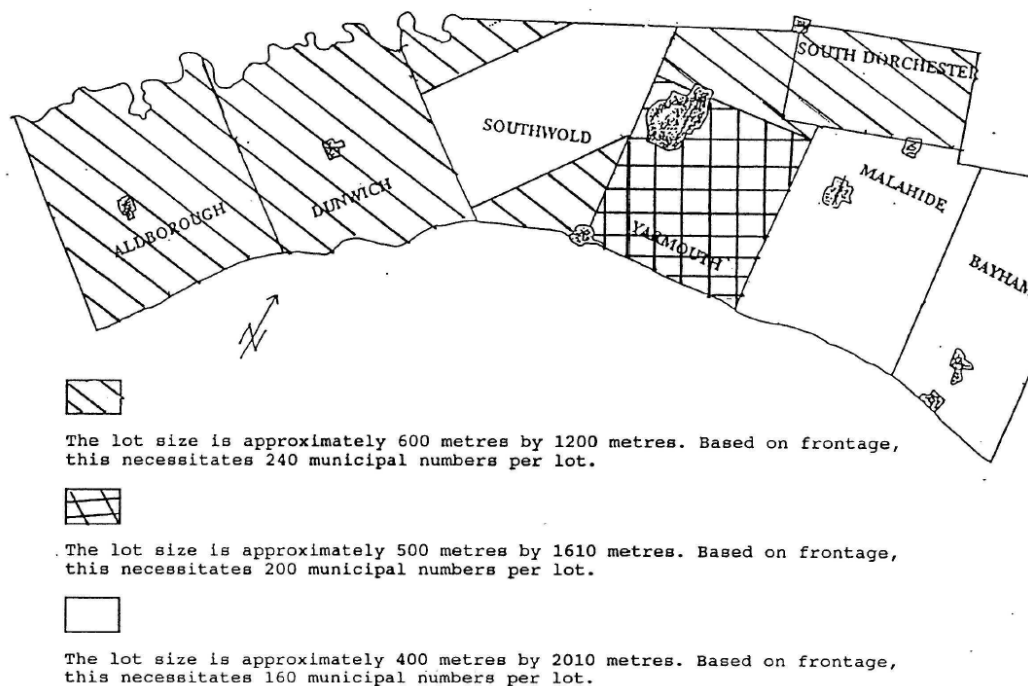
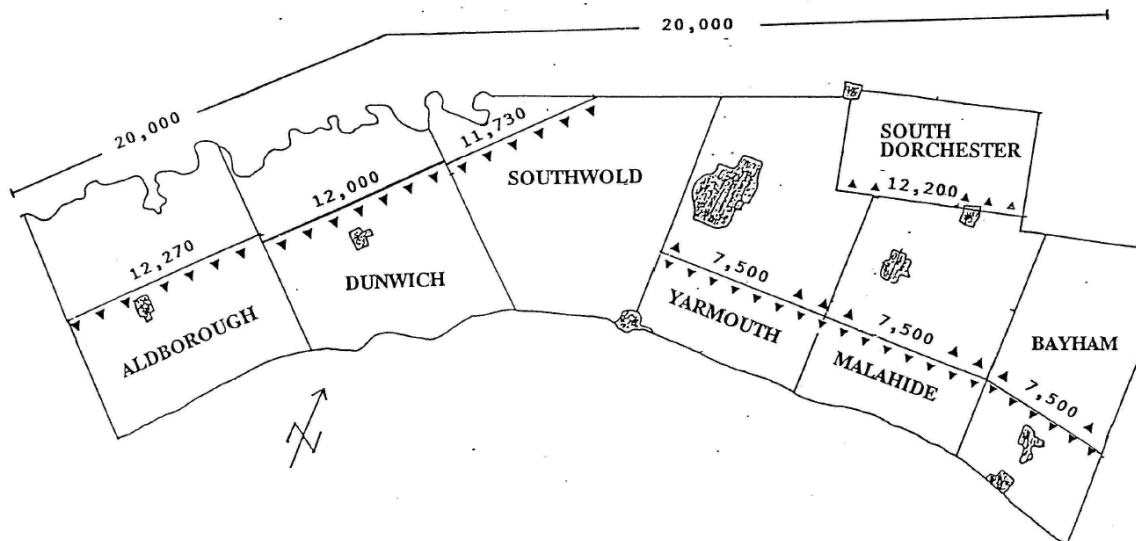


