

# THE CORPORATION OF THE COUNTY OF HALIBURTON

## BY-LAW NO. 3328

### BEING A BY-LAW TO SET OUT THE POLICIES FOR A CIVIC ADDRESSING SYSTEM FOR THE COUNTY OF HALIBURTON AND TO REPEAL AND REPLACE BY-LAW NO. 3034 AND AMENDING BY-LAW NO. 3069

**WHEREAS** Section 8 of the *Municipal Act, R.S.O. 2001*, as amended, hereinafter referred to as *the Act*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**WHEREAS** Section 11 of *the Act* sets out the spheres of jurisdiction and the table associated thereto identifies highways as a non-exclusive sphere of jurisdiction for upper-tier municipalities; and

**WHEREAS** municipal roads as set out in Section 26 of *the Act* are under the jurisdiction of a municipality; and

**WHEREAS** Section 27 of *the Act* provides the authority for a municipality to pass by-laws in respect of the highways within its jurisdiction; and

**WHEREAS** Section 48 of *the Act* authorizes a local municipality to name or change the name of a private road after giving public notice of its intention to pass the by-law; and

**WHEREAS** Section 61(1) of *the Act* authorizes a municipality to enter upon land lying along a highway to install name signs setting out the names of highways; and

**WHEREAS** Section 61(2) of *the Act* provides that where a local municipality has passed a by-law under Section 48 of *the Act*, a municipality may enter upon land lying along the private road to install name signs setting out the names of highways; and

**WHEREAS** the County of Haliburton has adopted By-laws No. 3004 and 3005 in conformity with Section 116(1) of *the Act* which permits a municipality to establish, maintain and operate a centralized communication response system for emergency response purposes; and

**WHEREAS** the County of Haliburton has adopted By-law No. 2946 in conformity with Section 116(2) of *the Act* which authorizes a municipality to enter upon land to affix numbers to buildings or signs setting out numbers on land; and

**WHEREAS** Section 130 of *the Act* authorizes a municipality to regulate matters related to the health, safety and well-being of the inhabitants of the municipality; and

**WHEREAS** the orderly assignment and the proper maintenance of municipal address numbers is required for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well-being of persons and for the protection of property and persons; and

**WHEREAS** the Council of the Corporation of the County of Haliburton deems it necessary and expedient to establish policies and procedures for the maintenance of its civic addressing system; and

**WHEREAS** it was deemed necessary to review the current by-laws for housekeeping and consolidation purposes;

### NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE COUNTY OF HALIBURTON ENACTS AS FOLLOWS:

#### Short Title

1. This By-law may be cited as the "Civic Addressing By-law" of the Corporation of the County of Haliburton.
2. That a civic addressing system be established to provide for an accurate, simple system of property identification to assist with the delivery of emergency and other services and which is capable of accommodating growth.

3. That the civic addressing system developed and the addressing mapping prepared by the County of Haliburton, as updated from time to time, be hereby adopted to achieve a County-wide system of property identification to assist with the delivery of emergency and other services and which is adaptable to future needs.

#### **Policies**

4. That the Civic Addressing Policy attached hereto as Schedule 'A' and the Road Naming Policy attached hereto as Schedule 'B' be hereby adopted to provide for the maintenance and continuation of an accurate, municipal-wide system of property identification that is both simple and capable of accommodating growth and to assist with the delivery of emergency and other services.
5. That the policies and procedures set out within the said Civic Addressing Policy and Road Naming Policy shall be maintained by the County of Haliburton.
6. That the owners of the following types of properties shall be required to post a municipal number:
  - 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 expectation that emergency vehicles could be dispatched; and
  - c) any property with facilities under construction.

#### **Identification Numbers and Number Plates**

7. That for each property described by Clause 6, above, the County shall supply a civic address number or number blade displaying the property's designated number.

#### **Maintenance**

8. Those owners of properties which are affected by provisions of this By-law shall keep and maintain in good condition their civic address numbers or number blades, as the case may be.
9. Every owner or occupant shall ensure that the civic address sign is visible at all times and kept unobstructed by vegetation, structures, snow accumulation or any other screening.

#### **Prohibition**

10. That no owner of property or any person shall relocate a civic address sign post without prior authorization by the County or remove a civic address blade or number once posted except for immediate repair by the owner or the County.

