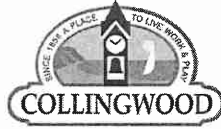


**BY-LAW No. 2014-028**  
**OF THE**  
**CORPORATION OF THE TOWN OF COLLINGWOOD**



---

BEING A BY-LAW TO ESTABLISH CIVIC ADDRESSING  
WITHIN THE TOWN OF COLLINGWOOD

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**WHEREAS** Section 8 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, (the Act) provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 11(2) of the Act provides that a lower-tier municipality may pass by-laws pertaining to the health, safety and well-being of persons;

**AND WHEREAS** Section 11(3) of the Act provides the authority to a lower-tier municipality to pass by-laws relating to matters within the spheres of jurisdiction including, but not limited to, structures, including fences and signs;

**AND WHEREAS** the Council of The Town of Collingwood deems it expedient to enact a by-law to establish an addressing system requiring all property owners to display a civic address number on all buildings for prompt identification by emergency service personnel;

**NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF COLLINGWOOD ENACTS AS FOLLOWS:**

**1. SHORT TITLE**

This By-law may be cited as the "Civic Addressing By-law".

**2. DEFINITIONS**

In this By-law:

- a) "**Blade sign**" means the universally recognized green 9-1-1 sign that affixed to a support structure for the purposes of displaying the assigned municipal civic address number of the building or lot to which the sign relates.
- b) "**Building**" means without limiting the generality of the following; any structure of a permanent or temporary nature used or built for any person's use, and includes but not limited to a house, office, residential, retail store, factory, storage facility, warehouse, apartment complex, condominium, business, residence, etc. However, buildings shall not include sheds, cabanas, or similar structures.
- c) "**Chief Building Official**" means the Chief Building Official or a Building Inspector appointed by the Council of the Town of Collingwood.
- d) "**Civic Address**" means a number assigned by the Town pursuant to this By-law for the purpose of identifying all private and municipally owned buildings within The Town of Collingwood.
- e) "**Council**" means the Council of the Corporation of the Town of Collingwood.
- f) "**County of Simcoe**" means the Corporation of the County of Simcoe.
- g) "**Lane**" means a public way that provides only a secondary means of access to a lot and which is not intended for general traffic circulation.
- h) "**Officer**" means a Municipal Law Enforcement Officer appointed by the Town as a Municipal Law Enforcement Officer pursuant to S. 15 of the Police Services Act, R.S.O. 1990, c. P. 15, as amended, or an Ontario Provincial Police Officer.
- i) "**Owner**" means the registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.
- j) "**Private road**" means a private and legal right of way or easement over private property which allows access to a street or highway.

- k) **“Street”** means a common and public street and includes any bridge, trestle, viaduct or other structure forming part of the street and, except as otherwise provided, includes a portion of a street.
- l) **“Town”** means the Corporation of The Town of Collingwood.

### **3. NAMING OF A STREET**

No street shall be named unless authorized by the Chief Building Official or such name as listed on the “Approved Street Name List” identified in the Street Naming Policy as approved by Council, attached hereto as Schedule A.

### **4. ASSIGNING CIVIC ADDRESSES**

- a) The Chief Building Official or his designate is hereby authorized to assign civic address numbers within the Town; to identify all private and municipally owned buildings by assigning civic address numbers to all buildings.
- b) The Chief Building Official or his designate will assign a civic address to each building upon the receipt of a building permit application for a single property.
- c) Civic addresses shall be assigned in accordance to the Civic Addressing Policy, in addition to this By-law, attached hereto as Schedule B.
- d) The Chief Building Official may renumber existing buildings at any time and give written notice by registered mail of the renumber to the Owner of the property as identified in the latest property assessment roll.
- e) All properties that contain a residence or place of business or permanent structure (occupied) shall have a posted civic address.
- f) All Town facilities (e.g. community centres, pumping stations, hydro sub stations, parks, etc.) will be required to have an address assigned and posted.
- g) An address change request may be considered at the written request of the Owner provided the requested address conforms to this By-law and does not impact properties not owned by the person requesting the change.
- h) A civic address change request based on personal numerical preferences shall not be accepted.
- i) The Chief Building Official shall keep a record of municipal addresses in accordance to the Town’s record retention policy.
- j) Compensation for costs incurred by the Owner or the occupant for any change of address will not be granted.

### **5. DISPLAY OF CIVIC ADDRESSES**

- a) Prior to the issuance of a building permit, the Owner shall obtain the municipal civic address from the Chief Building Official.
- b) During all phases of construction of a building, the Owner shall install or cause to be installed on the building a temporary sign displaying the civic address in accordance with this By-law and the Town’s Civic Addressing Policy.
- c) Prior to occupancy, the Owner shall install or cause to be installed the approved civic address in accordance with this By-law and the Town’s Civic Addressing Policy.
- d) Every Owner shall ensure that the civic address number is affixed or inscribed on the front of the building at the main entrance or other conspicuous location on the building that is clear and visible from the street to which the number has been assigned.
- e) Every Owner shall ensure that the civic address number is displayed on a contrasting background with contrasting numbers, with the numbers having a minimum height of 10 centimeters or 4 inches.
- f) Where the main building is located more than 15 metres (49 feet) from the street, or the main building is in any way obscured from the street, the civic address number shall be displayed on an approved blade sign.

- g) Where the main building is located not more than 15 metres (49 feet) from the street, every Owner shall ensure that the civic address number is displayed on a contrasting background with contrasting numbers, with the numbers having a minimum height of 10 centimeters or 4 inches

## 6. PROHIBITIONS

- a) No person shall erect a municipal civic address sign or sign blade unless it is in accordance with this By-law.
- b) No person shall refuse to erect a municipal civic address sign or sign blade when required to do so by the Chief Building Official, Municipal Law Enforcement Officer or Fire Chief.
- c) No person shall refuse to maintain a civic address sign or blade sign.
- d) No person shall alter, remove, deface or any other manner interfere with any civic address sign or blade sign erected in accordance with the provisions of this By-law, except for the purpose of replacing said numbers or plates or correcting errors.