Image 2:





- 5.2. West-East numbers, in the County of Elgin, begin at a baseline west of the County at 20,000. These numbers increase towards the east.
- 5.3. From a known point of origin (i.e. intersection, property line, or numbered building), a linear measurement should be taken parallel to the front property line, to the centre of the driveway. When there are two or more driveways for a lot, the address will be allocated based on the principle driveway access leading to the main structure and the expected direction from which the emergency personnel are most likely to come.
- 5.4. In assigning new numbers in rural areas two numbers shall be allotted for every 5 meters (16.5 feet) of frontage (one odd number and one even number on each side).
- 5.5. In assigning new numbers in the settlement area, numbers will increase by single intervals for each building.
- 5.6. As much as is practical in both rural and settlement areas, even numbers shall be allotted for the east and north sides of the street.
- 5.7. As much as is practical in both rural and settlement areas, odd numbers shall be allotted for the west and south sides of the street.
- 5.8. The same number shall not be repeated when the prefix to a street name is the same. For example, if there is a 510 Highland Road, there cannot be a 510 Highland Street.

## **6.0 NEW ROADS**

- 6.1. Upon creation of a plan of subdivision, consent, etc., a new road may be created based on the requirements of the Township's Naming Policy.
- 6.2. The creation of Civic Numbers for a new road will be based on *this* policy, establishing a Civic Address for each property along the new road.

## **7.0 GATED/PRIVATE ROADS (Created via Vacant Land Condo)**

- 7.1. Properties located on a gated road will receive a Civic Number in the same manner as properties on any other Roads.
- 7.2. In the event that a gate is locked, the Township has the authority as per Section 436(1) of the *Municipal Act, 2001*, as amended and Section 13(1) of the Fire Protection and Prevention Act, of forcing entry to the property or until such a time as the Owner is available to provide access.



## **8.0 BOUNDARY AND COMMON ROADS**

- 8.1. Municipal boundary roads may need to be numbered independently from other roads, in order to be consistent with neighbouring municipalities. In circumstances where road access to a property crosses a municipal boundary, the municipality will coordinate with the neighbouring municipality to ensure consistency. Numbers on both sides of the road should be uniform.

## **9.0 MULTIPLE DWELLINGS**

- 9.1. Additional Dwelling Units (ADU), Secondary Suites:

- (1) Any new dwelling unit (ADU) within a home within the Township of Malahide, shall have a municipal number affixed in a permanent fashion at or near the entrance door to any dwelling unit. Any new detached ADU within the Township of Malahide shall have signage at the main dwelling, indicating that there is a detached ADU at another location on the property (example rear).
- (2) At the time of the Occupancy inspection, municipal addressing is to be in place and permanently affixed to the dwelling in a manner as prescribed in Section 4 of this policy. In the case of ADUs that numbering shall be as follows:
  - a) ##-1 (main floor units)
  - b) ##-2. (for basement units)
  - c) ##-3 (for second storey units)
- (3) Multiple separate dwellings on the same level will be identified by unit letters along with the numbering outlined above. (e.g. Two units on the main floor of a residents would be identified as: Unit A, 668-1 Perry Lane, And Unit B, 668-1 Perry Lane, while a third basement unit at the same address would be 668-2 Perry Lane).
- (4) In the case of dwelling units on an elevation other than the front, there is required to be signage near the front door stating that there are additional units around the side and/or rear of the building.
- (5) In the case of a detached ADU on the property, there is required to be signage near the front door of the primary dwelling stating that there is an ADU around the side/rear of the building.