#### **Replacement**

11. That where a civic address sign is missing or illegible due to actions of the property owner or his agents, the property owner shall be responsible for the repair or the replacement of the civic address sign immediately.
  - 11.1 If the property does not have a civic address sign posted in accordance with the provisions of this By-law, the County 9-1-1 Clerk may give the property owner written notification that the civic address sign is missing, illegible or otherwise not in compliance with this By-law and that the owner is required to rectify, within 60 days of the mailing of the notice.
  - 11.2 If after 60 days of the mailing of the notice, the situation is not rectified in compliance with this By-law, the County may make any installations or repairs that it deems appropriate, at the cost of the property owner and in an amount sufficient to cover labour, administration and material costs.
  - 11.3 Road name signs requiring replacement on public or private roads shall be done through the County levy unless the sign is a custom design. A custom design road name sign shall be any sign which does not adhere to the specifications provided in Schedule B, Section 2.6, Clause 2.6.2. The replacement costs for a custom design sign shall be the responsibility of the Developer or Municipality, as the case may be. In the event the Developer or Municipality decline to pay the replacement costs, the County shall erect the standard road name signs as specified in Schedule B, Section 2.6, Clause 2.6.2.

11.4 Civic address signs requiring replacement on public roads as a result of maintenance operations shall be replaced by the County through the County levy. Replacement on private roads required as a result of the owner's contractor operations shall be at the owner's expense.

11.5 The County 9-1-1 Clerk shall be notified in all cases where a replacement sign is required.

#### **Liability**

12. That the County shall not be liable for any loss, cost or expense which the owners of land may incur as a result of the road name sign or civic address sign being damaged, missing, obstructed or illegible.

#### **Costs and Supplier**

13. That the Treasurer of the County be authorized to apply to the local municipality to have any uncollected costs associated with the provision of a civic address number, number blade and/or the installation of a number blade and post to the corresponding property listing in the current tax roll for collection in the same manner as municipal taxes.
14. That the County shall maintain a supply of replacement civic address blades and posts and that the owner shall be charged by the County for numbered civic address blades and posts at the rate of fifty dollars (\$50.00) per set or twenty-five dollars (\$25.00) per blade or post. This fee will include the cost of installation.

#### **Records of Civic Addresses**

15. That, for purposes of civic addressing and public safety, the 9-1-1 Clerk shall keep a record of civic addresses assigned. Once the Civic Addressing By-law is passed, only the approved 9-1-1 road names and property numbers shall be displayed.

#### **Violations and Penalties**

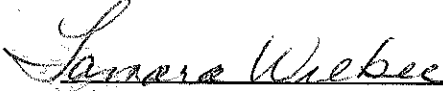
16. That any person who fails to comply with any section, clause or provision in this By-law is guilty of an offense, per Section 425 of the Municipal Act, and on conviction, is liable to a fine not exceeding two thousand dollars (\$2,000.00), exclusive of costs, under the authority of the Provincial Offenses Act.

#### **General**

17. That should any section, clause or provision of 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.
18. That where a form, words or expressions are prescribed in this By-law, deviations there from which do not change the substance or are not calculated to mislead, do not invalidate them.
19. That any by-law or by-laws, or parts thereof, inconsistent with this By-law are hereby deemed repealed, specifically By-law No. 3034 and Amending By-law No. 3069 are hereby repealed.
20. That revisions or updates may be made to the Civic Addressing Policy and the Road Naming Policy (Schedule 'A' and Schedule 'B') through an amendment to this By-law if the changes are authorized by County Council.

READ a first and second and third time and finally passed and the Seal of the Corporation affixed this 24<sup>th</sup> day of March 2010.

  
\_\_\_\_\_  
Warden Dave Burton

  
\_\_\_\_\_  
Clerk Tamara Wilbee

Schedule "A"  
CIVIC ADDRESSING POLICY

**1.0 PURPOSE**

- 1.1 This Policy will provide guidance to the County staff in the assignment of civic addressing numbers, road naming and placement of signs to maintain a complete and consistent civic addressing system across the County.
- 1.2 This Policy will provide for the implementation of a County-wide civic addressing system to support the operation of a Public Emergency Response System (PERS) and the maintenance of a coordinated addressing system.