## 7. ENFORCEMENT

The provisions of this By-law shall be enforced by an Officer as defined in this By-law.

## 8. PENALTY

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 as provided for in the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended and/or the *Provincial Offences Act*, R.S.O. 1990, c.P.33.

## 9. VALIDITY, SEVERABILITY AND INTERPRETATION

Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part is deemed severable from this By-law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

Whenever any reference is made in this By-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law otherwise requires.

## 10. REPEAL


THAT By-law No. 97-42 of the Corporation of the Town of Collingwood be hereby repealed upon enactment of this by-law, including 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.

## 11. ENACTMENT

THAT this by-law shall come into full force and effect on the date of final passage hereof at which time all by-laws that are inconsistent with the provisions of this by-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this by-law.

**ENACTED AND PASSED** this 14<sup>th</sup> day of April, 2014.

  
MAYOR

  
CLERK



# **TOWN OF COLLINGWOOD STREET NAMING POLICY**

Building Services Department  
April 2014

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## **SECTION 1 - INTRODUCTION**

The function of street naming and numbering is to enable people, and emergency services, to locate properties readily.

The Town of Collingwood has not had a policy regarding the naming or renaming of public and private streets in the past. In the past, staff relied upon the Street Name Suggestion List to assign a particular name for any public street. For private streets the developer has been allowed to make suggestions for street names which are then compared with the Historic Street Name Inventory for duplication or similar street names. If no duplicates or similar street names are found then the name as suggested by the developer is considered.

The naming of new streets or changing of existing ones will require approval from Council through the passage of a by-law, and generally the street names are suggestions from the public, staff or members of Council.

This section of the manual is intended to guide the naming of new streets or the renaming of streets.

## **SECTION 2 - STREET NAMING AUTHORITY**

- a) The naming of a new public street shall be the sole responsibility of the Town.
- b) The naming of a private roads, wherein individual properties are numbered in accordance with the Town's Street Numbering Policy (and therefore within the Emergency Services directory of individual properties) shall be the sole responsibility of the Town. Examples of private roads that meet this description include those within a Plan of Condominium
- c) The renaming of all existing public and private roads shall be the sole responsibility of the Town.

## **SECTION 3 – INVENTORY OF ACCEPTABLE STREET NAMES**

Building Services Department shall compile and process all proposed street names for suitability, appropriateness and conformity to the street naming policy of the Town and make recommendations to Council as it relates to same.

Building Services Department shall maintain an "Approved Street Name List" (Schedule "A") that shall contain the names of those streets which have been approved by Council.

## **SECTION 4 – OTHER STREET NAMES**

Street names other than those found on the "Approved Street Name List" may be entertained and approved by Town Council, at the Town's sole discretion, provided such names are not found to be in conflict with other street names within the Town.

## **SECTION 5 – STREET NAME APPROVAL/ASSIGNMENT PROCESS**

- a) The process for approving a street name(s) is as follows:
  - i. Once per Council term, public input for Street names will be advertised by the Town.

- ii. Building Services Department receives a written request by the proponent of a name(s) which includes the proposed street name(s) and a brief but complete explanation for the name
  - iii. Name(s) are checked for similarities and duplications in the Town.
  - iv. If a name is not acceptable, Building Services Department shall refuse the name.
  - v. Names approved by Council will be added to Schedule "A"
  - vi. Building Services Department staff will submit the names(s) to Council for approval at the same time as the Draft Plan of Subdivision/Condominium Report comes forward. Staff will include a recommendation as to which of the categories set out in Schedule "A" on which such name shall be placed on the "Approved Street Name List". The name, when associated with a Draft Plan, shall be reserved for use in that particular project.
  - vii. Upon approval by Council, the street name is placed on the "Approved Street Name List" and is available for use. If a proponent's request is approved by Council, the name may be reserved for use with the proponent's project.
  - viii. No more than 50% of the proposed street names shall be requested by the developer
- b) The process for assigning an approved street name to a proposed street is as follows:
- i. The proponent reviews the "Approved Street Name List" for street name(s) selection, including any names approved by Council specifically for use within the proponent's project.
  - ii. A minimum of one street name and no less than 50% of all streets in the proposed development must be chosen from the first three priority categories of the "Approved Street Name List". Such names are then reserved for the proponent's project and must be used therein.

## **SECTION 6 – COUNCIL DESCRETION**

Council may, at any time, direct that a specific street name be used for a specific street.

## **SECTION 7 – GENERAL POLICIES FOR APPROPRIATE STREET NAMES**

### **a) Names Honouring Those Who Have Served or Given Their Life in Public Service**

The Town will facilitate the naming of streets after Town residents who have lost their lives while serving within the Canadian Armed Forces or those who have served in the same Armed Forces. In addition, the Town may also include the name of those who lose their lives in the service of the public through either but not limited to, the Ontario Provincial Police or the Town Fire Department with the consent of his/her immediate family where possible.

Special signage containing the Poppy symbol is to be used for all Veteran Street names.

### **b) Names Honoring Individuals – Local Historical reasons, National or International, or for Community Service**

Council may approve, or a proponent may request the approval of, a name for a street which identifies a specific individual. Generally such a name will be of historic importance to the Town or be a name which is of importance either nationally or internationally or lastly be a name of a person who has been of public service to the Town or broader Community. A written description of the individual's contribution to the Town, or broader Community

explaining why the honour should be given, shall be submitted by the proponent. Building Services staff shall research names proposed by Council.

**c) Names that reflect the Municipality's Recreational or Heritage/Nature**

Council may approve, or a proponent may request the approval of, a name for a street which reflects the Municipality's recreational heritage/nature. A written description of the proposed name and its linkage to the area shall be submitted by the proponent. Town staff shall research names proposed by Council.

**d) Other Names**

Other appropriate street names are names that promote pride in the Town, acknowledge local heritage and history, and recognize unique features and geography.

