

**BY-LAW NUMBER 138-23**

- of -

**THE CORPORATION OF THE COUNTY OF BRANT**

Being a By-Law to establish a policy for the numbering of lots or buildings along roads, and for displaying civic addressing of lots or buildings, and road identification within Brant County, and to repeal and replace By-Law 42-00, as amended, and policy DVS-005-003 as amended.

**WHEREAS** Sections 5 and 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provide that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise, and that the municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority.

**AND WHEREAS** Section 27 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, authorizes a municipality to pass By-Laws in respect of a highway over which it has jurisdiction;

**AND WHEREAS** the Corporation of the County of Brant deems it to be desirable to update the policies and regulations that apply to civic addressing within the County of Brant by repealing and replacing By-Law 42-00 and policy DVS-005-003.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF BRANT HEREBY ENACTS** follows:

1. **THAT** By-Law 42-00 and policy DVS-005-003, as amended, are hereby repealed and replaced.
2. **THAT** the policies and regulations for civic addressing within the County of Brant shall be as set out in the Schedule 'A' of this By-Law.
3. **THAT** Nothing in this policy shall be construed as authorizing non-compliance with any laws, regulations, by-Laws, lawful orders, or directives pursuant to any other statute, regulation, or statutory or regulatory authority that may require the posting of a civic address on properties, lots, buildings, entrances, units or structures.
4. **THAT** the new civic addressing by-law come into force and effect upon date of adoption by Council.

**READ** a first and second time, this 19th day of December 2023.

**READ** a third time and finally passed in Council, this 19th day of December 2023.

**THE CORPORATION OF THE COUNTY OF BRANT**

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David Bailey, Mayor

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Alysha Dyjach, Clerk



# Municipal Civic Addressing

Schedule A to By-Law 138-23

Development Services Policies and Procedures (2023)

## **Purpose**

### **Authorizing Body**

- 1.1 The authority to pass By-Laws requiring the civic addressing of buildings and lots for record keeping purposes was given to the municipalities under the *Municipal Act* (2001). The County of Brant is the authority and first point of contact for all civic addressing within its boundary. It administers (through its By-Laws and policies) the assignment of *civic addresses*, *civic address numbers*, *civic address units* and approves local *street* names through a *civic address* system.

### **A Civic Addressing System for the County of Brant**

- 1.2 The assignment of *civic addresses* is done for the purposes of identifying access points to a property, lot, building, entrance, *unit*, or structure and its geographic location within the County's municipal boundaries.
- 1.3 This civic addressing system allows staff to follow standards, guidelines and procedures that outline the consistent assignment of a *civic address* and display of a *civic address identifier* for all properties, lots, buildings, entrances, *units*, and structures within the County.
- 1.4 It must also ensure compatibility and notification with 9-1-1 systems and other service providers.
- 1.5 Nothing in this policy shall be construed as authorizing non-compliance with any laws, regulations, By-Laws, lawful orders, or directives pursuant to any other statute, regulation, or statutory or regulatory authority that may require the posting of a *civic address* on properties, lots, buildings, entrances, units, or structures.

## 2. Definitions

These definitions are provided to clarify and guide interpretation of the standards and guidelines within this policy. Where a term is not defined here within, its customary meaning shall apply.