**2.0 DEFINITION OF A CIVIC ADDRESS**

- 2.1 The conventional means used by municipal authorities to identify properties is to assign each one a civic address. The address consists of the combination of a number and a road name. In order to avoid any unnecessary confusion, address duplication within the County has been kept to a minimum with only inescapable exceptions.

**3.0 PROPERTY NUMBERING PRINCIPLES**

Interval Method

- 3.1 The frontage interval method is used to determine civic addresses. The interval is 10 metres which means that a different property address number is available (but not necessarily used) for every ten metres along a road.
- 3.2 Two numbers are available for every unit of frontage, one number for each side of the road, in accordance with the even/odd convention that applies to the road.

Measuring Points

- 3.3 Addressing start points are those established by the County. Generally speaking, they occur at the south and west County boundaries and ends of roads whether wholly in the County or crossing into the County, provided they are not dead ends. For dead ends, the start is at the centre of the intersection where it branches off the adjacent road. The standard may be overridden when a different numbering scheme has already been used on a road coming into the County.
- 3.4 The centre of the driveway is used in determining the distances from the start of the road to individual properties unless there are exceptional circumstances such as a property accessible only by water. In instances of comprehensive development through the subdivision process, adjacent numbering patterns, the layout of new lots and a street and/or the assigning of numbers at the time of registration before driveways are built (see Section 4.2) may require a more arbitrary application of the frontage interval method. In these cases, the goal will be to provide balance, logic, flexibility and maintain public safety.

Lowest Address Number by Road

- 3.5 Outside of the built-up areas, the lowest address number on all roads (except as noted in clause 3.9) is 1001. Inside built-up areas numbering begins with 1. Numbering within high density developments outside of the built-up areas may begin with 1 provided that there is no opportunity for the internal roads to be extended and with prior approval of the County 9-1-1 Department.

Odd/Even Numbering Convention

- 3.6 As address numbers increase along a road, those on the left are odd and those on the right are even.

New Roads

- 3.7 A new road is created when a third property is added to a shared driveway. A new road may not necessarily be created when a third property is added to a split driveway. In the circumstance that two driveways are adjacent to the entrance and another driveway added, there may be a split and shared entrance. There may also be a case where all three driveways fan off of one entrance.

Schedule "A"  
CIVIC ADDRESSING POLICY

Gated Roads

- 3.8 Properties on gated roads are addressed in the same manner as properties on any other rural road. In the event that a gate is locked, the County has the option of forcing entry to the property or not providing civic addressing until such time as the owner is available to provide access.

Boundary and Common Roads

- 3.9 On County boundary roads and roads entering the County, the numbering scheme on the Haliburton side will match that of the neighbouring County unless an agreement is reached with them to harmonize based on the protocol in Section 3.3.

Multiple Dwellings

- 3.10 In general, multiple separate dwellings can be identified by unit letters at the same address (e.g. 123 Harmony Lane, Unit A, 123 Harmony Lane, Unit B, etc.).
- 3.11 An apartment building or a multiple attached dwelling (e.g. building composed of townhouse units) on one apparent block of land with a common access is given one property identification number and the units are assigned a unit letter. 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.).
- 3.12 On-street housing projects (e.g. semi-detached or townhouse dwellings) which have direct access to the street for each unit, will be assigned a separate civic addressing number.

Mobile Home Parks

- 3.13 Mobile home parks may be addressed with road names for their internal roads and a separate civic address number for each mobile home (e.g. Mobile Home Site Road 1, #1202). Alternatively, the mobile home park may be assigned one address number with each mobile home given a unit number provided there are intersection signs on internal roads to show the ranges of the unit numbers (e.g. Mobile Home Park Road, #1202, Unit A).

Trailer Parks, Campgrounds

- 3.14 A trailer park or recreational vehicle park or campground will be assigned one property identification number and the individual units or sites may be identified by their unit or site numbers (e.g. Trailer Park Road, #1335, Site A).

Multiple Commercial/Industrial

- 3.15 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 address number and the units are assigned unit letters (Shopping Plaza Road, #2505, Unit A). A multiple occupancy commercial/industrial building with no common access but individual entrances with direct access to the street shall be assigned a separate civic addressing number for each unit (e.g. Shopping Plaza Road, #2505, #2507, #2509, etc.).

