

Civic Addressing By-law Summary

Civic Address Coordinator's Responsibilities:

1. The Civic Address Coordinator keeps a file of all civic addresses.
2. They decide and give out civic numbers to properties.
3. If there's confusion or a problem with numbers, they can change or reassign them. They'll notify the property owner at least 60 days beforehand.

Civic Number Display Rules:

Property owners need to display their assigned civic number.

How to Display:

- Use regular numbers, not fancy ones.
- Make signs from non-rusting metal with reflective numbers on a different colored background. Suggested: blue background with white letters.
- Make sure numbers are visible in all weather.
- Put numbers where they can be seen easily from the road, facing the right way.
- If your building is far from the road, use a double-sided sign near the road, visible from both directions.
- If the number isn't clear from the road, also display it on the building or at the driveway entrance.
- Display the number before getting an Occupancy Permit.
- Keep your civic number sign in good condition.

What Not to Do:

- Don't use any number that's not officially assigned to your property.
- Exceptions: You can use lot or unit numbers or those in your business name.

Street Naming:

- Civic Address Coordinator's Job: They suggest street names to the Town Council.
- Council Decides: The Town Council chooses, approves, or changes street names when needed.