

THE CORPORATION OF THE TOWN OF GEORGINA  
IN THE  
REGIONAL MUNICIPALITY OF YORK

**BY-LAW NUMBER 2020 - 0028 (BU-1)**

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BEING A BY-LAW TO PROVIDE FOR THE  
NUMBERING OF LOTS AND BUILDINGS AND  
RELATED MATTERS, WHICH MAY BE RECITED AS  
THE "CIVIC NUMBERING BY-LAW"

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**Whereas** Section 9 of the Municipal Act 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under the Act; and,

**Whereas** Section 11 (2) 6 of the Municipal Act, 2001, as amended, permits councils of lower-tier municipalities to pass By-laws and make regulations for the health, safety and well-being of persons within the municipality; and,

**Whereas** Section 11 (3) 7 of the Municipal Act, 2001, as amended, provides that a lower-tier municipality may pass By-laws respecting matters within the spheres of jurisdiction set out therein including, among other things, structures, including fences and signs; and,

**Whereas** Section 116 (1) and (2) of the Municipal Act, 2001, as amended, authorizes a municipality to establish, maintain and operate a centralized communication system for emergency response purposes, and to enter upon land to affix numbers to buildings or erect signs setting out numbers on land; and,

**Whereas** Section 23.2 of the Municipal Act, 2001, as amended, provides that a municipality may delegate some of its powers under the Municipal Act, 2001, as amended, to an employee of the municipality; and,

**Whereas** Council is of the opinion that it is appropriate to delegate the act of assigning Civic Addresses to lots and buildings to municipal officers and employees; and,

**Whereas** Section 227 of the Municipal Act, 2001, as amended, provides that it is the role of officers and employees of the municipality to implement Council decisions and establish practices and procedures to implement those decisions; and,

**Whereas** Section 429 (1) of the Municipal Act, 2001, as amended, provides that a municipality may establish a system of fines for a By-law passed under the Municipal Act, 2001, as amended; and,

**Whereas** Section 446 (1) of the Municipal Act, 2001, as amended, provides that a municipality has the authority under this or any other Act or under a By-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and for the purposes of subsection (1), Section 446 (2) of the Municipal Act, 2001, as amended, provides that the municipality may enter upon land at any reasonable time; and,

**Whereas** Section 446 (3) of the Municipal Act, 2001, as amended, provides that the municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes; and,

**Whereas** the Council of the Corporation of the Town of Georgina deems it expedient to enact a By-law requiring all property owners to display a Civic Address number at the entrance of each occupied property;

**Whereas** the Council of the Town of Georgina deems it necessary for the safety and welfare of its citizens to have all occupied properties in the Municipality to display an assigned Civic Address number at the entrance of each occupied property for the effective and efficient delivery of municipal services including but not limited to emergency services;

**Now Therefore the Council of the Town of Georgina hereby enacts as follows:**

**1. Definitions**

- 1.1 *"Building"* means the building in which is conducted the principal use of the property on which the building is situated.
- 1.2 *"Building Permit"* means a Building Permit issued under the Building Code Act, 1992, as amended.
- 1.3 *"Civic Address"* means the combination of the assigned Civic Number (i.e. 200) and street name inclusive of the street name suffix (i.e. Lake Drive North).
- 1.4 *"Civic Number"* means the number (including all alphanumeric characters) assigned by the Town for the purpose of identifying the building or lot.
- 1.5 *"Civic Number Sign"* means a sign bearing the Civic Number, and includes the reflective sign plate posted at the intersection of the driveway and abutting street and/or a decorative number / sign posted on the building itself.

- 1.6 “*Council*” means the Municipal Council of the Corporation of the Town of Georgina.
- 1.7 “*Farm 911 EPAP Program*” refers to the “Emily Project Access Point” program created by the family of Emily Trudeau, who died after she fell from, and was struck by a moving tractor on a family farm near Tweed, Ontario in 2014. The Farm 911 EPAP program encourages land owners to have civic addresses assigned to the entrances/access points to their agricultural and vacant rural property farm fields (classified as field entrances). With a Civic Address assigned to a rural field entrance, a “*Farm 911 EPAP Sign*” can be installed, helping emergency services to more easily locate the field entrance in the event of an emergency.
- 1.8 “*Farm 911 EPAP Sign*” means a number sign consisting of a galvanized steel plate covered in yellow reflective material, displaying the assigned Civic Number in white reflective material on both sides. Said signage shall be authorized and provided by the Planning Division to a property owner or occupant of an agricultural or vacant rural property for the purposes of implementing the Farm 911 EPAP program for field entrances.
- 1.9 “*Green 911 Sign*” means a number sign consisting of a galvanized steel plate covered in green reflective material, displaying the assigned Civic Number in white reflective material on both sides. Said signage shall be authorized and provided by the Planning Division to a property owner or occupant of a building for the purposes of implementing the York Region Numbering System.
- 1.10 “*Lot*” means a parcel of land, described in a deed or other document legally capable of being conveyed, or shown as a lot or block on a registered plan of subdivision.
- 1.11 “*Manager of Planning*” or “*Planning Manager*” means the Manger of the Planning Division of the Department of Development Services or his or her alternate.
- 1.12 “*Owner*” means the registered owner(s) of specific lands or property, or their authorized agent in lawful control of the lands or property.
- 1.13 “*Person*” means any human being, firm, association, partnership, private club, incorporated company, corporation, tenants in common, joint tenants, agent or trustee and the heirs, executors or other legal representatives of a person to whom the context can apply according to the law.
- 1.14 “*Planning Division*” means the Planning Division of the Development Services Department of the Town of Georgina.