- i. Proposed names should meet one of following:
  - o Commemorate local history, places, events, culture
  - o Strengthen neighbourhood identity to reflect the character of the area
  - o Recognize native wildlife, flora, fauna, natural features
  - o Recognize communities that contribute to the public life of the Town

Street names that represent specific themes are encouraged as they are easily recognizable for emergency services and provide consistency in large developments.

**SECTION 8 – SPECIFIC POLICIES REGARDING SUITABILITY OF STREET NAMES**

In addition to the policies within Section 7, General Policies for Appropriate Names, specific street naming guidelines have been developed to promote the orderly naming of streets. When naming a new street, in addition to the General Policies as stated in Section 7, the following shall be adhered to:

**a) Ease of Spelling and Pronunciation**

Street names shall be easily pronounced, recognized and use conventional spelling to avoid difficulties in emergency situations.

**b) Two Word Street Names**

Except as provided in 8.-C, proposed street names consisting of two words shall be changed to one word. Only a person's last name shall be used unless additional identification is necessitated by the Town to prevent duplication with an existing street name in the Town and surrounding local municipalities.

**c) Individuals**

Streets named after individuals where the full name is being used shall be a posthumous honour and Council shall consider such names provided that a written consent is obtained from the individual's surviving immediate family where possible. A written description is required detailing how the individual made a significant contribution to the Town. The honouring of a living international/national public figure requires his/her consent.

**d) Street Name Characteristics**



Names should generally not exceed ten characters in length. This helps ensure that the above mentioned criterion are met and that there is a standard street name signage across the Town.

**e) Street Names to Avoid**

- i. Names that are in conflict with other street names within the Town.
- ii. Names that could be construed as advertising a particular business, product or brand.
- iii. Cumbersome, corrupted, modified names, discriminatory or derogatory names from the point of view of race, sex, colour, creed, political affiliation or other social factors.
- iv. Names with any sexual overtones, inappropriate humour, parody, slang or double meaning.
- v. Names that have a secondary negative or offensive connotation.
- vi. Street names spelled differently but sound alike (i.e. Crosby Lane and Crosbie Lane) or have similar pronunciation but are spelled differently (i.e. Heirloom Street could be pronounced with 'H' dropped (Eirloom Street)).
- vii. Use of complex words (ex. Quetico Drive).
- viii. Names with hyphens, apostrophes or dashes are discouraged and only considered on a case by case basis provided other criterion met.

**SECTION 9 – PRIORITY FOR SELECTION OF STREET NAMES**

In assigning street names, a proponent or staff shall utilize names from the Approved Street Name List when selecting names for a proposed street. Items 1 through 3 are the first three categories referenced at Section 5 b) ii.

1. Names Honouring Those Who Have Served Their Country or who have giving their life in public service
2. Names Honouring Individuals – Local Historical, National or International or Community Service
3. Names that reflect the Municipality's Recreational or Heritage/Nature

**SECTION 10 – SYSTEM FOR ASSIGNING STREET NAME SUFFIXES**

Generally, street names shall contain the suffix "Street", "Avenue", "Road" or "Drive". The suffix "Road" shall only be utilized for major collector or arterial streets (i.e. those streets that are, or will be, designated as collector or arterial roads within the Town or County's Official Plan). For other proposed suffixes, the following definitions shall be used:

**“Avenue”** shall mean a street which runs in the East and West direction and is longer than three hundred and five metres in length.

**“Boulevard”** shall mean a wide street, usually having a median or promenade and lined with trees.

**“Court”** shall mean a permanently closed street such as a cul-de-sac which is less than three hundred and five metres in length.

**“Crescent”** shall mean a crescent shaped street which begins and circles back to terminate on the same street.

“**Drive**” shall mean a winding thoroughfare which continues through to other roads and is longer than three hundred and five metres.

“**Lane**” shall mean a public way that provides only a secondary means of access to a lot and which is not intended for general traffic circulation.

“**Parkway**” shall mean an unusually wide thoroughfare in residential neighborhoods divided by a landscaped centre island.

“**Place**” shall mean a permanently dead ended street which is less than 60.0 metres in length.

“**Road**” shall mean a thoroughfare that is frequently used, has heavy traffic volumes and runs in any direction for more than three hundred and five metres.

“**Street**” shall mean a street which runs in a North and South direction (such as Hurontario Street) and is more than three hundred and five metres in length.

“**Trail**” shall not be used as a suffix due to confusion with the Collingwood Trails Network.

“**Way**” shall mean a narrow street with seven metres or less in width of hard surface.

## **SECTION 11 – EFFECTIVE DATE**

This Policy as it relates to the naming of a new public or private roads applies to all lands and/or streets contained within Plans of Subdivision or Condominium which have not been granted Draft Plan Approval or have been registered by March 31, 2014.

This Policy as it relates to the renaming of existing public or private roads applies to all lands and/or streets contained within Plans of Subdivision or Condominium upon this Policy being approved by the Council of the Corporation of the Town of Collingwood.

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**SCHEDULE “A” - APPROVED STREET NAME LIST**
**1. Names Honouring Those Who Have Served Their Country or have given their life in public service**

Name	Nature of Name	Date Approved by Council

**2. Names Honouring Individuals – Local Historical, National or International, or for Community Service**

Name	Nature of Name	Date Approved by Council
Aikman, R. P.	Councillor 1889	
Albany, H.	Councillor 1911	
Aldridge, E. J.	Councillor 1958	
Allen, Roy	Councillor 1954, 1955, 1956, 1959, 1960	
Allison, J. C.	Councillor 1945, 1946, 1947 Deputy Reeve 1948, 1949	
Anderson, Farel	Councillor 1970, 1971-1972	
Archer, J. W.	Councillor 1884, Deputy Reeve 1886, Reeve 1888, 1889, 1890, 1891	
Armstrong, George	Councillor 1858	
Atkins, Helen	Assistant Clerk, Deputy Clerk 1960	
Bailey, Samuel J.	Councillor 1912, 1914	
Barfoot, R. W.	Councillor 1919	
Barnes, B. G.	Councillor 1913, 1918	
Bassett, Francis A.	Councillor 1903, Second Deputy Reeve 1923, 1924	
Baxter, Richard	Councillor 1937, 1938	
Begg, W. G.	Councillor 1890	
Begg, Charles	Councillor 1912	
Begg, C. C.	Reeve 1923, 1924, 1925, 1926, 1933 Councillor 1934	

