



## TOWN OF BLACK DIAMOND POLICY

<b>POLICY #: DEV-032</b>	
<b>TITLE: Assigning of Civic Addressing</b>	
<b>Approval Date:</b> March 18, 2020	<b>Resolution #:</b> 2020-84
<b>Revisions:</b>	
<b>Approval Date:</b>	<b>Resolution #:</b>
<b>Department: Planning &amp; Development</b>	

**Policy Statement:**

The Town shall assign address numbers to registered parcels of land and structures in an orderly and logical manner to provide for property identification.

**1. Reason for Policy**

- 1.1. Assigning municipal addresses to parcels and buildings within the Town provides location identification for the provision of essential services, including emergency services, public utilities, delivery services and provides a basic convenience function for the public.

**2. Related Information**

- 2.1. Reference Manual - Addressing (Appendix A of associated Procedure)
- 2.2. Naming Roads and Public Places Policy DEV-033.

**3. Definitions**

- 3.1. *Accessory Dwelling* means a self-contained dwelling unit on a site that is accessory to the principal dwelling unit on the site, which for the purposes of assigning an address has been approved by the Town of Black Diamond;
- 3.2. *Address Number* means the numeric portion of a Municipal Address;



- 3.3. *Building* means any building or structure intended for use or occupancy by one or more persons;
- 3.4. *Chief Administrative Officer (CAO)* means the person appointed to the position by the Council of the Town of Black Diamond to carry out the power, duties and functions of the CAO. It may also mean a person appointed to this position on an interim basis, or a person to whom the CAO has delegated their authorities to, in accordance with the Town of Black Diamond Chief Administrative Officer Bylaw.
- 3.5. *Lane* means a public thoroughfare for vehicles intended chiefly to give access to the rear of buildings and Parcels;
- 3.6. *Multi-Building Complex* means a development where there is more than one multi-unit building on a single parcel of land, such as in the case of a shopping area or apartment complex;
- 3.7. *Municipal Address* or *Address* means a locational description assigned by the Town, consisting of an Address Number and a Road Name;
- 3.8. *Parcel* means the aggregate of one or more continuous areas of land described in a certificate of title;
- 3.9. *Road* means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles, but for the purposes of this policy, does not include a Lane;
- 3.10. *Road Name* means the name assigned to a Road by the Town;
- 3.11. *Town* means the municipal corporation of the Town of Black Diamond.
- 3.12. *Town Council* or *Council* means the duly elected Council for the Town of Black Diamond.

#### **4. Addressing Reference Manual**

- 4.1. The Town shall assign Address Numbers to Parcels and Buildings within the Town in accordance with the Addressing Reference Manual, Appendix A of the associated Procedure documents.

#### **5. Assigning of Address Numbers**

- 5.1. Addresses must be assigned or revised by the Town, as required, following:
  - 5.1.1. Approval of a Subdivision Application;
  - 5.1.2. Approval of a Development Permit;
  - 5.1.3. Annexation of lands into the Town of Black Diamond;
  - 5.1.4. Approval of a Change of Civic Address Application;
  - 5.1.5. A request from a utility agency of Emergency Services; or
  - 5.1.6. As deemed necessary by the Town to ensure compliance with this policy.

#### **6. Road Names**

- 6.1. The Town will assign names to Roads within the Town in accordance with the Naming Roads and Public Places Policy DEV-033.



## **7. Responsibilities**

### **7.1. Town Council is to:**

- 7.1.1.** Approve, by resolution, this Policy and any amendments.
- 7.1.2.** Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.
- 7.1.3.** Ensure all Policies conform to the overall mission, goals and values as set out in the Town's Strategic Plan.

### **7.2. Chief Administrative Officer (CAO) is to:**

- 7.2.1.** Ensure that all duties assigned to the CAO in this Policy and Procedure are undertaken, or delegated to an employee, as deemed appropriate by the CAO.
- 7.2.2.** Ensure that this Policy and Procedure is reviewed every three (3) years.
- 7.2.3.** Ensure implementation of this Policy and approve Procedures and any amendments thereto.

### **7.3. Managers are to:**

- 7.3.1.** Understand and adhere to this Policy and Procedure.
- 7.3.2.** Ensure the implementation of this Policy and Procedure within their departments.
- 7.3.3.** Make recommendations to the CAO for necessary Policy or Procedure amendments.
- 7.3.4.** Ensure employees are aware of and adhere to this Policy and Procedure.

### **7.4. All Employees are to:**

- 7.4.1.** Understand and adhere to this Policy and Procedure.

## **8. End of Policy**