- 1.15 *"Private Street"* means any shared thoroughfare accessible to motor vehicles which is privately owned, and is not a highway as defined in Section 25 of the Municipal Act, 2001, as amended, and which either.
- a) Serves as a principle vehicular access to, or egress from, two (2) or more lots, buildings or structures, exclusive of a driveway, and which are subject to street numbering pursuant to provincial or municipal legislation, or;
  - b) Which Council otherwise determines should be assigned a name and Civic Addresses to facility emergency response services or other public purposes.
- 1.16 *"Street"* means any existing or proposed municipal highway, street, road or lane within the boundaries of the Town of Georgina, and includes any *private street* as defined herein. For the purpose of this By-law, the words "street" and "road" may be utilized interchangeably.
- 1.17 *"Town"* means the Corporation of the Town of Georgina.
- 1.18 *"York Region Numbering System"* means the street numbering system developed by York Region and applied to York Region roads.

## **2. Assigning Civic Addresses**

- 2.1 The Planning Manager is hereby authorized to assign Civic Addresses within the Town of Georgina to every building or lot abutting or fronting on a street in the Town.
- 2.2 The Planning Manager will assign a Civic Address to each occupied building upon the receipt of a Civic Address request application for a single property.
- 2.3 New Civic Addresses shall be assigned as part of the procedures related to the establishment of new lots or redevelopment projects, and verified as part of the Building Permit approval process.
- 2.4 All properties that contain a residence or place of business or permanent structure (occupied) shall have a posted Civic Number.
- 2.5 Civic Addressing of field entrances for agricultural or vacant rural properties is not mandatory. However, the owner of same may request the assignment of a Civic Address to an existing point of access through the submission of a Farm 911 EPAP address request application to the Planning Division.
- 2.6 All facilities owned by the Town of Georgina or York Region (e.g. community centres, pumping stations, parks, or other properties

deemed appropriate by the Planning Division) will be required to have a posted Civic Address.

- 2.7 The Planning Manager shall make and keep an official record of the assigned Civic Addresses within the Town.
- 2.8 Whenever the Town considers it necessary to have a Civic Number, Green 911 Sign, or Farm 911 EPAP Sign, changed on a building or lot along a street in the Town, the Planning Manager is hereby authorized to thereafter renumber the building or lot along the said street, and shall cause the owner or occupant of the building or lot on the said street to be notified and directed to remove the previous Civic Number and affix the new Civic Number, Green 911 Sign or Farm 911 EPAP Sign in lieu thereof.
- 2.9 A Civic Number change request may be considered at the written request of the owner provided:
- 1) The requested Civic Number confirms to this By-law and does not impact properties not owned by the person requesting the change.
  - 2) Any applicable fee(s) has been paid in accordance with the Fees and Charges for Administrative Services By-law, or any successor thereto.
- 2.10 A Civic Number change request based solely on personal numerical preferences shall not be accepted.

### **3. Display of Civic Number**

- 3.1 The owner of a building fronting on a street that is not subject to the York Region Numbering System shall ensure that the Civic Number is affixed or inscribed on the front of the building at the main entrance facing the street to which the number has been assigned, or displayed over the garage facing the street to which the number has been assigned, or displayed in another conspicuous location on the building that is clear and visible from the street to which the number has been assigned.
- 3.2 That notwithstanding the provisions of Section 3.1 above of this By-law, where the property is not subject to the York Region Numbering System, and the building is situated more than 30 metres (100 feet) from the street to which the address applies, the owner of the building shall ensure that the Civic Address is displayed on a contrasting plate/sign attached to a post or a mailbox, at a height of at least 1.2 to 1.8 metres (4 to 6 feet) above the ground, located as close as practical to the front lot line, on the same side as the driveway to the building, and within 5 metres (16.4 feet) of the

driveway and adjacent to the street to which it has been assigned. Such plate/sign displaying the Civic Number shall face perpendicular to the street, so as to be clearly visible from either direction of the street. Also, every owner shall ensure that the Civic Number and contrasting plate is not obscured by mailboxes or other obstructions. Where street lights are not present, every owner shall ensure that reflective white numbers are posted on a contrasting plate and such numbers and plate are posted in accordance with the specified height and location as set out in this section.