Bennett, Eli	Councillor 1883, 1884	
Bennett, T.	Councillor 1886, 1887, 1888, 1889	
Best, J. H.	Councillor 1890, 1891	
Birnie, John	Councillor 1861, 1883	
Blackstock, T. L.	Councillor 1931, 1932	
Blue, James	Councillor 1881, 1883, 1885	
Bonwick, John	Councillor 1963, 1964-1965	
Bonwick, Paul	Councillor 1994-1996 Also Member of Parliament	
Borland, L. R.	Councillor 1935, 1936, 1938	
Bourrie, Joseph N.	Councillor 1942, 1949, 1950	
Boyle, W. J.	Deputy Reeve 1935, 1936, Councillor 1937	
Brain, Horatio	Councillor 1872	
Brown, William D.	Councillor 1875	
Brown, Joseph A.	Councillor 1907, 1908, 1909 Deputy Reeve 1910	
Brown, T. C.	Councillor 1911	
Browne, Richard	Councillor 1961	
Brownlee, Fred	Councillor 1938	
Bruce, George W.	Deputy Reeve 1899	
Bryson, H.W.	Councillor 1892	
Buck, George	Councillor 1881, 1882, 1883	
Buist, Alexander	Councillor 1876	
Burdett, Robert	Councillor 1881, 1901, 1902, 1904 Second Deputy Reeve 1889	
Burdette, R.	Councillor 1882	
Carrier, Chris	Councillor 1997-1999, 2000-2003, 2004-2006 Mayor 2007-2010	
Carscadden, Joseph	Councillor 1884	
Case, Garfield	Deputy Reeve 1957, 1958	
Chadwick, Ian	Councillor 2004-2006, 2007-2010, 2010-2014	
Chellew, Alfred	Councillor 1894	
Chillew, A.	Councillor 1892	
Christie, Ed	Councillor 1994-1996	
Cleland, Hugh	Councillor 1870, 1871, 1872, 1874	
Clemis, S. R.	Councillor 1909, 1910, 1911	
Coffin, Keir	Councillor 1989-1990	
Conn, R.	Councillor 1886, 1887, 1890, 1892, 1893, 1898	
Corbishley, Douglas	Councillor 1970, 1971-1972	
Crew, F.	Councillor 1945, 1946, 1947, 1948	
Crysler, Robert	Councillor 1977-1978	
Cunningham, Sandy	Councillor 2010-2014	
Darroch, D. L.	Councillor 1913	

Dique, Louis P.	Councillor 1942, 1943, 1944, 1949, 1957 Deputy Reeve 1945	
Doherty, Deborah	Councillor 1997-1999	
Douglas, W.	Councillor 1897	
Dudgeon, Adam	Councillor 1873, 1874, 1875, 1876, Mayor 1881, 1882, 1883, 1885	
Earl, ?	Councillor 1877	
Edwards, Mike	Councillor 2004-2006, 2007-2010, 2010-2014	
Ellis, V. A.	Councillor 1939, 1940, 1941, 1942, 1943, 1944, 1946 Reeve 1945	
Emerson, R.	Councillor 1896, 1897, 1898	
Evans, J. E.	Councillor 1882	
Evison, H.	Councillor 1886, 1887, 1889, 1890	
Fegan, A. E.	Councillor 1933	
Fisker, A.	Councillor 1887	
Foley, family  Foley, Sonny	The Foley name has been around in Collingwood since at least 1865 when Tom Foley, Collingwood's Iron Man Champion Oarsman & member of the Collingwood's Sports Hall of Fame started Foley's Tannery near First & Walnut Streets. Tom's son Art Foley started Foley's Furniture in 1927. Councillor 1994-1996, 1997-1999, 2000-2003, 2007-2010	
Ford, Morley	Councillor 1961, 1962, 1963	
Foreman, H.	Councillor 1886, 1887, 1889, 1901, 1914, 1923, 1924	
Foremann, H.	Reeve 1897	
Forman, Hy	Councillor 1915	
Foulis, G. T.	Councillor 1927, 1930, 1932, 1933, 1934, 1935, 1937, 1939, 1940, 1941	
Frame, W. J.	Councillor 1881, 1882, 1883, 1884, 1885, 1886, 1887	
Freudeman, John	Councillor 1981-1982	
Fryer, Mark E.	Councillor 1919, 1920, 1921	
Fyfe, J. M.	Councillor 1882	
Gamon, C.	Councillor 1867, 1868, 1871, 1872, 1875, 1876, 1877, Deputy Reeve 1878, 1879	
Gardhouse, L. H. Gardhouse, Joe	Councillor 1935 Councillor 2000-2003, 2004-2006, 2010-2014	
Geddes, Terry	Councillor 1994-1996 Mayor 1997-1999, 2000-2003, 2004-2006	
Gill, Greta	Councillor 1989-1990, 1991-1993,	