2.1	<i>"Building"</i>	<p>Shall mean a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto.</p> <p>A building is used or intended to be used for the shelter, accommodation or enclosure of people, animals or chattels, but does not include any vehicle</p>
2.2	<i>"Civic address"</i>	<p>Shall mean a fixed format location identifier of a property, lot, <i>building</i>, entrance, <i>unit</i>, or structure.</p> <p>This alpha numeric symbol, assigned by the County of Brant and displayed by a <i>civic address identifier</i> on-site for the purpose of uniquely identifying the location of a <i>property</i> as it relates to access from a named <i>street</i>.</p> <p><i>Civic addresses</i> are comprised of the following parts:</p> <ul style="list-style-type: none"> <li>• <i>Civic address number</i> - Required</li> <li>• <i>Civic address letter</i> – As required</li> <li>• <i>Street name</i> - Required</li> <li>• <i>Civic address unit</i> – As required</li> </ul>
2.3	<i>"Civic address letter"</i>	Shall mean an alphabetic, capital letter used to identify a property, lot, <i>building</i> , entrance, <i>unit</i> , or structure where <i>civic address numbers</i> are depleted (no more <i>civic address numbers</i> are available).
2.4	<i>"Civic address number"</i>	Shall mean a numeric character that uniquely identifies a property, lot, <i>building</i> , entrance, <i>unit</i> , or structure and must be different from other <i>civic address numbers</i> on that <i>street</i> .
2.5	<i>"Civic address identifier"</i>	Shall mean a sign that displays the <i>civic address number</i> , <i>civic address letter</i> and/or <i>civic address unit</i> of the <i>civic address</i> .
2.6	<i>"Civic address unit"</i>	Shall mean the numeric symbol assigned to a <i>building</i> , entrance, <i>unit</i> , or structure.
2.7	<i>"Frontage"</i>	<p>Means the horizontal distance between the side lot lines of a lot, such distance being measured as:</p> <p>a) where the side lot lines are parallel, the distance between the side lot lines measured at right angles; or,</p> <p>b) where the side lot lines are not parallel, the length of a line drawn between the side lot lines parallel to the front lot line at the minimum required front yard setback; or,</p> <p>c) where the side lot lines are not parallel and where the front lot line is curved, the length of a line drawn between the side lot lines back from and parallel to the chord of the lot frontage at the minimum required</p>

		front yard setback. The chord of the lot frontage is a straight line joining the two points where the side lot lines intersect the front lot line.
2.8	<i>"Mailing address"</i>	<p>Shall mean an address that is assigned by Canada Post and given a postal code for delivery services.</p> <p>Mailing addresses are not to be used for emergency services as they do not always match Civic Addresses.</p>
2.9	<i>"Plate and Post"</i>	Shall mean a blue civic address plate and a galvanized street post for the display of a civic address identifier supplied by the County of Brant with the applicable fee.
2.10	<i>"Primary civic address"</i>	Shall mean the principal address which identifies the entirety of a property.
2.11	<i>"Rural area"</i>	Shall mean those properties located outside of the County's settlement area boundaries as delineated by the County of Brant Official Plan.
2.12	<i>"Secondary civic address"</i>	Shall mean the additional addresses on the property.
2.13	<i>"Special Character"</i>	Shall mean any characters that are not alphabetic or numeric. This includes but is not limited to punctuation marks or symbols (Example: ". " , " ~ " # " % " * ").
2.14	<i>"Street"</i>	Means a public highway or public road under the jurisdiction of either the County or the Province of Ontario, and includes any highway as defined in The Municipal Act or The Highway Traffic Act, but does not include private right-of-way or private street.
2.15	<i>"Unit"</i>	Shall mean an independent suite located within a <i>building</i> , whether comprising a portion of or the entirety of said <i>building</i> .
2.16	<i>"Urban area"</i>	Shall mean those properties located within the County's settlement area boundaries, including both primary settlement areas and rural settlement areas as delineated by the County of Brant Official Plan.

### **3. Assigning a Civic Address**

The assignment of a *civic address* shall follow these guidelines:

- 3.1 *Civic addresses* will be assigned by the General Manager of Development Services or designate.
- 3.2 A *civic address* will be assigned based on the location of a municipally approved entrance to the property.
- 3.3 If there are multiple *buildings*, driveway entrances and/or structures, it may be permitted to have a *Secondary civic address* if deemed appropriate to the satisfaction of the General Manager of Development Services or designate.
- 3.4 For new subdivisions, *civic addresses*, including the naming of *streets*, will be assigned prior to the commencement of any development, and confirmed at the time when the draft plan of the development is registered.
- 3.5 *Civic address* may be assigned to lots or *buildings* to fulfill conditions of a consent application, or site plan approval upon receipt of a completed application and applicable fees.
- 3.6 *Special characters* shall not be used in a *civic address*.
- 3.7 County staff are not obliged to assign additional civic addresses to a lot which has been previously assigned a civic address. Any request for an additional civic address must demonstrate that the additional address is required to improve delivery of Municipal and/or Emergency Services to the lot or *building* or that it is required by another agency or utility and shall only be assigned at the sole discretion of the General Manager of Development Services or designate.