- 3.3 The owner or occupant of a building fronting on a street that is subject to the York Region Numbering System shall affix or cause to be affixed the Green 911 Sign displaying the assigned Civic Number, to a post or a mailbox, at a height of at least 1.2 to 1.8 metres (4 to 6 feet) above the ground, located as close as practical to the front lot line, on the same side as the driveway to the building, and within 5 metres (16.4 feet) of the driveway and adjacent to the street to which it has been assigned. Such Green 911 Sign displaying the Civic Number shall face perpendicular to the street, so as to be clearly visible from either direction of the street. Also, every owner shall ensure that the Green 911 Sign is not obscured by mailboxes or other obstructions.
- 3.4 That notwithstanding the provisions of Section 3.3 above of this By-law, where a building fronts on a street which is subject to the York Region Numbering System, but such building is serviced with municipal water and sewer servicing, the owner or occupant of said building shall not be required to erect a Green 911 Sign, but shall be subject to the provisions of Sections 3.1 and 3.2 of this By-law in lieu thereof.
- 3.5 That notwithstanding the provisions of Section 3.3 above of this By-law, the owner or occupant of a building fronting on any street which is subject to the York Region Numbering System may be exempt from erecting a Green 911 Sign and shall be subject to the provisions of Sections 3.1 and 3.2 of this By-law, provided said exemption is authorized in writing by the Planning Manager.
- 3.6 Buildings fronting on private streets shall be given a Civic Address as directed by the Planning Manager, and shall be subject to the display of the Civic Number pursuant to the specifications noted within this By-law.
- 3.7 Every owner shall ensure that the Civic Number is displayed on the building in plain legible numbers, on a contrasting background with contrasting numbers, with the numbers having a minimum height of 10 cm (4 inches). Further, the number shall not be placed or displayed higher than the first storey of the building.

- 3.8 Green 911 Signs are only available to the owner/occupant of buildings located on properties which are subject to the York Region Numbering System.
- 3.9 Where the Town has issued a Farm 911 EPAP Sign, the owner of the property shall affix or cause to be affixed the Farm 911 EPAP Sign displaying the assigned Civic Number, to a post, at a height of at least 1.2 to 1.8 metres (4 to 6 feet) above the ground, located as close as practical to field entrance, on the same side as the entrance, and within 5 metres (16.4 feet) of the field entrance and adjacent to the street to which it has been assigned. Such Farm 911 EPAP Sign displaying the Civic Number shall face perpendicular to the street, so as to be clearly visible from either direction of the street. Also, every owner shall ensure that the Farm 911 EPAP Sign is not obscured by mailboxes or other obstructions.
- 3.10 Every owner shall keep and maintain the Civic Number and, where applicable, the contrasting sign/plate and/or issued Green 911 Sign or Farm 911 EPAP Sign, in good condition.
- 3.11 Every owner shall ensure the Civic Number and, where applicable, the contrasting sign/plate, and/or issued Green 911 Sign or Farm 911 EPAP Sign is kept clear of snow, trees, shrubs and grass, so as to ensure the visibility of same for emergency vehicles.
- 3.12 All costs related to the posting of a Civic Number, including any expense incident to the numbering or renumbering of the building or lot, and the expense incident to the display of the Civic Number, shall be paid by the owner of the land.
- 3.13 Notwithstanding Section 3.12, the Town of Georgina will be responsible for the cost of supplying a Green 911 Sign to the owners or occupants of a building fronting on a street that is subject to the York Region Numbering System; and, for the cost of supplying a Farm 911 EPAP Sign to the owners of an agricultural or vacant rural property for identifying the field entrance.
- 3.14 In the event the existing Green 911 Sign or Farm 911 EPAP Sign is damaged, worn, faded, or in such condition that the numbers are not easily visible or recognizable by emergency vehicles travelling from both directions of the street, the owner/occupant is responsible to notify the Planning Division and request a replacement Green 911 Sign or Farm 911 EPAP Sign, as applicable. Such replacement sign shall be manufactured at the Town's expense. Until such time as the replacement Green 911 Sign or Farm 911 EPAP Sign is provided from the Town, the owner is responsible to ensure the Civic Number is visible and erected pursuant to the requirements of this By-law.



#### **4. Prohibitions**

- 4.1 No person shall erect a Civic Number sign within the Municipal right-of-way unless it is in accordance with this By-law.
- 4.2 No person shall refuse to erect a Civic Number or Green 911 Sign when required to do so by the Planning Manager.
- 4.3 No person shall refuse to maintain a displayed Civic Number or Green 911 Sign or Farm 911 EPAP Sign.
- 4.4 No person shall alter, remove, deface or in any other manner interfere with any displayed Civic Number or Green 911 Sign or Farm 911 EPAP Sign, except for the purpose of replacing said display or signage, or correcting errors.

#### **5. Enforcement**

- 5.1 The provisions of this By-law shall be enforced by a Municipal Law Enforcement Officer, Police Officer, Peace Officer, or other individual duly appointed for the purpose of enforcing this By-law.

#### **6. Offences and Penalties**

- 6.1 In the event where a Civic Number has been assigned and the owner fails to affix or cause to be affixed the Civic Number as required herein within 45 days of the date on which the Town advised the owner of the official Civic Number, the Town may enter upon the lands and perform the work necessary to comply with the requirements of this By-law, and shall recover the cost of so doing in like manner as taxes.
- 6.2 In the event where a Civic Number has been assigned and a Green 911 Sign has been issued, and the owner fails to affix or cause to be affixed the Green 911 Sign as required herein within 45 days of the date on which the Town provided the owner with the Green 911 Sign, the Town may enter upon the lands and perform the work necessary to comply with the requirements of this By-law, and shall recover the cost of so doing in like manner as taxes.
- 6.3 Every person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction, is liable to a fine pursuant to the Provincial Offences Act, as amended.

#### **7. Severability**

- 7.1 Should any section of this By-law be declared by a Court of competent jurisdiction as ultra vires or illegal for any reason, the remaining parts shall



nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out

**8. Force and Effect**


- 8.1 That By-law number 2008-0108 (BU-1) of the Corporation of the Town of Georgina is hereby repealed.
- 8.2 That this By-law shall come into full force and effect on the date of final passage hereof, at which time all By-laws and/or Resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.
- 8.3 That Schedule A, being a Civic Numbering Manual, appended hereto is hereby declared to form part of this By-law, and that the Planning Division be authorized to establish, maintain and update the Civic Numbering Manual to be used to facilitate the processes necessary to implement the requirements of this By-law.