Split Driveways

- 3.16 The "split driveway" is a common entrance but splits, within view of the road, into two separate driveways. At the road, the first number is placed on a post at the first side of the entrance and the second number is placed on the opposite side of the entrance. The first number is derived from the actual distance measurement while the second is assigned.

Shared Driveways

- 3.17 The "shared" driveway has a common entrance for two properties but the driveway split is not visible from the main road. At the road, the two numbers are placed on one post. A second set of numbers is placed at the intersection of the two entrances on each side of the intersection.

Corner Lots

- 3.18 Corner lots will be allocated a civic address on the road which provides the main access to the property.

Schedule "A"  
CIVIC ADDRESSING POLICY

Water Access Properties

- 3.19 Water Access Properties are properties that are improved and can only be reached via boat or airplane. These include all islands and some shoreline properties.
- 3.19.1 Civic address numbers will start and end at the same location and only those required will be used. If there is more than one major access point, the most southerly will be used. If no access point exists, the most southerly shoreline point will be used. The numbering origin for islands shall be the most southerly point.
- 3.19.2 Island numbering will align with address numbers on the closest shoreline.
- 3.19.3 Whether on the shoreline or an island the numbering shall proceed in a clockwise rotation with all numbers on the left being odd and all numbers on the right being even.
- 3.19.4 All numbers for water access shall start at 10,000 except Big Hawk Lake which starts at 50,000. Five digits were chosen for water access to differentiate them from the four digit numbers associated with land access properties.
- 3.19.5 The number closest to the centre of the lot is the number used for the civic address.
- 3.19.6 Any existing numbering systems shall be replaced by the County-wide system.
- 3.19.7 The County shall supply to the property owner the official property number, the address blade, post and, when required, a concrete base where there is not a suitable location for a post or method of affixing the blade in a highly visible location, as specified by this by-law.

Continuity of Numbering

- 3.20 Civic address numbers will continue consecutively along the full length of a road, even if it crosses a municipal or township boundary. In general, where there is a jog in a road or two roads with a section in common, numbering is consecutive on the higher order road.

Coordination with Existing Numbering in Built-Up Areas

- 3.21 Established numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding number sequence.

Cul-de-Sacs

- 3.22 Normally, new cul-de-sacs are to be numbered with even numbers on the right and odd numbers on the left beginning at the intersection. The mid-point of the bulb is used to define the split between odd and even numbers.

Private Roads

- 3.23 The policies described herein shall apply to lots on private roads.

**4.0 DETERMINING NEW PROPERTY NUMBERS**

General

- 4.1 New civic address numbers will usually be determined using a nearby known address as a reference point, for convenience purposes. They may also be determined by measuring the entire distance from the numbering origin of that road.

Address Derivation Formula

- 4.2 Civic address numbers are derived using a formula based on the frontage interval method described in Section 3.1 and 3.2. Every measurement that was taken along a road was converted to a frontage interval by dropping the last digit (e.g. 432 becomes 43). The frontage interval number was then multiplied by two to ensure consistent calculations and available numbers for

Schedule "A"  
CIVIC ADDRESSING POLICY

both sides of the road. The result was increased by one for a property on the odd side or by two for a property on the even side on the road. This ensures that civic address numbers "1" and "2" are reserved for the beginning of the road. With the 10 metre frontage interval civic addressing system in place, numbers for new lots can be calculated by accurately measuring from the driveway centre points with known address numbers.

**5.0 ISSUING NEW/REVISED CIVIC ADDRESS NUMBERS**

- 5.1 Numbers for existing vacant lots and for new lots created by consent (severance) will normally be issued when the owner or contractor submits a request for a building permit. However, a civic address number may be issued to a vacant lot at the owner's request and at the discretion of the County. In order to determine a civic address number, the driveway must be in or the proposed location clearly marked. If an entrance is moved, the civic address may require adjustment. Civic Address Request forms are available from the County 9-1-1 Department and local municipal offices.
- 5.2 No property owner shall determine, erect, modify or replace a civic address number not authorized by the County 9-1-1 Department.
- 5.3 A fee of seventy-five dollars (\$75.00) 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 County. This fee may be waived at the County's discretion.