### **4. Assigning a Civic Address Number**

The assignment of a civic address number for properties, lots, *buildings*, entrances, *units*, and structures shall follow these guidelines:

- 4.1 Numbers on both sides of the *street* should be uniform, logical, and unique. With odd numbers being assigned to one side of the road and even numbers assigned to the other. Preferably with odd numbers on the North and East Sides of the *street* and even numbers on the South and West sides of the *street*.
- 4.2 New civic numbers in existing developed areas will be assigned in a way that is consistent with flow and intervals of existing civic numbering in the area immediately adjacent to the property or *building* to be numbered.
- 4.3 *Civic address numbers* on both sides of the *street in urban areas* should increase by increments of two for dwellings with a frontage equal to or less than 20.0 metres.

- 4.4 *Civic address numbers* should increase by increments of four, for dwellings with a *frontage* greater than 20.0 metres in *urban areas*.
- 4.5 *Civic address numbers* for properties in *rural areas* should increase by eight for every 40.0 metres.
- 4.6 Where possible, this protocol will be retained; however, circumstances exist where variations occur to suit the existing development pattern. The key approach is to number properties consistently and provide some flexibility for future development where appropriate.

## **5. Assigning Civic Address Letters**

In the case of depleted *civic address numbers*, a *civic address letter* may be used as a last resort following these guidelines:

- 5.1 If there is no existing *civic address number*, the first *civic address letter* will be assigned “A” proceeding with “B”, “C” etc. in an ascending order.
- 5.2 If there is an existing *civic address number*, the next *civic address letter* will be assigned “B”, “C”, “D” in an ascending order toward the next *civic address number*. This will provide an opportunity for the existing *civic address number* to change its *civic address letter* to A in the future.
- 5.3 *Special characters* shall not be used in a *civic address letter*.

## **6. Assigning Civic Address Units**

*Civic address units* may be used to help further identify additional *buildings*, entrances, units, and structures using the following guidelines:

### **Multiple Units on a Private Street**

- 6.1 Where multiple *units* are developed on a private *street*, such as a condominium, the development will receive one *civic address number* as a property identifier at the access to the public right-of-way and subsequent assigned *civic address unit* at the access point to each *unit*.

### **Additional Residential Units or Secondary Units**

- 6.2 The intention of a *civic address unit* for an Additional Residential Unit (ARU) or similar subordinate *units* is to clearly identify separate *units* while identifying a clear relationship between a principal *unit* and subordinate *units*.
- 6.3 In the case of a property with no assigned *civic address unit*, an ARU or similar secondary *unit* will be assigned a numeric *civic address unit* (e.g.: 66 Grand River *Street* North [Principal] and 66 Grand River *Street* North – Unit 2 [ARU]).

### **Multiple Units Within a Building**

- 6.4 In the case of independent suites located within a *building*, whether comprising a portion of or the entirety of said *building*, a *civic address unit* will be assigned for each *unit* (e.g Unit: 1, Unit: 2, Unit:3).