**9. Short Title**

- 9.1 This By-law may be referred to as the "Civic Numbering By-law".

READ and enacted this 6<sup>th</sup> day of May, 2020.

  
Margaret Quirk, Mayor

  
Rachel Dillabough, Town Clerk

## **Schedule A**

The Corporation of the Town of Georgina

By-law No. 2020-XXXX (BU-1)

### **CIVIC NUMBERING MANUAL**

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## **1. Purpose of this Manual**

- 1.1 This manual is designed to provide guidance for municipal staff in the assignment of civic address numbers and the placement of address number signs.
- 1.2 The manual outlines policies and procedures, identifies responsibilities, and instructs how to maintain the addressing system.
- 1.3 The Civic Numbering System for the Town of Georgina is part of a York Region addressing system, known as the “York Region Numbering System”.
- 1.4 The terms “civic number(ing)”, “civic address(ing)”, “street number(ing)”, “street addressing(ing)”, and “addressing system”, may be used interchangeably for ease of the reader.

## **2. Purpose of the Civic Numbering System**

- 2.1 The Civic Numbering System was created to provide efficient emergency services to the public by facilitating the Enhanced 9-1-1 Public Emergency Reporting System.
- 2.2 The numbering system also provides an accurate method of property identification within the Town of Georgina.
- 2.3 Inconsistent numbering/addressing methods can result in problems for Emergency Services in locating a particular address, which can result in delayed response times. For businesses that deliver packages, newspapers, mail, etc., properties with addresses that are difficult to locate may result in inefficient delivery at an added expense. This can also apply to those who use addresses frequently in providing specific services such as, utilities, water, power, gas, garbage collection, etc.

## **3. Municipal Responsibility**

- 3.1 It is the responsibility of the Town to assign municipal addresses in an orderly and consistent manner so that properties can be easily located.
- 3.2 The Town is also responsible to update mapping and maintain the 911 data base records.
- 3.3 Street addressing is complex and it is necessary to have sound policies to facilitate a uniform addressing system across the Town.
- 3.4 In order to avoid any unnecessary confusion, address duplication within the Town is kept to a minimum, with only inescapable exceptions being implemented.

## **4. Street Numbering Criteria**

- 4.1 Numbering start points were originally established by York Region in 1988, through the implementation of a 9-1-1 Emergency Response System for the Region, with numbers being assigned in relation to Yonge Street and Steeles Avenue. The York Region Numbering System was applied to all properties in the rural area fronting onto Town concession roads and Regional roads within Georgina.
- 4.2 For east/west roads, the York Region Numbering System begins at Yonge Street at 1. Although Yonge Street does not physically exist within Georgina, our civic number intervals begin at the most westerly limit of the Town, being the Holland River, beginning at 1, and proceeds to the east to the York Region – Durham Region line, being Lake Ridge Road (our eastern border), with the number 11,000. For north/south roads, the numbering begins at Ravenshoe Road at 22,250, and proceeds northerly to the shore of Lake Simcoe at 27,000.
- 4.3 For a York Region road that is a continuation of a roadway in an adjoining municipality, the numbering shall be in accordance with the York Region Numbering System and the provisions of this manual. The first number shall be a continuation of the numbering pattern in the adjoining municipality.
- 4.4 On east/west roads, the even numbers are on the north side of the street, and the odd numbers are on the south side of the street. On north/south streets, even numbers are on the west side of the street and odd numbers are on the east side of the street. For ease of reference, as illustrated on Figure 1 below, EVEN numbers are assigned to the NORTH and WEST sides of the street; and, ODD numbers are assigned to the SOUTH and EAST side of streets.

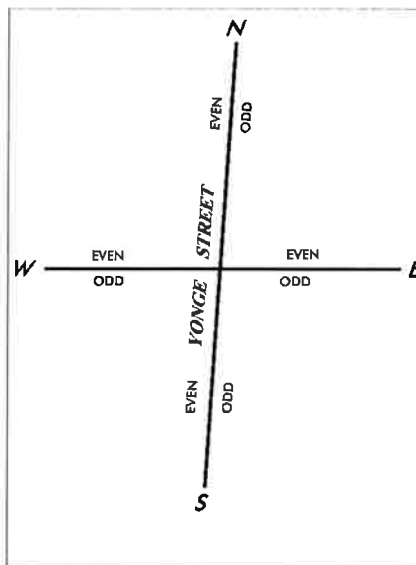


Figure 1 – Even and Odd Rule



4.5 The general street numbering guidelines to be used are set out as follows:

- a) Numbers shall be assigned on the basis of one (1) number for every 5.36 metres (17.4 feet) of frontage on the subject property.
- b) The centreline of the driveway is used in determining the distances from the start of the street to individual properties.

| c) <u>Frontage</u>   | <u>Numbering Interval</u>                        |
|----------------------|--|
| Less than 6.0 metres | 2  |
| 6.1 to 15.0 metres   | 4  |
| 15.1 to 18.0 metres  | 6  |
| 18.1 metres or more  | one (1) number for every 5.36 metres of frontage |