**6.0 REQUESTING AND INSTALLING CIVIC ADDRESSING NUMBERS**

Request

- 6.1 A property owner may request a civic address number by completing the "Request for 9-1-1 Sign" form. A blank request form is included in Schedule A of this document. Upon assigning a new civic addressing number, the County 9-1-1 Clerk will place an order for a number blade.

Fees

- 6.2 A fee of seventy-five dollars (\$75.00) to cover the cost of the civic address blade, post and materials and the cost of installation, field work and administration time will be paid by the property owner or their representative at the time of civic address application. If the application is processed by the municipality, an additional fee may be applicable, at the discretion of the municipality.

Responsibility for Installation

- 6.3 The County is responsible for the installation of all civic address signs except as provided for under item 6.4.

Owner Installation

- 6.4 The owner will be responsible for installation in the following instances:
- a) Water access properties,
  - b) In built up/urban areas (where standard blue addressing blades are not being used),
  - c) Multiple unit buildings/properties,
  - d) Replacement signage,
  - e) Where the sign is attached directly to a structure
- 6.5 The owner will be advised when the sign hardware is available at the County office for pickup.
- 6.6 When the owner attends the County office, he will receive:
- a) The sign hardware,
  - b) A copy of the Civic Addressing By-law,
  - c) Installation instructions
- The owner will be required to sign for receipt of the materials provided.
- 6.7 The County Sign Installer may inspect the installation to ensure compliance with the installation instructions.

Schedule "A"  
CIVIC ADDRESSING POLICY

6.8 If the owner has not carried out the installation within 60 days of receipt of materials, the procedures in the Civic Addressing By-Law for notification and County installation will be initiated.

**7.0 GUIDELINES FOR POSTING PROPERTY SIGNS**

**7.1 *Signs for Properties Outside The Built-Up Areas***

7.1.1 Outside built-up areas, the civic address number shall be displayed on a post located beside the driveway close to the access road from which the driveway breaks.

7.1.2 For County Roads and Provincial Highways the post shall be located 1.2 metres (4 feet) from the edge of the driveway and the back of the ditch or ten metres from the edge of the road, whichever is lesser. On Private and Forced roads, the post shall be placed at a distance approximately 3 metres (10 feet) from the edge of the road and 1.2 metres (4 feet) from the edge of the driveway. In all cases, the first priority for sign placement will be clear visibility from the traveled 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 roads maintenance activities.

7.1.3 The blade is aluminum 300 mm (12 in.) in length and 125 mm (5 in.) in height for a sign with four digits. When the number of digits is five or four plus an alphabetical character, the blades are 375 mm (15 in.) in length and 125 mm (5 in.) in height.

7.1.4 The numbers shall be 100 mm (4 in.) in height.

7.1.5 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.

7.1.6 The number shall be displayed on both sides of the sign blade and shall be erected perpendicular to the road intersected by the driveway so as to be clearly visible from both directions on the traveled portion of the road and extend from the post toward the road.

7.1.7 The numbers are read horizontally on a blade extending from the post toward the road.

7.1.8 The number shall be secured to the post 1.5 m (5 feet) above grade.

**7.2 *Signs for Properties Inside The Built-Up Areas With Buildings Within 15 Metres (50 Feet) Of The Edge Of The Road.***

7.2.1 When the main building to which the civic address number applies is within 15 metres (50 feet) of the edge of the road surface, and is clearly visible from the road, the number shall be placed on that building.

7.2.2 The numbers shall be of white, engineering grade, reflectorized 3M Scotchlite or approved equivalent over a dark green background. The blade shall be oval in shape, of sufficient size to enclose numbers that are 100 mm (4 in.) high, and made of two layers of plastic, one in gold and the other in dark green. Alternately, approved customized numbers and number blades may be permitted that have a minimum height of 100 mm (4 in.) and made of a reflectorized material or illuminated.

7.2.3 The number shall be displayed beside the door under a light at a height of 1.5 m (5 ft.) above the door threshold. The property number shall not be affixed to the door itself.

7.2.4 Where the door does not face the access road, the number shall be displayed on the side of the wall facing the traveled road 1.5 m (5 ft.) above grade.