### **Multiple Levels Within a Building**

- 6.5 Multiple *unit buildings* that contain more than one level shall be assigned a *civic address unit* that contain the level / floor number prefix and shall be numbered in a sequential manner (e.g.: 101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-1221-1222-1223-1224-1225-1226-1227-1228-1229-1230-1231-1232-1233-1234-1235-1236-1237-1238-1239-1240-1241-1242-1243-1244-1245-1246-1247-1248-1249-1250-1251-1252-1253-1254-1255-1256-1257-1258-1259-1260-1261-1262-1263-1264-1265-1266-1267-1268-1269-1270-1271-1272-1273-1274-1275-1276-1277-1278-1279-1280-1281-1282-1283-1284-1285-1286-1287-1288-1289-1290-1291-1292-1293-1294-1295-1296-1297-1298-1299-1300-1301-1302-1303-1304-1305-1306-1307-1308-1309-1310-1311-1312-1313-1314-1315-1316-1317-1318-1319-1320-1321-1322-1323-1324-1325-1326-1327-1328-1329-1330-1331-1332-1333-1334-1335-1336-1337-1338-1339-1340-1341-1342-1343-1344-1345-1346-1347-1348-1349-1350-1351-1352-1353-1354-1355-1356-1357-1358-1359-1360-1361-1362-1363-1364-1365-1366-1367-1368-1369-1370-1371-1372-1373-1374-1375-1376-1377-1378-1379-1380-1381-1382-1383-1384-1385-1386-1387-1388-1389-1390-1391-1392-1393-1394-1395-1396-1397-1398-1399-1400-1401-1402-1403-1404-1405-1406-1407-1408-1409-1410-1411-1412-1413-1414-1415-1416-1417-1418-1419-1420-1421-1422-1423-1424-1425-1426-1427-1428-1429-1430-1431-1432-1433-1434-1435-1436-1437-1438-1439-1440-1441-1442-1443-1444-1445-1446-1447-1448-1449-1450-1451-1452-1453-1454-1455-1456-1457-1458-1459-1460-1461-1462-1463-1464-1465-1466-1467-1468-1469-1470-1471-1472-1473-1474-1475-1476-1477-1478-1479-1480-1481-1482-1483-1484-1485-1486-1487-1488-1489-1490-1491-1492-1493-1494-1495-1496-1497-1498-1499-1500-1501-1502-1503-1504-1505-1506-1507-1508-1509-1510-1511-1512-1513-1514-1515-1516-1517-1518-1519-1520-1521-1522-1523-1524-1525-1526-1527-1528-1529-1530-1531-1532-1533-1534-1535-1536-1537-1538-1539-1540-1541-1542-1543-1544-1545-1546-1547-1548-1549-1550-1551-1552-1553-1554-1555-1556-1557-1558-1559-1560-1561-1562-1563-1564-1565-1566-1567-1568-1569-1570-1571-1572-1573-1574-1575-1576-1577-1578-1579-1580-1581-1582-1583-1584-1585-1586-1587-1588-1589-1590-1591-1592-1593-1594-1595-1596-1597-1598-1599-1600-1601-1602-1603-1604-1605-1606-1607-1608-1609-1610-1611-1612-1613-1614-1615-1616-1617-1618-1619-1620-1621-1622-1623-1624-1625-1626-1627-1628-1629-1630-1631-1632-1633-1634-1635-1636-1637-1638-1639-1640-1641-1642-1643-1644-1645-1646-1647-1648-1649-1650-1651-1652-1653-1654-1655-1656-1657-1658-1659-1660-1661-1662-1663-1664-1665-1666-1667-1668-1669-1670-1671-1672-1673-1674-1675-1676-1677-1678-1679-1680-1681-1682-1683-1684-1685-1686-1687-1688-1689-1690-1691-1692-1693-1694-1695-1696-1697-1698-1699-1700-1701-1702-1703-1704-1705-1706-1707-1708-1709-1710-1711-1712-1713-1714-1715-1716-1717-1718-1719-1720-1721-1722-1723-1724-1725-1726-1727-1728-1729-1730-1731-1732-1733-1734-1735-1736-1737-1738-1739-1740-1741-1742-1743-1744-1745-1746-1747-1748-1749-1750-1751-1752-1753-1754-1755-1756-1757-1758-1759-1760-1761-1762-1763-1764-1765-1766-1767-1768-1769-1770-1771-1772-1773-1774-1775-1776-1777-1778-1779-1780-1781-1782-1783-1784-1785-1786-1787-1788-1789-1790-1791-1792-1793-1794-1795-1796-1797-1798-1799-1800-1801-1802-1803-1804-1805-1806-1807-1808-1809-1810-1811-1812-1813-1814-1815-1816-1817-1818-1819-1820-1821-1822-1823-1824-1825-1826-1827-1828-1829-1830-1831-1832-1833-1834-1835-1836-1837-1838-1839-1840-1841-1842-1843-1844-1845-1846-1847-1848-1849-1850-1851-1852-1853-1854-1855-1856-1857-1858-1859-1860-1861-1862-1863-1864-1865-1866-1867-1868-1869-1870-1871-1872-1873-1874-1875-1876-1877-1878-1879-1880-1881-1882-1883-1884-1885-1886-1887-1888-1889-1890-1891-1892-1893-1894-1895-1896-1897-1898-1899-1900-1901-1902-1903-1904-1905-1906-1907-1908-1909-1910-1911-1912-1913-1914-1915-1916-1917-1918-1919-1920-1921-1922-1923-1924-1925-1926-1927-1928-1929-1930-1931-1932-1933-1934-1935-1936-1937-1938-1939-1940-1941-1942-1943-1944-1945-1946-1947-1948-1949-1950-1951-1952-1953-1954-1955-1956-1957-1958-1959-1960-1961-1962-1963-1964-1965-1966-1967-1968-1969-1970-1971-1972-1973-1974-1975-1976-1977-1978-1979-1980-1981-1982-1983-1984-1985-1986-1987-1988-1989-1990-1991-1992-1993-1994-1995-1996-1997-1998-1999-2000-2001-2002-2003-2004-2005-2006-2007-2008-2009-2010-2011-2012-2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-