- d) Appropriate gaps between blocks of row house dwellings shall be incorporated.
- e) Appropriate gaps for walkways and utility corridors shall be incorporated.
- f) Civic addresses shall be assigned to parks, open spaces, storm water management areas, pumping stations and hydro substations in accordance with the provisions of this Manual.
- g) The Town of Georgina will not assign the number '13'.
- h) Multiple occupancy buildings shall be assigned a single municipal address number. Individual units within such buildings shall be required to be given numerical identification in sequential order as determined by Georgina Fire (i.e. Unit 1, Unit 2, etc.).
- i) Notwithstanding h) above, residential lots containing a single detached dwelling shall have only one civic number assigned to them, regardless of whether the dwelling or lot contains a second suite (accessory apartment unit, or a secondary unit within a detached structure, or a garden suite on the same property as the main dwelling). The assigned civic number to the property remains applicable to both the main dwelling and the accessory or secondary residential units contained therein.

4.6 When the street curves, the predominant direction of the street will govern which side of the street will have even or odd addresses and this must also be consistent with the existing addressing schemes in the surrounding area.

- 4.7 In order to be consecutive and uniform, some situations cannot adhere to the even-odd rule. This occurs with small courts, and U-shaped crescents.

Small courts should only be addressed with a continuous numbering sequence of (i.e. not the even-odd rule) when there is one lot before the bulb (as in A below) or less than one lot before the bulb (as in B below). Refer to Figure 2 below.

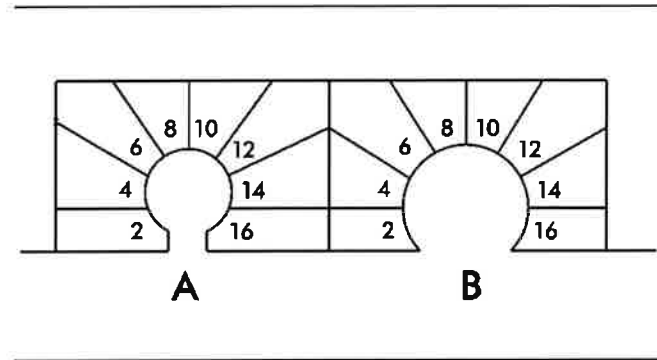


Figure 2 – Addressing on Small Courts

U-shaped crescents should also be addressed with continuous numbers (i.e. not the even-odd rule) to provide for a continuous numbering sequence of odd numbers along one continuous side of the street and even numbers along the opposite continuous side of the street (as in Figure 3 below).

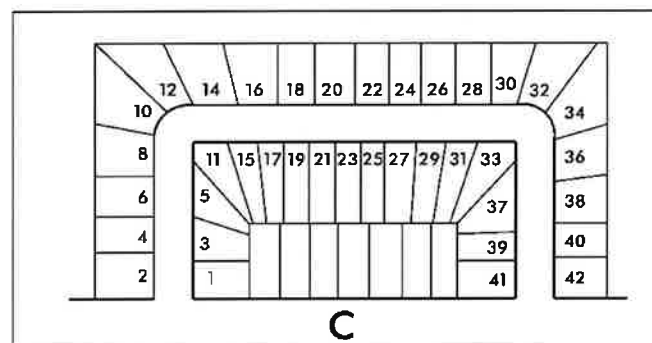


Figure 3 – Exception to the Even vs. Odd Rule

- 4.8 In the case of a regular court, where there is more than one lot before the bulb, the even-odd rule can apply, with the numbers meeting at the centre of the bulb (refer to Figure 4).

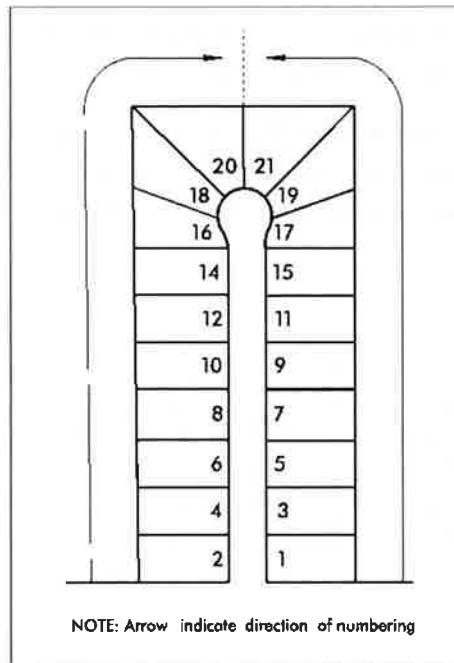


Figure 4 – Addressing on a Court

- 4.9 In the case of a long, U-shaped crescent, the even-odd rule can also apply (refer to Figure 5).