	1997-1999, 2000-2003, 2004-2006	
Gillson, H.	Councillor 1864, 1866, 1867, 1869, 1880	
Graham, J. Ross	Councillor 1949, 1950 Reeve 1951, 1952	
Grant, John	Councillor 1860	
Greco, Sal	Councillor 1966, 1967, 1968, 1969, 1970, 1983-1985, 1986-1988, 1991-1993 Deputy Reeve 1971-1972, 1989-1990	
Griffiths, Bonnie	Councillor 1989-1990 Deputy Mayor 1994-1996	
Guilfoyle, James	Councillor 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905	
Hawman, Paul	Councillor 1973-1974, 1975-1976	
Hearst, W.A.	Deputy Reeve 1959	
Heitman, W.	Councillor 1922	
Henderson, George Henderson, M.	Councillor 1888, 1889, 1891, 1892, 1893, 1894, 1895, 1897, 1898, 1899, 1902, 1903, 1908, 1909 Councillor 1907	
Henry, James	Councillor 1870, 1871, 1872, 1873, 1874, 1877, 1886, 1891	
Heuser, Peter C.	Councillor 1884	
Hewett, John	Councillor 1872, 1873	
Hewitt, John	Councillor 1874, 1875, 1877	
Hewson, A.	Councillor 1895	
Heynson, Peter	Councillor 1859	
Hilborn, N.B.	Councillor 1885, 1886	
Hiscox, Evelyn V.	Councillor 1951, 1952 Deputy Reeve 1953	
Hodgson, F. J. Hodgson, F. A.	Councillor 1890 Councillor 1916, 1917, 1918, 1919	
Hogg, John Hogg, W. A. Hogg, William Hogg, U. E. Hogg	Councillor 1859, 1862 Reeve 1860, 1868, 1872, Reeve 1881, Mayor 1884 Councillor 1889, 1890, 1891, 1892, 1957 Mayor 1902, 1903 Councillor 1955, 1956, 1958 Councillor 1935	
Homuth, Herbert H.	Councillor 1962 Clerk Treasurer 1966	
Horton, A. R.	Councillor 1883	
Hull, Keith	Councillor 2010-2014	
Irwin, J. H.	Councillor 1933, 1934, 1935, 1937, 1938, Deputy Reeve 1939, 1940, 1941	
Jacks, Robert	Councillor 1961, 1962, 1963, 1966,	

	1967	
Jones, Stephen	Councillor 1880	
Kennedy, William Kennedy, Charles Kennedy, Archie	William Kennedy & Co. was the original wire and nail plant in Collingwood, a large industry situated where the Blue Mountain Mall is now. Councillor 1954, 1955, 1956 Reeve 1957, 1958, 1959 Councillor 1959	
Kerr, Dawson	Councillor 1862, 1863	
Kirby, John	Councillor 1979-1980, 1981-1982, 1983-1985	
Kirk, Robert	Councillor 1865, 1866, 1867, 1869, 1880	
Klerk, Robert	Councillor 1870	
Krogman, Harold	Councillor 1971-1972	
Labelle, Dave	Councillor 2007-2010	
Lamont, Hector	Piano dealer and strong temperance advocate. Had sons who were very athletic. First Deputy Reeve 1898, Councillor 1899, 1900	
Leal, Percy	Councillor 1938	
Lee, Anson	First Deputy Reeve 1897	
Leggat, S.	Councillor 1922	
Lewis, Benjamin H.	Councillor 1870, 1873, 1874, 1875, 1876	
Livingstone, Bob	Councillor 1979-1980	
Livingstone, Neil	Councillor 1920	
Lloyd, Richard Lloyd, Kevin	Councillor 1986-1988, 1989-1990, 1991-1993, 1994-1996, 2000-2003, 2004-2006 Deputy Mayor 2010-2014 Councillor 2010-2014	
Maidens, Fred	Long-time Police chief of the Town of Collingwood. First Deputy Reeve 1920, 1921	
Maitland, C. W.	Councillor 1936	
Malcolm, Alex	Councillor 1947, 1948	
Markovich, John	Councillor 1981-1982	
McAuslan, P.A.	Councillor 1915, 1916, 1917, 1918	
McComb, Thomas	Councillor 1894, Second Deputy Reeve 1897	
McDermid, Alex McDermid, D. L.	Councillor 1881, 1882, 1883, 1884, 1885, 1886, 1888, 1889 Councillor 1934 Reeve 1935, 1936, 1937	
McFadden, John	Councillor 1859	

McFadyen, J.B.	Councillor 1891, 1895	
McGeachie, Irene	Councillor 1954, 1955, 1956, 1957, 1958	
McIntyre, A.	Councillor 1936 Deputy Reeve 1937	
McKenzie, Blaine	Councillor 1986-1988, 1991-1993	
McKeown, Paul	Councillor 1975-1976, 1977-1978	
McKinn, T. E.	Councillor 1906	
McLean, G.E. McLean, Malcolm McLean, John A.	Councillor 1906 Councillor 1939, 1940, 1941, 1942 Deputy Reeve 1943, 1944 Deputy Reeve 1951, 1952 Reeve 1953, 1954, 1955, 1956	
McMillan, Daniel H.	Councillor 1872, 1873, 1874	
McNabb, Tim	Councillor 1991-1993, 1994-1996, 2007-2010 Deputy Mayor 1997-1999, 2000-2003	
Miller, W. C.	Councillor 1898, 1899	
Miller, William ESQ	Councillor 1860, 1863, 1864, 1866, 1868, 1869, 1880	
Millward, ?	Councillor 1875	
Mitchell, Ellwood	Councillor 1966, 1967	
Mitchell, J. M.	Councillor 1936, 1939, 1940, 1941, 1942, 1943, 1944, 1948 Deputy Reeve 1947	
Morrison, D. A.	Councillor 1918, 1919	
Neville, James	Councillor 1906	
Noble, Leonard	Councillor 1973-1974	
O'Brien, R. W.	Councillor 1885, 1894 Deputy Reeve 1888, First Deputy Reeve 1889, 1891, 1892, 1893, 1907, 1912 Second Deputy Reeve 1895, 1896	
Palmer, J. A.	Councillor 1882	
Pearsall, Gilford	Councillor 1907	
Peterman, John	Councillor 1904, 1905, 1906, 1908 Second Deputy Reeve	
Pitt, C. W.	Councillor 1923, 1924	
Poehlman, H.	Councillor 1911	
Porteous, Harry	Councillor 1960 Deputy Reeve 1961 Reeve 1962	
Powell, Bill	Councillor 1977-1978	
Prentice, H. A.	Councillor 1912	
Prosser, Thomas C.	Councillor 1859, 1860, 1861, 1862, 1863, 1864	
Rolland, John Rolland, William D.	Both Councillors 1859	
Rowland, John	Councillor 1858, 1860	
Royal, J. B.	Councillor 1952, 1953	