7.2.5 Numbers shall read horizontally.

7.2.6 The number shall be displayed in numerical form (e.g. 116) rather than written form (one hundred and sixteen).



Schedule "A"  
CIVIC ADDRESSING POLICY

**7.3 *Signs for Properties Inside The Built-Up Areas With Buildings Not Within 15 Metres (50 Feet) Of The Edge Of The Road.***

7.3.1 When the main building to which the civic address applies is more than 15 metres (50 feet) from the edge of the road, the number shall be mounted on a post beside the driveway where it branches off the access road.

7.3.2 The property number is displayed on one side of the blade and shall be erected parallel to the access road. The standards laid out in Sections 7.1.2, 7.1.5 and 7.1.7 (of Schedule A) will apply.

**7.4 *Signs For Water Access Properties***

7.4.1 Signage shall indicate the Lake Name, access name and civic number (i.e. BEAR – EAGLE ISLAND – 20234; KAWAGAMA – MINERS BAY – 32654; REDSTONE LAKE – WAO – 12456).

7.4.2 Signage shall be one-sided and must face the water, perpendicular to the shoreline in the most visible location at the access point to the property.

7.4.3 Concrete bases are available from the County for stabilizing signs founded on rock.

7.4.4 Distribution of the signage for owner installation shall be arranged with the County 9-1-1 Clerk located at the County Administration offices in Minden, Ontario.

**7.5 *Other Guidelines For Civic Address Installations***

7.5.1 The posting of civic address signs in any future development shall comply with these performance standards. Non-conforming signage in the built-up areas indicated in Section 7.2 shall be grandfathered but property owners are encouraged to convert their signs to these standards.

7.5.2 Where the performance standards cannot be met, the location of the civic address number shall be decided upon through consultation between the property owner and the County.

**8.0 NOTIFICATION OF ASSIGNED ADDRESS**

8.1 Immediately following the assignment of a new or changed address number for a building or lot, the 9-1-1 Clerk is responsible for making record entries and for providing written notice to the property owner and Bell Canada (for changed addresses only).

8.2 When assigning an address number, the 9-1-1 Clerk shall ensure that the number fits within the intersection number range for the affected section of road, as shown on the addressing maps.

8.3 Where a property is addressed with a unit number (see section 3.10), the 9-1-1 Clerk will ensure that any existing civic address sign at the end of the driveway reflects the unit letter.

**9.0 URBAN STYLE CIVIC ADDRESS SIGN INSTALLATION**

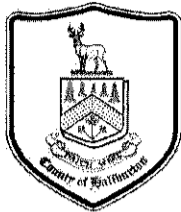
The communities in which the urban style civic address signs will prevail are as follow:

- Village of Haliburton
- Village of Minden
- Village of Cardiff
- Hamlet of Wilberforce (County Road 648 – Loop Road, only)

**10.0 CIVIC ADDRESS REQUEST FORM (See attached.)**

Schedule "A"  
CIVIC ADDRESSING POLICY

Sample Civic Address Request Form



County of Haliburton

P.O. Box 399

11 Newcastle Street

Minden, Ontario K0M 2K0

Phone: 705-286-1333 Fax: 705-286-4881

Request for 9-1-1 Sign

Property Owner's Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax Assessment Roll Number: 46-\_\_\_\_\_-000-\_\_\_\_\_

Road Name (that driveway intersects with): \_\_\_\_\_

Legal Description of Property Requiring 9-1-1 Sign:

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Part: \_\_\_\_\_ Plan: \_\_\_\_\_

Geographical Township of \_\_\_\_\_

Municipality of \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

There is a fee of \$75.00 to cover the cost of the supply and installation of civic addressing signage. This fee must be included with this application. Also, there will be a fee of \$25.00 for any cheque returned NSF.

To determine a civic address, a distance measurement is taken to the centre of the driveway; therefore, the driveway MUST be in and should be marked.

Please attach a copy of the municipal entrance permit if applicable.