## 9.2. Apartment Building or Multiple Attached Dwelling

- (1) An apartment building or multiple attached dwelling (e.g. building composed of row/townhouse units, units that form part of a vacant land condominium) on one apparent block of land with a common access is given one Civic Number, and each Unit(s) is assigned a unit number.
- (2) An apartment building that has multiple floors with Units on each floor may be numbered as Basement (B1, B2, etc.); First Floor (101, 102, etc.); Second Floor (201, 202) etc.
- (3) On-street housing projects (e.g. semi-detached or townhouse dwellings, vacant land condos which front on municipal roads)) which have direct access to the Road (except private roads) for each Unit will be assigned a separate Civic Number.

## 9.3. Single Family Dwellings Part of Vacant Land Condominium Plan

- (1) Single Family Dwellings that are part of a Vacant Land Condominium will be assigned unit numbers. Private roads within Vacant Land of Condominium may be named in conjunction with the Township's naming policy, however civic addressing will be assigned based on the number assigned at the municipal road with units being allocated within the condominium plan (i.e. private roads may be used for marketing a development but do not relate to civic addresses). Vacant Land Condominium buildings that front on a municipal road will follow the numbering sequence fronting on the municipal roadway.

## 10.0 MOBILE HOME PARKS

- 10.1. Mobile Homes may receive Civic Numbers based on the internal road they front on in the Mobile Home Park and a separate Civic Number for each Mobile Home (e.g. Mobile Home Site Example Road, #1).
- 10.2. Alternatively, the whole of the Mobile Home Park may be assigned one Civic Number with each Mobile Home given a unit letter provided there are intersection signs on all internal roads to show the ranges of the unit letters (e.g. #1001 Mobile Home Park Example Road, Unit A).

## 11.0 COTTAGE RESORT, TRAILER/RV PARKS OR CAMPGROUNDS

- 11.1. A cottage resort, trailer park, or recreational vehicle park or campground shall be assigned one Civic Number and the individual units or sites may be identified by their internal unit or site numbers for a large unit range (e.g. #101 Trailer Park Road, Site 1).



## **12.0 MULTIPLE COMMERCIAL/INDUSTRIAL**

- 12.1. A multiple occupancy commercial/industrial building, such as a shopping plaza, on one apparent block of land with a common access is given one Civic Number and each unit is assigned a unit letter (#1001 Shopping Plaza Road, Unit A).
- 12.2. A multiple occupancy commercial/industrial building with no common access but individual entrances with direct access to the Road shall be assigned a separate Civic Number for each Unit (e.g. #1001 Shopping Plaza Road, #1002 Shopping Plaza Road, etc.).

## **13.0 SPLIT DRIVEWAYS**

- 13.1. A “split driveway” is one common entrance from the road but splits into two separate driveways, still within view of the road.
- 13.2. When travelling on the road approaching the property, the first Number Blade is placed at the first side of the entrance and the second Number Blade is placed on the opposite side of the entrance.
- 13.3. The first Civic Number is derived from the actual measurement point distance calculations, while the second Civic Number is assigned based on the first Civic Number’s calculations.
- 13.4. Residents with dwellings serviced by split driveways are required to install an additional number blade on the front of each respective residence, with clear visibility from the driveway.

## **14.0 SHARED DRIVEWAYS**

- 14.1. A “shared driveway” is one common entrance for two or more properties, but the driveway split is not visible from the road.
- 14.2. When travelling on the road approaching the property, one Number Blade is placed on one post where the shared driveway entrance meets the road. A separate Number Blade is assigned and is placed at the intersection of the entrances for each driveway split.
- 14.3. Residents with dwellings serviced by shared driveways are required to install an additional number blade on the front of each respective residence, with clear visibility from the driveway.

## **15.0 CORNER LOTS**

- 15.1. Corner lots will be allocated a Civic Address on the road which provides the approved entrance to the property.