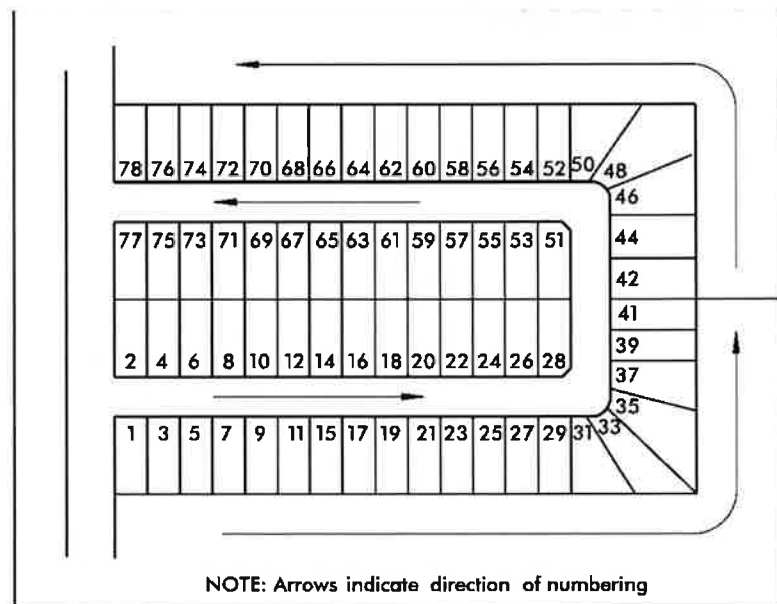


Figure 5 – Addressing on a U-shaped Crescent

- 4.10 An ideal street layout for addressing would be a grid system, but not all streets are straight, parallel and perpendicular to each other. Generally addresses are to increase by increments of two on either side of a street. This is possible to maintain for most curved streets, except for sharply curving streets and crescents. On the inside of the bend where there are fewer lots than on the outside of the bend, if addresses were to increase by increments of two, there would be a discrepancy when the street straightens (or when the crescent ends) (refer to Figure 6). It is preferable to skip addresses (i.e. increase by increments of four or more on the inside of the bend) so that uniformity is maintained and the addresses align on either side of the road.

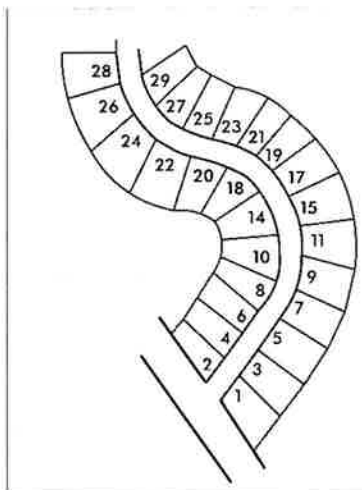


Figure 6 – Addressing on Curved Streets

- 4.11 In some of the older, more established areas of the Town, where there are infill opportunities for lots to be severed, there may not be an adequate supply of reserved addresses for newly created lot(s). In order to be consecutive and uniform, and without creating a confusing situation, the newly created lot(s) will be assigned the same address (as the original lot) and denoted with the letter suffix (i.e. A, B, C, etc.). Thus, none of the civic addresses for the surrounding properties will be affected. This is the only case in which a letter suffix will be assigned to a street address (refer to Figure 7).



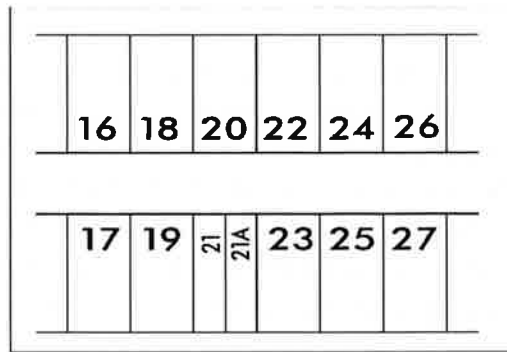


Figure 7 – Assigning “A” to an Address

- 4.12 Addressing on extensions of existing streets should be consistent with the established pattern, and the endpoint should be double checked in order to avoid duplication.
- 4.13 There should be coordination of addresses between new Plans of Subdivision so that beginning and endpoints do not have duplicate addresses. In areas where it is known that a common street will be continued in the future, an estimation based on the frontage requirements of lots for that area can be made. Therefore, the number of future lots can be calculated. Addresses should be reserved based on this estimation, but not assigned formally until the Plan of Subdivision is registered (refer to Figure 8).

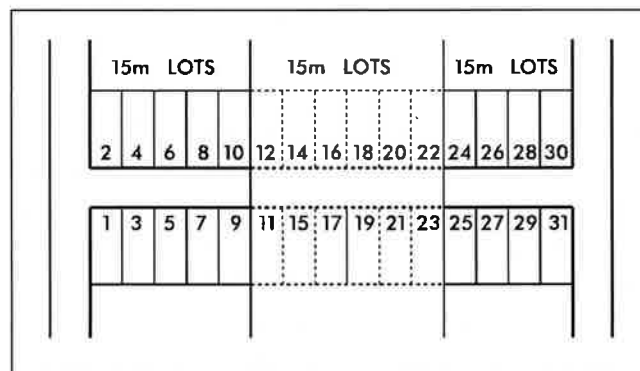


Figure 8 – Calculation based on Required Lot Frontages

- 4.14 Remnant blocks under different Plans of Subdivision that abut each other usually form to create one or more building lots (refer to Figure 9). An estimation based on the frontage requirements of lots for these remnant blocks can be made. Therefore, the number of

future lots can be calculated. A set of addresses should be reserved for these future lots, but not assigned formally until both Plans are registered.