Payment received \_\_\_\_\_ by \_\_\_\_\_

Request for 9-1-1 Sign sent to the County of Haliburton on \_\_\_\_\_

9-1-1 number assigned by the County of Haliburton is \_\_\_\_\_

9-1-1 sign installed by \_\_\_\_\_ on \_\_\_\_\_

Schedule "B"  
**ROAD NAMING POLICY**

**1.0 PURPOSE:**

1.1 To establish a policy with respect to the naming of roads in the County of Haliburton

**2.0 POLICY:**

**2.1 General**

- 2.1.1 The designation "road" applies to a traveled pathway when it provides access to three or more properties or to a connecting artery that facilitates movement from one part of the County to another. This clause should be read in conjunction with Schedule A, clause 3.7.
- 2.1.2 All roads in the County, whether public or private, are included in the 9-1-1 system except those in the interior of Algonquin Park, some trailer parks and the Haliburton Forest and Wildlife Reserve. All roads built in the future will be given that status immediately if they are part of a development project. Otherwise, they achieve this status when they reach the minimum property threshold.
- 2.1.3 A name may be applied to a road only once throughout the County with the exception that a name may appear by itself and in a compound name.
- 2.1.4 All public roads are distinguishable by the terms Road, Highway, Street, Avenue and Boulevard after the name. For private roads, one of the following terms may be used – Crescent, Court, Circle, Drive, Lane or Trail or as may be deemed acceptable to the County.
- 2.1.5 A municipal road that extends into a private road will be known throughout its entire length by the name on the municipal portion.
- 2.1.6 When two or more roads are merged into one for public safety reasons, it may bear one of the original names or take on a new name providing the original or new name passes the screening protocol.
- 2.1.7 Wherever possible, one of the roads surrounding each lake shall bear the name of that lake though there may be another road elsewhere in the County bearing the same name.
- 2.1.8 Roads Created Through the Land Development Process
  - a) Naming of new private roads will be the prerogative of the developer when it is done as part of the application for a subdivision. Otherwise, it must be a joint application of at least 80% of the property owners along the road. The County may accept the majority name or elect to provide a name of its own choosing after protocol screening.
  - b) When a new development proposal, such as a plan of subdivision, will result in a new road for the Municipality or where the Municipality intends to open a road allowance or rename an existing road, the Municipality shall first consult with the County of Haliburton regarding the proposed names. The County will subject the proposed name(s) to the standard screening process to determine if it is acceptable and respond to the Municipality within two business days.
  - c) If a Plan of Subdivision is involved, the County will not give its final approval until suitable road names have been determined and the proponent is so advised.
  - d) If a right of way is being created for a new private road access to development, prior to the deeds being endorsed, the County shall ensure that a road name has been assigned by the County.

**2.2 Road Name Screening**

- 2.2.1 New road names are assigned or accepted on the basis of the following criteria:
  - a) that they not duplicate or are similar to, in spelling or pronunciation, a name within the County,
  - b) that they not duplicate, in spelling or pronunciation, a name used in the geographic township immediately outside the County that shares a common border,

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- c) that they not be overly difficult to pronounce,
- d) that they do not conflict with names previously reserved for Plans of Subdivision

2.2.2 As part of the screening process, new names shall be compared to road names in use in Haliburton County, names used in the geographic township immediately outside the County boundary adjacent to where the name will be used and compared to names held in reserve.

### **2.3 Road Naming/Renaming**

2.3.1 All the provisions of the foregoing clauses 2.2.1 and 2.2.2 will apply.

2.3.2 At least 80% of the property owners on the road must agree, in writing, to the name change.

2.3.3 A maximum of ten (10) name proposals will be screened by the County.

2.3.4 If the name change is for purposes other than benefiting the objectives of the Civic Addressing Policy, a fee will be charged (see clause 2.7 – Road Naming/Renaming Fees). This fee will cover all costs related to administration, removal of the old signage and installation of the new signage.

2.3.5 Road name changes may be considered at any time; however, the change is not official until the Municipality revises and passes its Road Name By-law (refer to Schedule B, clause 2.19).

### **2.4 Water Access Roads**

2.4.1 The actual lake name shall be used as the first part of the name, in all cases.

2.4.2 The second part of the name is the access name. There will not be an access name and a WAO designation appearing in the same name.

2.4.3 Island names are determined from current maps but may also follow the same screening process as road names where no name exists.

2.4.4 The process for naming islands and water access locations shall be consistent with the process for road naming, where practical.

2.4.5 Water access roads are subject to the same screening for duplication in pronunciation, spelling, etc. as land access roads.