Ground floor *units*, would be assigned *civic address units* as *Unit*: 101, 102, 103 etc. Second floor *units* would be assigned 201, 202, 203).

### **Multiple Buildings on a Property**

- 6.6 Where multiple *units* are developed on a single property, the property will receive one *civic address number* to indicate the location of access to the public right-of-way.
- 6.7 The subsequent *buildings*, entrances, *units*, and structures will receive an alpha-numeric *civic address unit* where it is appropriate.
- 6.8 Properties that contain more than one *building* may be assigned a *civic address* suffix that contain the *building* letter or number prefix and shall be numbered in a sequential manner (e.g *Building A* with three *units*, *Building B* with two *units*, would be assigned *civic address units* as Unit: A1, Unit: A2, Unit: A3, Unit: B1, Unit B2).

## **7. Assigning New Road Names**

Assigning new street names within the County of Brant shall be for publicly accessible streets following the following criteria:

- 7.1 All *Street names* be a maximum of two (2) words. (Excluding road type and direction)
- 7.2 *Street names* shall not exceed 20 characters long (Including spaces, but excluding road type and direction)
- 7.3 All *Street name* considerations shall be checked for the review of history, homonyms, phonetical similarities, names difficult to pronounce, and uncommon spellings.
- 7.4 That there shall be no use of awkward, corrupt, discriminatory, or derogatory names, in regard to race, sex, colour, political affiliation or other social factors.
- 7.5 *Street names* will also be maintained as a list to review that the names selected are not duplicates of an existing *street* in the County or the City of Brantford.
- 7.6 *Street names* shall not be phonetically similar to any existing street in the County of Brant or the City of Brantford.(i.e., Arbor Street vs Arbour Street)
- 7.7 Identical street names with different suffixes will not be accepted.
- 7.8 If the new street is an extension of an existing street, which cannot be renumbered, then the use of these qualifying words within the *street name* are permitted:
  - a) North
  - b) South
  - c) East
  - d) West