Ruppert, N. E.	Deputy Reeve 1935, 1936, 1938	
Ryley, John P.	Councillor 1881	
Sandberg, Norman	Councillor 1994-1996, 1997-1999, 2004-2006, 2007-2010	
Sanderson, Harold J.	Councillor 1945 Deputy Reeve 1946	
Scott, W. A.	Councillor 1925	
Scrannage, Thomas W.	Councillor 1937, 1938 Reeve 1939, 1940, 1941 Mayor 1942, 1943, 1944, 1945, 1946, 1953	
Sheffer, Joe	Councillor 1981-1982, 1983-1985 Mayor 1989-1990	
Sheriff Smith	Although his initials were actually B.W. this man was known as Sheriff Smith, being the first Sheriff of Simcoe County. He was one of the first white settlers in Collingwood, having moved here from Barrie early in the 1850's. He bought quite a bit of land and engaged in speculation on the real estate market. He had a home on Maple St. and owned the rights to the shoreline for about the first 30 years of the town's existence.	
Shiple Shiple, J.	Cameron and Shiple's flour mill (now Kelsey's) was a going concern c. 1905, and continued until the 1960's. Councillor 1928, 1929, 1930, 1931, 1932	
Simpson, R.	Councillor 1887	
Sinette, A. G.	Councillor 1892	
Smith, Benjamin Walker	Councillor 1858, 1859	
Smith, Benjamin Walker Smith, James H. Smith, J. Smith, J. W.	Councillor 1858, 1859, 1861, 1862 Councillor 1861, 1862, 1863 Councillor 1924 Councillor 1925 Second Deputy Reeve 1926, 1927, 1932 First Deputy Reeve 1928, 1929, 1930 Reeve 1933, 1934	
Smith, Betty	Councillor 1991-1993, 1994-1996	
Spence, A. B.	Councillor 1913	
Spencer, A.B.	Councillor 1902, 1903, 1912, 1914	
Spooner, Donald (Nip)	Councillor 1966, 1967, 1986-1988 Deputy Reeve 1968, 1969, 1970 Reeve 1971-1972, 1973-1974, 1975-1976, 1977-1978, 1979-1980, 1981-1982, 1983-1985	

Stephenson, George	Councillor 1975-1976, 1977-1978	
Stoughtenberg, Peter	Councillor 1916, 1917, 1918, 1919	
Sutherland, Alexander	Councillor 1871, 1872	
Swain	Early businessman, confectioner and ice dealer as well as council member, was Chief constable following Adam Dudgeon and also a school trustee in 1884-87 at least.	
Swinford, A. S.	Councillor 1946	
Sykes, Royal	Councillor 1860, 1865	
Tom, W. A.	Councillor 1906, 1908, First Deputy Reeve 1909, 1911, 1926 Reeve 1913, 1914, 1915, 1927, 1928, 1929, 1930 Second Deputy Reeve 1919, 1925,	
Twigger, Harold	Councillor 1952, 1953, 1954	
Tyson, John	Councillor 1858	
Tyson, Thomas N.	Councillor 1863	
Vande Weerdhoff, Ben	Councillor 1968-1969	
Wallace, S. H. Wallace, Stanley E.	Councillor 1945, 1946, 1947, 1948, 1952 Councillor 1949, 1950, 1951	
Watson	The only father and son mayors of Collingwood. George Watson, Jr. died while in office.	
Weaver, E.	Councillor 1951	
West, Dale	Councillor 2010-2014	
Whalen	Gloria Whalen was a 13-year old victim of an unsolved murder in 1904. Her father owned a farm on Poplar Side Road. There were also other Whalens in the community.	
Whitney, Richard	Councillor 1863	
Willis, Bev	Councillor 1997-1999, 2000-2003	
Winters, G.	Councillor 1870	
Woolner, G.	Councillor 1913	
Wright, Mel Wright, F. M.	Councillor 1961, 1962, 1963, 1966 Deputy Reeve 1967	
Wright, Robert	Councillor 1881, 1883, 1885, 1886, 1887	
Zubek, George	George Zubek worked tirelessly over a number of years in acquiring properties for the building of Pretty River Parkway. Mr. Zubek was a very able	

	and competent negotiator, always using his skills to the best of his abilities and in the best interests of the Town of Collingwood. Councillor 1966, 1967, 1968-1969	
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### 3. Names that reflect the Municipality's Recreational or Heritage/Nature

Name	Date Approved by Council	Date Approved by Council
Carpenter, Edward R.	Learned the druggist trade from James Greaves, opened his own business, had the contract with the Montreal Telegraph company to supply the telegraph poles to the company in 1875 (when it was installed), also had the first telephone exchange in the rear of his store on Hurontario St. and built Elmwood/Dundurn Hall on Third St.	
Devonshire	During WWI, the Duke & Duchess of Devonshire and their family made a vice-regal trip to Collingwood. Thousands were on hand to see the Duchess launch the T.R. 12 at the Collingwood Shipyards, and then to hear an address from the couple from the steps of the old Carnegie Library on Maple St.	
Girdwood	Owners of Girdwood's Garage and Girdwood's electronics for many years	
Greaves	Was one of Collingwood's earliest druggists, had a huge building on the SE corner of Hurontario and Huron St., known as Greaves' block, where Collingwood's black barber, Charles "Professor" Duval had his prosperous business	
Gregory	Partner in the largest lumber business Collingwood has ever seen. It was the largest single employer in town until almost 1900.	
Lee, Sing	Long-time launderers, some of the first Chinese population in Collingwood. Later, the sons took over the business. The laundry was here for no less than 40 years.	