### **2.5 Mobile Home/Trailer Park Roads**

2.5.1 Owners of all mobile home and trailer parks will be encouraged to bring their internal road networks into the full County network by providing road names and unit numbers. At the very least, there should be unit numbers throughout each park and a sign on each road indicating the range of unit numbers. Unless and until they become part of the County network, they will be requested to provide a detailed map of the roads and sites mounted on posts at the gate to the park and on paper for inclusion in the emergency response atlas.

### **2.6 Standards for Posting Road Name Signs**

2.6.1 Provincial highways and high speed County roads (greater than 60 km/h) shall be signed according to Ontario Ministry of Transportation specifications.

2.6.2 Low speed County (60 km/h or less), municipal and private roads shall be signed according to the following specifications:

- a) The blade shall be aluminum, 760 mm to 1200 mm in length and 160 mm in height, for a sign without an address range. When an address range is required the blade shall be 200 mm in height.
- b) The letters shall be 100 mm (4 in.) in height.

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- c) The letters shall be of white, engineering grade, reflectorized 3M Scotchlite or approved equivalent over a blue, engineering grade, reflectorized 3M Scotchlite or approved equivalent background.
  - 2.6.3 Customized signage may be permitted providing lettering is a minimum of 100 mm (4 in.) in height, and reflectorized or illuminated.
  - 2.6.4 No property owner shall determine their own road name or post a road name sign which may be visible from any road without prior authorization from the County 9-1-1 Department.
- 2.7 Road Naming/Renaming Fees**
- 2.7.1 A maximum of ten (10) name proposals will be screened by the County. Additional requests may be made upon payment of fifty dollars (\$50.00) per name.
  - 2.7.2 In the event that the name change process is terminated at the end of the screening process i.e. ten (10) names screened without success, then a fee of three hundred dollars (\$300.00) will be charged.
  - 2.7.3 If a proposed name change benefits the objectives of the Civic Addressing Policy, a fee of five hundred dollars (\$500.00) will be charged. This fee will cover all costs related to administration, removal of the old signage and installation of the new signage.
  - 2.7.4 If the current road name has previously satisfied the necessary screening criteria and an application is made to change it, a fee of one thousand two hundred dollars (\$1,200.00) will be charged. This fee will cover all costs related to administration, removal of the old signage and installation of the new signage.
  - 2.7.5 If a road is created through the land development process, a fee of six hundred dollars (\$600.00) will be charged for each road created. This fee will cover all costs related to administration, sign blades, sign posts and installation.

**COUNTY RESPONSIBILITIES**

- 2.8 The County shall monitor development on an entrance and shall commence the road naming process at such time as three or more addressable properties will be gaining access via the entrance.
- 2.9 The County shall ensure that all roads have names that satisfy the screening protocol as required by the Civic Addressing By-law to identify instances of exact duplication of spelling, near exact duplication, similar sounding names and spelling not matched by pronunciation.
- 2.10 In the event that the property owners do not offer a name or their submission does not survive the screening process or there is not strong support for the name among the property owners, the County shall provide a name of its own choosing for the road.
- 2.11 The County is responsible for specifying the start and end point for each road based on information provided by those proposing to name it, common knowledge and public safety considerations.
- 2.12 The County shall name its own roads without necessarily having to get input from the property owners living along those roads.
- 2.13 A decision by the County to reject a name as a result of the screening is final and not subject to reversal by the municipality.
- 2.14 The County shall have a pool of pre-approved names that will be available for assignment to roads when input from property owners or a municipality is not forthcoming.
- 2.15 Replacing an existing private road name at the request of the residents on the road will only be considered by the County if more than 80 percent of those residents sign a petition indicating their agreement with this action and with the name brought forward.

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**MUNICIPAL RESPONSIBILITIES**

- 2.16 The municipalities shall undertake the public notification process related to the renaming of public and private roads prior to passing the road naming bylaws.
- 2.17 Municipalities may provide names for their own roads without necessarily having to get input from the property owners living along those roads.
- 2.18 If a local municipality initiates a change of the name for a private road, it is recommended that all property owners living along that road be notified directly of the request and given sufficient time to work with their neighbours to find a replacement name. It is also recommended that each owner explicitly indicate whether or not they approve of the name chosen, once it has cleared protocol screening.
- 2.19 It is recommended that the municipalities review and make appropriate amendments to their road naming by-laws on an annual basis.