**Street Type Guidelines**

7.9 The assignment of street types will follow the following guidelines and their uses.

Street Type	Guideline
Avenue, Boulevard, Drive, Road, or Street	Major thoroughfares or <i>streets</i> of several blocks in length.  Commonly used for arterial and collector and streets within an urban boundary.
Circle	May be used for collector or local <i>street</i> where the end of the <i>street</i> loops to the beginning of the <i>street</i> .  Would connect multiple smaller local roads together.  <i>Streets</i> that are circular in nature.  <i>Civic address numbering</i> shall occur in a clockwise direction from the access closest to an arterial <i>street</i> .
Court, Green, Place	May be used for local <i>streets</i> that form a Cul-de-Sac.  <i>civic address</i> numbering shall occur with Odd and Even numbers on opposite sides from the centre of the court.
Crescent	May be used for local <i>streets</i> where the ends of the <i>street</i> intersect the same <i>street</i> .  <i>Street</i> forms a crescent.
Gate	May be used for short <i>streets</i> that provide an <i>entrance</i> to subdivisions.
Highway	Used for Provincial Highways.
Lane or Mews	Narrow <i>streets</i> generally used for service or private roads.  May be behind <i>buildings</i> and considered a Lane Way.
Line	May be used for collector or local right <i>streets</i> in a <i>rural area</i> and are generally straight.
Parkway	May be used in major thoroughfares or <i>streets</i> of several blocks in length.  May be used for arterial or collector <i>streets</i> and it is encouraged to use trees around the road.
Private	Discourage the use of this <i>street</i> type unless deemed appropriate for private roads.
Ridge	May be used for local <i>streets</i> and are generally on higher elevations.
Terrace	Used for local right of ways, minor or short length <i>streets</i>  <i>Street</i> that follows the top of a slope



Way	<p>May be used for collector or local <i>streets</i> where it is winding and spans multiple blocks.</p> <p>Would connect multiple smaller local roads together on each end.</p>
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The Development Services Department will update and manage the Street Name Inventory, reporting to Council as needed with recommended updates to the Street Name Inventory.

All proposed and approved street names should fit within one of the following categories:

### **Veterans Street Naming**

- 7.10 A minimum of 75% of the Street names in new developments with public streets will be names of local war veterans who gave their lives in service of their Country, as maintained by an approved Veterans Street Naming List.
- 7.11 When the family name of a surviving member of the Armed Services is being considered, the choice of which name is to be used shall be done on a random basis, provided that the names selected are not duplicates of an existing *street* in the County or the City of Brantford.
- 7.12 Names may be selected from the general geographic area where the *street* is located, and provided that the necessary research has been completed to ensure that the veteran's name is being used appropriately and amended as needed.
- 7.13 For confirmation and keeping of a list of local war veterans, Development Services staff will confirm said names with the respective legions or other recognized groups and establish such a list with the understanding that no veteran's name will be assigned without first exhausting the names of those killed in action.
- 7.14 Where the names of war veterans who gave their lives in the service of their Country are nearing depletion as *street names*, staff shall report on alternate sources of *street names* for consideration and approval by Council.
- 7.15 All Veteran Street name signs are to include the Poppy symbol in recognition of their service.

### **Community Member Street Naming**

- 7.16 Resident or community group who have contributed to the County or the well-being of its residents (i.e., through heroic actions sports, culture, or community involvement).
- 7.17 Names may be selected from the general geographic area where the *street* is located, and provided that the necessary research has been completed to ensure that the community member's name is being used appropriately.
- 7.18 Efforts shall be made to ensure community names are inclusive.
- 7.19 Nominated names shall be submitted to the Development Services Department to be reviewed by staff then approved by Council to be added to the Community Member Street Naming List.

### **Natural Features and Botanical Names**

- 7.20 Names reflecting prominent natural features in the community.

- 7.21 Names recognizing native/local wildlife flora and fauna.
- 7.22 All nominated names of Natural Features and Botanical Names will be reviewed by County staff prior to approval.