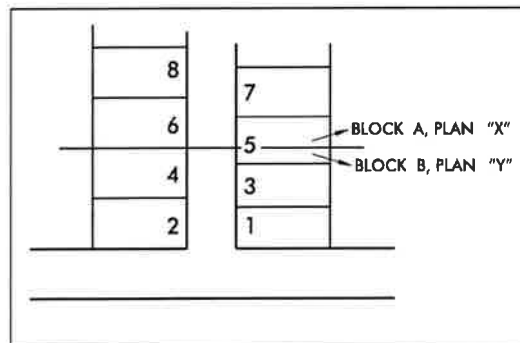


Figure 9 – Residential Blocks

- 4.15 Blocks for industrial, commercial or institutional development are also measured based on the frontage intervals. A set of addresses are reserved to be assigned on a per building basis and will be determined and assigned by the Planning Division as the proposal proceeds through Site Plan Approval (refer to Figure 10).

It is also important that when the addressing continues on the other side of a block within a Plan of Subdivision, that it also matches with the addressing across the street.

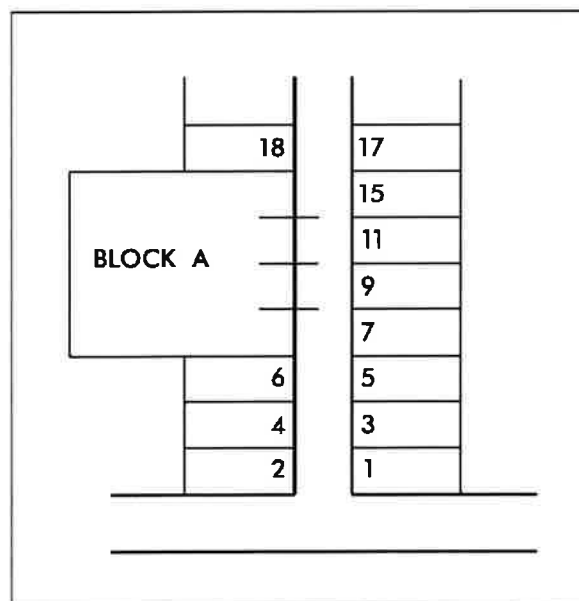


Figure 10 – Addressing for Blocks

4.16 A park or open space block requires an address assigned to the primary access point, which is based on the following hierarchical criteria:

- i) the entrance from the same street as a neighbouring community centre (it will receive the same address as the community centre);
- ii) the primary entrance for vehicular access;
- iii) the entrance which the largest frontage of the park sides on; or,
- iv) the entrance closest to the concentration of outdoor recreation facilities.

Further to the above noted criteria, the addressing of parks and open spaces must be assessed on a site specific basis with consideration for existing site conditions such as topography and vegetation. It is therefore important to consult with applicable departmental staff to determine the most appropriate primary access point to be addressed and if additional addresses are required for any secondary accesses.

4.17 Addressing of corner lots shall be based on the orientation of the main entrance to the building and/or the lesser street frontage.

4.18 Addressing of corner lots will begin with numbers '1' and '2'

4.19 When continuing the addressing on the other side of the street, usually addresses are skipped in order to match with the addressing across the street (refer to Figure 11).

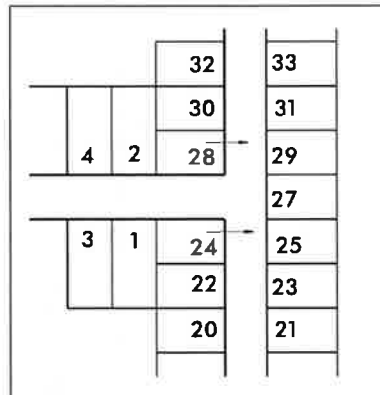


Figure 11 – Addressing for Corner Lots

4.20 Civic numbering on private roads and condominium developments shall follow the Town's Civic Numbering By-law and this Manual.

## 5. Civic Addressing for Plans of Subdivision

- 5.1 Civic addresses shall be assigned by the Planning Division at the time of filing second submission engineering plans and the beginning of the subdivision agreement process. The Development Engineering division will not approve the engineering drawings for a subdivision if the municipal addresses/municipal street names are not shown on the drawings.
- 5.2 The civic numbers are assigned to all single detached, semi-detached lots, and townhouse unit lots in accordance with the general approach pursuant to this manual, the Town's Civic Numbering By-law, and York Region's street numbering unification practices.
- 5.3 Blocks created for commercial purposes or for higher density residential development subject to future site plan agreements have ranges of numbers assigned at that time which are subsequently confirmed as outlined in this Manual regarding Civic Addressing for Site Plans.
- 5.4 When the plan of subdivision is finally approved and registered, a confirmation letter is sent by the Planning Division to the property owner and the Town of Georgina's list of interested agencies requesting notification for a list of addresses by individual lots/blocks.
- 5.5 As a condition of initial occupancy of a building, the Building Division shall ensure the proper street address number is posted in accordance with this manual, Civic Numbering By-law, and applicable Subdivision Agreement.

## **6. Civic Addressing for Site Plans**

- 6.1 Civic addresses shall be assigned by the Planning Division at the beginning of the site plan application process.
- 6.2 Multi-unit residential buildings having common points of access shall be assigned a single street address number. Individual units within these structures shall be assigned a unit number.
- 6.3 Residential row houses having separate entrances fronting on a public or private street shall have an individual street address number assigned per unit.
- 6.4 Commercial, industrial, and institutional buildings shall have a street address number assigned on a single detached building basis. Units within these structures shall be assigned a unit number.
- 6.5 The Planning Division shall ensure that all street address numbers as assigned are shown on the site plan drawings prior to Council approval of the Site Plan Agreement, to the satisfaction of Georgina Fire.
- 6.6 A confirmation letter will then be sent by the Planning Division to the property owner and the Town of Georgina's list of interested agencies requesting notification for a list of addresses after Council approval of the site plan agreement.