Lett, Eliza	Widow of Dr. Stephen Lett who was the Anglican priest for many years prior to 1890, she had the Victoria Terrace built, owned a palatial home called Rockcourt, and was one of the founding members of the General & Marine Hospital.	
Oliphant	Original owners of the lease for the drug store situated in the 1890's Town Hall.	
Parrott	The Parrott family were some of the earliest settlers in Collingwood. They made a business of tinsmithing and later switched to roofing (metal roofs) plumbing and electrical contracting. Their first store, located in the first block, west side of Hurontario St. was burned in the Great Fire of 1881. Their second location was in a frame building on the NW corner of Hurontario and Third Streets. The building they occupied was demolished and the "brand-new" Bell Canada building erected in its place.	
Prince of Wales	1860 visit by the Prince of Wales Albert Edward, later Edward 7th, to Collingwood was a huge coup for our town.	
Qua	Partner with Patterson, long-time businessman in Collingwood. His home is one of the homes mentioned in Collingwood's Historic Homes and Buildings.	
Rule, Norman	National Trust building south of TD bank was originally Rule's livery, Norm Rule, the son, shows up in many sports photographs, especially of winning teams, so must have been quite a sportsman. He was also known for his support of curling and was one of the investors and officials of the Northern Navigation Company, a shipping business that had its headquarters in Collingwood.	
Victoria	The early planners of Collingwood had Victoria & Albert Streets side-by-side in the town, a testament to the well-known Queen's love for her husband Albert. Unfortunately, the two have been "divorced"; Victoria St. was taken over by Pretty River Parkway, and so Albert,	

	rewriting history, is the widower in Collingwood, with Victoria not in the picture.	
Whalen	Gloria Whalen was a 13-year old victim of an unsolved murder in 1904. Her father owned a farm on Poplar Side Road. There were also other Whalens in the community.	

**4. Other Names**

Name	Date Approved by Council	Date Approved by Council



# TOWN OF COLLINGWOOD

## Civic Addressing Policy

Building Services Department  
April 2014

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## **1. Background & Purpose of Civic Addressing**

This policy provides Town staff guidance on all aspects of the Town of Collingwood (Town) Civic Addressing Program to ensure that all properties are consistently assigned a civic address for all properties within the Town of Collingwood.

The policy provides procedures when providing new civic addresses, and describes situations where undesirable (unacceptable) civic addressing may exist and recommends possible solutions.

While this policy has been provided for a variety of situations that may be encountered, it should be noted that the Civic Addressing Policy is to be followed as much as possible, however, each particular situation may be unique and the assigning of a civic address must ultimately be based on a common sense approach that will minimize confusion and errors in an emergency situation.

### **1.2. Purpose of a Civic Addressing System**

The purpose of the civic addressing system is to:

1. Provide efficient emergency services to the public.
2. Facilitate the enhanced County of Simcoe 9-1-1 Public Emergency Reporting Service (PERS);
3. Deliver an accurate method of property identification within the jurisdiction of the Town of Collingwood.

## **2. Roles & Responsibility of Civic Addressing**

### **2.1. Administration of the Civic Address Program**

In accordance with By-law No. 2014-028, "*Civic Addressing By-law*"; it is the responsibility of the Chief Building Official, or their designate within the Building Services Department to administer this policy.

### **2.2. Responsibility for Installation**

The initial installation and maintenance of a civic address including blade signs where applicable is the responsibility of the property owner. The installation of the sign must be installed as per Civic Addressing By-law.

### **2.3. Intersection Signage**

The Town of Collingwood Public Works & Engineering Department will be responsible for the ongoing maintenance of all intersection signs which do not involve a County Road.

### **2.4. Road & Street Names**

Street names shall be approved by the Council of the Corporation of the Town of Collingwood in accordance to the *Street Naming Policy* where applicable and is administered by Building Services.



## **2.5. Notification of Address Changes**

Where an address is changed as a result of the renumbering of a building or that of a street name, the notification of the address change to the property owner will be the responsibility of Building Services.

## **2.6. Enforcement**

Voluntary compliance is preferred and all reasonable action in this regard shall be taken, however, in the event that the Town cannot achieve voluntary compliance, the information will be forwarded to By-law Services for further action and the following procedure will be initiated:

1. A By-law Enforcement file will be created and the Municipal Law Enforcement Officer will follow up on the complaint as normal practice and established procedures.
2. Where the property owner does not comply with the Civic Addressing By-law; and upon written notice from By-law Services, arrangements will be made to:
  - a. Have a compliant civic address posted with all associated costs invoiced to the owner.
  - b. Proceed with enforcement under the Provincial Offenses Act in accordance with the Civic Addressing By-law. This will be considered the least desired method of achieving compliance and shall be used in limited circumstances.

## **2.7. Assigning New Civic Addresses: Timeframes**

Civic addressing for new developments will be assigned during the planning approval process and confirmation of the same will be confirmed during the building permit application process for the new building.

Civic addressing for rural properties will be assigned during the building permit application process.

# **3. Civic Address Standards**

## **3.1. General: The Civic Address**

The Town employed a strategy for street numbering which is useful to keep addresses consistent. Street addresses are “odd numbered” on the North and East sides of streets and “even numbered” on the South and West sides of streets. Streets, crescents and cul-de-sacs that pose a challenge to simple street numbering protocols will be discussed further in this policy .

Street numbers are also assigned based on the distance between property lines. This is to ensure that adequate street numbers can be assigned if future intensification of lands takes place. The practice in the past has been to assign civic numbers based on unit type, as long as the number falls within the grid pattern. There are some instances where this has been adjusted to site the existing development pattern.

The general rule is:

- a) Single Detached Dwellings have consecutive odd or even numbers.
- b) Semi-Detached Dwellings have consecutive odd or even numbers.

- c) Block and Street Townhouses have consecutive odd or even numbers.
- d) Rural properties and other land uses have a street number spacing of 8 numbers per 20.0 metres.

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 infill and corner lot building orientation.

Each occupied property will be assigned one of the following:

- 1) An approved civic address to be placed on a blade sign or approved post sign for all properties in compliance with Section 4 of this policy. .
- 2) A **digit number** to be placed on the property in compliance with section 4 of this policy.

### **3.2. Measured Distance**

The measured distance is calculated from the property line to the property line along the frontage of the property.