### **Historic and Cultural References**

- 7.23 Names reflecting a prominent historic location, individual, cultural significance, or event in the County of Brant.
- 7.24 Names with reference to one of the County's historic or cultural themes.
- 7.25 All nominated names with historic or cultural references should be circulated to the Heritage Advisory Committee for review and approval.

### **8. Changing or Removing an Existing Civic Address**

A *civic address* may be removed or changed by County staff under certain circumstances and shall follow these guidelines:

- 8.1 The County of Brant may modify or remove a *civic address* in the following circumstances:
  - a) Approved severance or site plan application resulting in a change of addresses.
  - b) Approved entrance permit resulting in a change of address
  - c) Approved building permit resulting in a change of address
  - d) Mixed odd/even *street* numbering on the same side of the *street*
  - e) Duplication of addresses
  - f) Requirements for more address numbers
  - g) Requirements for an extension or change of street configuration
  - h) Address that does not work with 911 emergency numerical ordering
  - i) Circumstances reviewed and approved by emergency services
  - j) Clerical error during the manual assignment of the address
  - k) Change-of-use permit, renovation, demolition, or similar changes to the site.
- 8.2 The County of Brant will not change a *civic address* for reasons outside of those listed in Section 8.1 except when directed by Council wherein staff will provide a recommendation report to Council for final consideration and approval to modify a *civic address*.
- 8.3 A *civic address* change may be considered at the written request of the owner, provided the requested address conforms with the numbering system, is a reason listed within Section 8.1 and does not impact properties not owned by the person requesting the change. *Civic address* change requests are not guaranteed and are assigned at the discretion of the General Manager of Development Services or designate.
- 8.4 The owner of the property shall be notified in writing regarding an approved *civic address* change and be provided with a minimum 30 days notice before any changes are made.
- 8.5 The County shall not be liable for any costs or damage whatsoever that may be incurred by a property owner due to the reassignment of their civic number.

### **9. Changing or Removing an Existing Street Name**

- 9.1 The County of Brant reserves it's right to rename any *street* in the interest of public safety, instances where *street* names are duplicated, or circumstances where street configurations are modified.

- 9.2 Where a street name change is initiated by County the following guidelines apply:
- The County will issue a notice to the residents of the street of a public meeting 30 days prior to any approval of the proposed street name change. This will provide residents with a time to discuss and prepare for the change with County staff.
  - Once a decision is made, owners will be provided with a minimum of 30 days written notice of any civic address change of their residence
  - The new *street* name must meet the street naming criteria outlines in Section 7
  - The County will install temporary signage to outline the street name change for a minimum of one year from the date of the street name change
- 9.3 Where a *street* name change is initiated by Members of the Public the following requirements apply:  
The County will consider changing the *street* name only if:
- A petition signed by 100 percent of the residents of the *street* is presented to Council. Council may waive the requirement of this criteria if the name of the street is found to be problematic and/or negatively represents a group of people or individuals.
  - Staff will review the proposal and provide a recommendation to Council for their decision to rename the road.
  - The new *street* name must meet the street naming criteria outlines in Section 7
  - Once a decision is made, owners will be provided with a minimum of 30 days written notice of the civic address change to their residence
  - A fee is charged to cover the County's costs in changing the name (advertising the name change, notifying all emergency services agencies and signing the street)
- 9.4 Costs incurred by residents caused by a *street* name change (changing mailing address, etc.) are the responsibility of each resident.

## **10. Notification of an Assigned Civic Address**

The notification of civic addresses is imperative for immediate services. Notification of services shall follow these guidelines:

### **General Guidelines**

- 10.1 Immediately following the approved assignment of new or changed *civic address*, the Development Services Department shall provide notice to the applicable agencies and departments which require continuous update of *civic address* changes. These agencies would include but are not limited to the following:
- a) Emergency Service providers including County of Brant Fire and Ambulance
  - b) Canada Post
  - c) Bell 911
  - d) GrandBridge Energy
  - e) County of Brant Tax Division
  - f) County of Brant Operations Department
  - g) MPAC
  - h) Grand Erie District School Board
  - i) Brant Haldimand Norfolk Catholic District School Board
- 10.2 It is the owner's responsibility to re-register their accounts outside of this list to their approved assigned *civic address*
- 10.3 It is the owner's responsibility to ensure that third-party services, including delivery services, are made aware of their approved and assigned *civic address*.