## **16.0 CONTINUITY OF NUMBERING**

- 16.1. Civic Numbers will continue consecutively along the full length of a road, even if the road crosses a Township boundary (unless otherwise decided upon by the Civic Address Coordinator).
- 16.2. In general, where there is a jog in a road, or two roads meet with a section in common, the Civic Numbers will continue consecutively on the higher (public) order road.

## **17.0 COORDINATION WITH EXISTING CIVIC ADDRESS NUMBERING IN SETTLEMENT AREAS**

- 17.1. An established Civic Number system within a Settlement Area will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the road and they can be worked into the surrounding number sequences.

## **18.0 CURVILINEAR STREETS**

- 18.1. Crescents

- (1) 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.

- 18.2. Cul-De-Sacs

- (1) The general orientation of the cul-de-sac is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.

- (2) The mid-point in the bulb of the cul-de-sac is used to define the split.

- (3) Where the street name of the dead-end circle is the same as the street name of the main street, the numbers from the main street are carried into the circle.

## **19.0 ISSUING NEW/REVISED CIVIC NUMBERS & NOTIFICATION**

- 19.1. Civic Numbers for existing vacant lots and for new lots created by consent (severance) will be issued when the Owner or contractor submits a request for a civic address number.
- 19.2. In order to determine a Civic Number, the location of the driveway must be shown on a plan and approved by the Township, County, or Ministry of Transportation.
- 19.3. For new Civic Numbers, every attempt will be made to ensure that the new number is consistent and logical with any current numbering system on that section of roadway as



shown on addressing maps. The Civic Address Coordinator will make every attempt to create a new Civic Address that does not directly affect established Civic Addresses on the Road. However, if necessary, other Owners may be affected by said new civic numbers and may be subject to the costs associated with updating their Civic Address should a revised number be issued.

- 19.4. For a Civic Address that is reassigned by the Township, the affected Owner(s) is invoiced for the new Number Blade. All affected Owner(s) are notified in writing of any Civic Address change.
- 19.5. Where a property is addressed with a Civic Number and Unit number or letter, the Civic Address Coordinator will ensure that any new or existing Number Blade at the end of the driveway reflects the unit numbering and lettering.
- 19.6. If a driveway entrance is moved/relocated, the Civic Address may require adjustment (initiated by either the property owner and/or the Township).
- 19.7. No Owner shall determine, erect, modify or replace a Civic Number and/or Number Blade not authorized by the Civic Address Coordinator.
- 19.8. A fee for new Civic Number and/or Number Blade, as per the current Township user fees By-law, per affected property will be charged to the proponent of a road alignment change which is due prior to any changes being carried out by the Township.
- 19.9. The Civic Address Coordinator, in conjunction with the municipal Clerk's department is responsible for notifying emergency services within five (5) days of any new or revised Civic Addresses, by circulating a notice to the contact list below, as amended from time to time:
  - (1) County of Elgin
  - (2) Township Staff
  - (3) Bell Modifications (911 Service Provider)
  - (4) Ministry of Health
  - (5) OPP
  - (6) Central Ambulance Communications (London)
  - (7) Elgin St. Thomas EMS
  - (8) Tillsonburg Fire Dispatch
  - (9) Southwestern Ontario Student Transportation Services (STS)
  - (10) Canada Post – St. Thomas
  - (11) Hydro One
  - (12) Bell Canada
  - (13) Enbridge Gas
  - (14) Statistics Canada
  - (15) Garbage Collection Services
  - (16) Recycling Collection Services
  - (17) MPAC



- 19.10. The Request for Civic Address Form is available at the Township office, from the Township webpage, and included as Appendix “A” of this policy.

## **20.0 REQUESTING AND INSTALLING CIVIC ADDRESSING NUMBERS**

- 20.1. An Owner may request a Civic Address by completing the “Request for Civic Address” form.
- 20.2. Upon assigning a new Civic Number, the Civic Address Coordinator will place an order for a Number Blade.