- For single detached dwelling lots with a frontage less than 15.0 metres, numbers increase by 2.
- Numbers for single detached dwellings increase by 6 for lots with a frontage greater than or equal to 15.0 metres.
- Numbers for rural properties increase by 8 for every 20.0 metres.
- Addresses will increase from north to south.
- Addresses will increase from west to east for streets located east of Hurontario Street.
- Addresses will increase from east to west for streets located west of Hurontario Street.
- For streets with a bend or curve a discrepancy can result if this numbering scheme is adhered to, therefore it may be preferable to skip numbers on the inside of the bend to ensure that uniformity is maintained and the numbers align on each side.
- In the case of small courts or crescents, the odd/even number rule cannot be adhered to. Small courts should only be numbered as such with either an odd or even number when there is one lot or less before the bulb. The odd/even rule can apply for longer courts, with the numbers meeting as the centre of the bulb.
- In older established neighbourhoods, intensification may occur, and problems in the numbering scheme may occur if there is not enough previously assigned numbers. In order to assign a street number that still complies with the policy, Building Services may need to assign the letter "A" after the existing number. This protocol will be applied only in limited situations.

## **4. Civic Address Signage**

### **4.1. Blade Sign Placement**

- a) The preferred location for the blade sign is on the property line abutting the road allowance, within a reasonable distance from the driveway, and in front of the building which the number is to address.
- b) The civic address sign must be on the same side of the road as the building.
- c) The civic address number must be visible to vehicles travelling in both directions on the road which is used to access the property.
- d) The property signs and posts are constructed of specific materials as explained in Section 4.2 below, and must be installed perpendicular to the access road and be no less than 1.5 metres and no more than 2.1 metres above the road surface.
- e) Consideration for the display of the civic address number must be taken into account such as obstructions due to snow and visibility to emergency vehicles at night.
- f) The installation of a property sign or posts may not be appropriate for buildings which are close to the travelled portion of the road allowance. Within these areas, the street address number may be attached to the building, if the building is less than 15 meters from the travelled portion of the road allowance and is not obstructed by any physical barrier.

### **4.2. Blade Sign and Post Material**

- a) Blade signs are made of aluminium, each being 12.7 cm x 50.8 cm.
- b) Each sign has "engineer grade" green reflective material applied on both sides with the rural number also applied on both sides with "engineer grade" reflective white material or equivalent.
- c) Blade sign posts consist of steel, mini U-channel posts varying in lengths to conform to height requirements outlined above.

### **4.3. Display of Civic Address Numbers Attached to a Building**

The following criterion for displaying and affixing a civic address to a building is as follows:

- a) The numbers shall be in digital form.
- b) The colour of each numeral should contrast with the colour of the building or sign plate to which it is attached, and ideally should be constructed of a reflective material.
- c) In rural areas or in subdivisions or condominium developments with poor or limited street lighting, the preferred method of displaying the civic address number signage is to place the number on a sign post adjacent to the primary driveway entrance to the building.

- d) Where a building is located not more than 15 metres (49.2 feet) from the street, every owner shall ensure that the civic address number is displayed on the building in plain legible numbers, on a contrasting background with contrasting numbers, with the number(s) having a minimum height of 10 centimetres (4 inches).
- e) The civic address shall be posted on a construction site during all phases of construction.

#### **4.4. New Registered Plan of Subdivisions & Condominiums**

- a) All new developments will be assigned civic addresses by Building Services during the Planning approval process and are to be identified on the *Approved for Construction* drawings.
- b) Most condominiums have an established unit numbering system for identifying individual dwellings. If a unit number system does not exist, one shall be created and approved by Building Services. These unit numbers are linked to a single property number which is assigned to the entrance of the property

#### **4.5. Extensive Street Network**

Where the proposed development is large and has an extensive street network, street names can be proposed by the developer in accordance to the *Street Naming Policy*.

#### **4.6. Single Internal Street**

Where a condominium development has only a single internal street, all internal units shall be numbered as per section 3.2. The corresponding unit numbers shall be provided by the developer and approved by the Chief Building Official during the Planning approval process.

#### **4.7. Unit Numbers**

- a) Unit numbers shall be in sequential order with odd numbers on one side of the internal street and even unit numbers on the opposite side of the internal street as per section 3.2.
- b) All unit numbers shall be displayed in accordance to Section 4.3.

#### **4.8. Corner Lots**

- a) Civic address numbers are assigned based on the location of the main entrance of a building.
- b) A dwelling located on a corner lot may front onto a different road than its main driveway. In this case the residence would be given an address in accordance with the location of the main entrance.

- c) Two civic addresses shall be assigned to vacant corner lots to provide flexibility in assigning civic addresses until confirmation on the entrance location is provided during the building permit application process.

#### **4.9. Assigning a New Civic Address: Urban Properties**

The following outlines the procedures for assigning an urban civic address:

1. The draft plan or subdivision or condominium is received from Planning Services through the Development Review Committee or the Technical Review Committee with entrance locations shown.
2. Street names shall be assigned by the Chief Building Official (or designate) in accordance with the *Street Naming Policy*.
3. Civic addresses are assigned by the Chief Building Official (or designate) in accordance to the *Civic Addressing Guidelines* and marked manually on the draft plan or legal survey.
4. One paper copy will be kept in the Building Services Civic Address file and scanned and attached into the “development file” for the corresponding project.
5. For a condominium development the site plan indicating the streets and unit layout shall be submitted by the developer and approved by the Chief Building Official (or designate).
6. The GIS Coordinator will then add the civic addresses into the GIS system and create mapping displaying the civic address with a copy returned to Building Services for circulation.
7. The developer’s consultant shall incorporate the civic addresses onto the plan of subdivision or condominium that will be stamped Approved for Construction by the Town.

#### **4.10. Town Parks and Open Spaces**

All Town owned parks or open spaces where a large gathering of the public is periodically expected are to be addressed in the following priority:

1. entrance to the parking facility
2. principal entrance
3. longest frontage of the street