## **7. Farm 911 - Emily Project Access Point (EPAP) Program**

- 7.1 The Farm 911 EPAP program refers to a project created by the family of Emily Trudeau, who died after she fell from, and was struck by a moving tractor on a family farm near Tweed, Ontario in 2014. Founding partners included the Ontario Federation of Agriculture, and the Federations of Agriculture from Hastings, Northumberland, Lennox & Addington, and Prince Edward County.
- 7.2 The Farm 911 EPAP program encourages agricultural and vacant rural landowners to have civic addresses assigned to the entrances/access points to their agricultural and vacant farm fields (classified as field entrances). The Farm 911 EPAP signs assist emergency services with locating individuals needing assistance on those lands during an emergency.
- 7.3 Landowners requesting Farm 911 EPAP signs shall submit a **Farm 911 – Emily Project Access Point (EPAP) Application** (refer to Attachment 1) to the Planning Division, accompanied by a sketch or site plan of the property, identifying the existing field entrance access point location(s), with distance to and in context with property line(s).
- 7.4 A civic number will be determined for the field entrance access point location using the odd/even and interval measurement methodology as discussed in this manual. The same civic address number shall not be used at more than one (1) access point location.
- 7.5 Farm 911 EPAP sign blades will be yellow double-sided blades with black reflective numbers, and will be provided by the Town of Georgina.
- 7.6 The applicant will be notified when their Farm 911 EPAP permit has been approved, and their sign is ready for pick-up. The applicant is responsible for the installation of the sign at the noted field entrance. Display and placement shall be in accordance with the Civic Numbering By-law.
- 7.7 The Farm 911 EPAP assigned address shall only be used for field entrances and will not be acceptable for residential building applications.
- 7.8 The applicant is responsible to maintain and keep the access point in good repair and ensure address signage remains visible and well maintained.
- 7.9 The address assignment does not permit further use of or development of the property without the appropriate approvals.
- 7.10 The landowner acknowledges that some field access points currently being utilized for farming operations were constructed prior to the Town's formal entrance permitting process. The issuance of a civic address through the Farm 911 EPAP program does not constitute municipal approval of the physical entrance, including the construction, location or condition.

- 7.11 New field access points must be approved through the Town of Georgina Entrance Permit process.
- 7.12 The approval of the Farm 911 EPAP application does not deem the field access point safe for use, or that it meets the Town of Georgina entrance standards.
- 7.13 The approval of the Farm 911 EPAP application does not guarantee that the field access point is adequate for Emergency Vehicles and where access is not adequate, such vehicles may not be able to enter the property.
- 7.14 An address assigned through the Farm 911 EPAP process is to reference the location of the field access point only (ex. for Emergency Services), and shall not be used as a mailing address.

## **8. Street Address Changes**

- 8.1 It is the position of the Town that special consideration not be given to civic number/municipal address change requests by landowners that are made solely on a cultural basis. That said, where such requests can be accommodated in accordance with the criteria below, they will be considered on a case by case basis.
- 8.2 Requests for street address changes shall be made to the Planning Division by the owner of the subject property, by way of the submission of a **Municipal Address Change Application** (refer to Attachment 2).
- 8.3 Individual address change requests may be accommodated provided there is latitude to change the address without affecting the abutting properties. There will be no consideration for an address change request if abutting property addresses are affected by the address change request.
- 8.4 Requests for address changes shall be reviewed by the Planning Manager and Georgina Fire to determine if the requested change can be accommodated without creating a negative impact on the street numbering conventions and emergency services responses.
- 8.5 The following criteria shall be used to evaluate any proposed municipal address change request:
  - a. whether there is opportunity for future infill development that would require street numbers to be reserved; and,
  - b. The use of letter suffixes (A, B, C) shall not be used.
- 8.6 If the address change request has been approved, the Planning Division will forward a confirmation letter to the owner, and the Town's list of interested agencies requesting notification of same. If the address change request has been denied, the Planning Division will notify the owner in writing with an explanation on same.

8.7 Address change requests for an entire street requires Council approval.

**9. Agreements**

9.1 Where a building is subject to special provisions for municipal addressing related to a Site Plan Agreement or Subdivision Agreement, the provisions of the said agreements shall prevail.

**10. Street Numbering Notification**

10.1 The Town of Georgina's list of interested agencies requesting notification is maintained and amended from time to time by the Planning Division.

10.2 Such notification may be provided to:

- Owner/Applicant
- York Region Assessment Department
- Rogers Cable
- Enbridge Gas Distribution
- Ontario Hydro
- Municipal Property Assessment Corporation (MPAC)
- Bell Canada (various divisions)
- Canada Post
- Development Engineering Division
- Building Division
- Information Technology Services Division
- Taxation and Revenue Division
- Georgina Fire

**11. Civic Numbering By-law**

11.1 The Town's Civic Numbering By-law as amended from time to time, provides for the numbering of buildings and lots, and should also be considered for the purposes of this Manual.