## **21.0 FEES**

- 21.1. A fee, as per the current Townships User Fees By-law, to cover the cost of the Civic Number, Number Blade and/or post will be paid by the Owner or their representative at the time the request application is submitted.
- 21.2. Fees may be waived at the Civic Address Coordinator’s discretion.

## **22.0 INSTALLATION**

- 22.1. Township staff or agent is responsible for the installation of all Number Blades and posts, where applicable.
- 22.2. The Owner or agent will be responsible for the installation in the following instances:
- (1) Replacement Number Blades (supplied by the municipality);
  - (2) In Settlement Areas where the address is affixed to a building;
  - (3) Multiple unit buildings/properties;
  - (4) Where the sign is attached directly to a structure;

- 23.0** Township staff or agents may inspect the installation to ensure compliance with installation instructions.

## **24.0 MAINTENANCE**

- (1) All owners of properties affected by provisions of this policy shall keep and maintain in good condition their Civic Number, Number Blade, and/or post, as the case may be.
- (2) Every Owner or occupant shall ensure that the Number Blade and civic address is always visible and kept unobstructed by vegetation, structures, snow accumulation or any other screening.



## **25.0 PROHIBITION**

- 25.1. No Owner or any person shall relocate a Number Blade or a Number Blade and post without prior authorization by the Township or remove a Number Blade or Number Blade and post, once posted, except for immediate repair by the owner or the Township.

## **26.0 REPLACEMENT OF CIVIC ADDRESS NUMBER BLADES and/or Posts**

- 26.1. Where a Number Blade and/or post is missing or illegible due to actions of the Owner or his/her agents, the Owner shall be responsible for the repair or the replacement of the Number Blade and/or post immediately.
- 26.2. If the property does not have a Number Blade posted in accordance with the provisions of this policy, the Civic Address Coordinator may give the owner written notification that the Number Blade (and/or post) is missing, illegible or otherwise not in compliance with this By-law and that the Owner is required to rectify, within 30 days of the mailing of notice.
- 26.3. If after 30 days of the mailing of the notice, the situation is not rectified in compliance with this By-law, the Township may make any installations or repairs that it deems appropriate, at the cost of the Owner and in an amount sufficient to cover labour, administration and material costs.
- 26.4. A Number Blade and/or posts requiring replacement on Public Roads as a result of Township maintenance operations shall be replaced by the Township through the Township levy. A Number Blade and/or posts requiring replacement on Private Roads as a result of the Owner's contractor operation shall be replaced at the Owner's expense.

## **27.0 LIABILITY**

- 27.1. That the Township shall not be liable for any loss, cost, or expense which the Owner(s) of land may incur as a result of a Street/Road Name Sign (for private roads) or Number Blade and/or post being damaged, missing, obstructed or illegible.

## **28.0 COSTS AND SUPPLIER**

- 28.1. The Township shall maintain a supply of replacement Number Blades and posts.
- 28.2. The Owner/agent of the sign shall be charged, as per the current Township User fee By-law, by the Township for:
  - (1) A new Civic Number, Number Blade, or post;
  - (2) The replacement of a Number Blade, or post.
- 28.3. The Treasurer/Tax Collector of the Township is authorized to apply to the property owner of the sign to have any uncollected costs associated with the provision of a new Civic Address, Civic Number, Number Blade, post, and/or the installation or replacement



of the Civic Address, Civic Number, Number Blade, post, to the corresponding property listing in the current tax roll for collection in the same manner as municipal taxes.

## **29.0 RECORDS OF CIVIC ADDRESS**

- 29.1. That, for the purposes of civic addressing and public safety, the Civic Address Coordinator, in conjunction with the Planning Department and Clerk's Department, shall keep a record of Civic Numbers assigned. Once the Civic Addressing By-law is passed, only the approved 9-1-1 Street/Road Names and Civic Numbers shall be displayed.