## **11. Posting and Displaying a Civic Address Identifier**

Posting and displaying a civic address identifier provides the identification of properties and wayfinding. These displays shall follow these guidelines:

### **General Guidelines**

- 11.1 All assigned *civic address identifiers* shall be affixed, displayed, and maintained in a consistent manner throughout the County of Brant with a *civic address number* Identifier.
- 11.2 This includes all properties, lots, *buildings*, entrances, *units*, or structures to have an affixed *civic address number identifier*.
- 11.3 Properties with multiple *units* shall have the *civic address number* as a *civic address identifier* at the entrance of the property and each *unit* with their own *civic address unit* as a *civic address identifier*.
- 11.4 *Civic address identifiers* shall not be obscured by mailboxes, bushes, trees, flags, or other accessories that obscure the identifier.
- 11.5 The property owner holds all responsibility for the *civic address identifier*. This includes but is not limited to pick up, payment, installation, display, maintenance, and replacement.
- 11.6 Given the case where a *civic address identifier* is damaged, lost, or depreciated due to age, replacement of the *civic address identifier* shall be the responsibility of the property owner.

### **Displaying Civic Address Identifiers on Buildings or Structures**

- 11.7 The display of an assigned *civic address identifier* shall be located on the property affixed on the house, garage, *building*, *unit*, structure, or other location which it intends to identify and is clearly visible from the property's *street*.
- 11.8 The display of an assigned *civic address identifier* shall be within a minimum of 30 metres of the *street* and shall be maintained in a way that is clearly visible from the *street*.
- 11.9 The display of an assigned *civic address unit* number shall be within a minimum of 30 metres of the allocated parking lot at the entrance of the *unit*. This may be prefixed with the word "*Unit*" for clarity. This shall be maintained in a way that is clearly visible from the *street*.
- 11.10 The numbers shall be at least 4 inches (102 mm) in height.
- 11.11 *Civic address identifier* should be affixed in a manner that always provides the opportunity for its illumination and clear visibility.

### **Displaying Civic Address Identifiers on a Plate and Post**

- 11.12 If the display of the *civic address identifier* does not meet the above criteria or if the property is within a *rural area*, the *civic address identifier* shall be displayed as a plate and post.
- 11.13 Upon request, The County of Brant shall supply, for an approved fee, a blue reflective number plate, white reflective numbers, 2.13 metres (7 ft.) steel posts and galvanized nuts and bolts

for the identification of any properties, lots, *buildings*, entrances, *units*, and structures within the County.

- 11.14 The plate and post shall be picked up, installed, displayed, and maintained at a minimum of 1.23 metres (4 ft.) above grade and positioned perpendicular to the *street* with the numbers clearly visible on approach from either direction as identified in Appendix A.
- 11.15 The post shall be located on the owner's property at or near the front property line immediately adjacent to the driveway.
- 11.16 The owner is responsible for contacting the applicable utilities (i.e. telephone, hydro, and gas) for line locates before the installation of the mounting post.
- 11.17 To not obscure the *civic address identifier*, the plate and post shall not have signs, flags or other accessories affixed to it.

## **12. Fees and Charges**

Fees and charges are appropriate for the assignment of civic address and plate and posts as per the following:

- 12.1 Fees and charges for any applicable works referenced within this policy shall be applied as per the County of Brant fees and Charges By-Law, as may be amended from time to time.

## **13. Enforcement, Contravention and Offences**

To ensure compliance for the safety of the community the following applies:

- 13.1 Any person who contravenes any provision of this By-Law is guilty of an offence and shall be liable pursuant to the provisions of the Provincial Offences Act, as may be amended from time to time.

Appendix A: Installation of a Plate and Post