Guide to Best Practices in Addressing

December 2024

MINISTÈRE DES RESSOURCES NATURELLES ET DES FORÊTS

Votre gouvernement

Québec

Note to Readers

This document on best practices in addressing was designed by the Ministère des Ressources naturelles et des Forêts to guide municipalities in management of addresses and odonyms for their territory. It is intended for people or organizations potentially concerned by the address creation and utilization process. This guide also provides the necessary advice and orientations to harmonize management of addresses and odonyms for all Québec territory.

This document has no legal scope.

Acknowledgements

This guide was prepared in collaboration with the municipal sector and the departments and bodies of the Gouvernement du Québec, including the municipalities of Blainville, Laval, Longueuil, Montréal, Québec and Rimouski, the Municipalité régionale de comté de Témiscouata, la Sûreté du Québec, the Sûreté du Québec, the Ministère de la Sécurité publique, the Commission de toponymie du Québec and the Agence municipale de financement et de développement des centres d'urgence 9-1-1 du Québec. We wish to thank our invaluable collaborators and all the stakeholders who contributed directly or indirectly to the production of this guide.

Produced by

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Abbreviations and Acronyms

	Meaning
ADU	Accessory Dwelling Unit
AECC	Act respecting emergency communication centres
CPA	Civil Protection Act
CRTC	Canadian Radio-television and Telecommunications Commission
CTOP	Commission de toponymie du Québec
GIS	Geographic information system
MAMH	Ministère des Affaires municipales et de l'Habitation
MRNF	Ministère des Ressources naturelles et des Forêts
MSP	Ministère de la Sécurité publique
MTMD	Ministère des Transports et de la Mobilité durable
NENA	National Emergency Number Association[1]
RCM (in French, MRC)	Regional County Municipality (in French: MRC or Municipalité régionale de comté)

[1] NENA website: https://www.nena.org/page/who-we-are.

Summary

The Ministère des Ressources naturelles et des Forêts has produced a guide to best practices in addressing to support and guide municipalities in the performance of their responsibilities and obligations in this field.

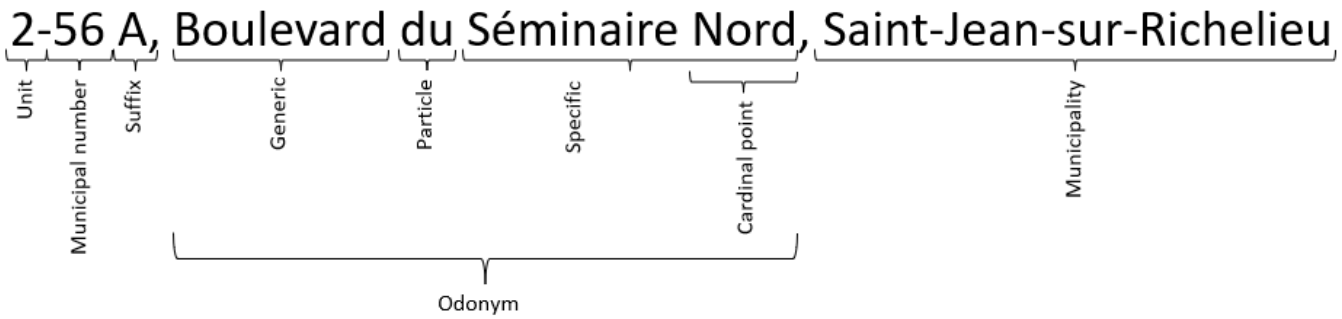
This guide proposes standards and policies to harmonize addresses throughout Québec. It seeks to eliminate contradictions, potential confusion, duplicates and any ambiguities regarding the location of premises to guarantee effective service delivery to the population.

These address harmonization principles are applicable not only in Québec and Canada, but also internationally, which ensures a coherent and efficient approach in management of addressing systems.

Definitions

Addressing
Operation guiding the creation and utilization of addresses. This operation seeks to facilitate the work of emergency services, delivery and navigation.

Municipal address
A municipal address is associated with an assessment unit, represented by one or more lots. It serves to identify the buildings in the municipality's territory and the utility elements, such as pumping stations or parks and vacant lots, regardless of whether there is a physical building. The municipal address also serves to provide efficient emergency services to the population. The composition of the municipal address is illustrated in the following figure:



- **Unit**: A unit is a subdivision of a property. The unit may be used to identify a subdivision of the interior of a building and a structure separated into several buildings on a property. An apartment or a unit is an example of interior subdivision (vertical layout), while a cottage among several cottages at an outfitter or a mobile home in a trailer park are examples of several separate buildings on the same property (horizontal layout). Identification of the units in numeric form (numbers) is to be preferred. In most cases, all of the units are accessible by a common entrance giving access to the units (e.g. at the address 55 A, boulevard des Mésanges, Apartment 8, is 8; at the address 688, rue des Érables, Chalet 1, the unit is 1). Two types of layouts exist for the units.
    - **Horizontal layout:** The unit is positioned horizontally when the units are extended over the land and have their own coordinates (e.g. trailer parks, certain residential neighbourhoods).
    - **Vertical layout:** The unit is positioned in the same place as the municipal address with which it is associated (e.g. office buildings, co-ownerships).

- **Municipal number:** Portion of the municipal address that identifies the immovable by a number.
- **Suffix**: The municipal number sometimes is followed by a suffix that allows differentiation, for example, of two semi-detached buildings bearing the same municipal number. The suffix is a code used to represent a fraction or an alphanumeric portion of the municipal number and is necessary to identify different properties that bear the same municipal number. Alphabetical suffixes are to be preferred. A suffix may be necessary to avoid renumbering part or all of a street, upon construction of a residence between two existing addresses that follow each other (for example, an immovable erected between 12 and 14, rue de l'Église could be assigned the address 12 suffix A, rue de l'Église). Usually, the addresses with a suffix have separate outdoor accesses.

  Note on writing fractions: Fractions must be expressed as follows: figure + diagonal line + figure (for example, the fraction ⅓ must be submitted in the format 1/3 [three characters]; in the address 55 A, boulevard des Mésanges, the suffix is A; in the address 688 1/3, rue des Érables, the suffix is 1/3).
- **Odonym:** proper noun that designates a thoroughfare[2] (e.g. "Chemin du Bûcheron", "Autoroute Robert-Bourassa"):
  - **Generic:** The generic is one of the elements composing the name of the thoroughfare. It specifies the type of place in question, such as a street, a boulevard, an avenue (for example, "rue" (street) in the odonym "Rue du Buisson");
  - **Particle**: Portion of the odonym that links the generic to the specific (for example, "du" in the odonym "Rue du Buisson");
  - **Specific**: portion of the odonym that specifically designates the thoroughfare. It serves to distinguish between the places (for example, "Buisson" in the odonym "Rue du Buisson");
    - **Cardinal point:** "The use of cardinal points is to be avoided, unless they specifically designate a geographic entity […][3]." However, if they are used, they must indicate the position of the thoroughfare relative to a reference point, to locate it in space. As a general rule, the cardinal point is always an integral part of the specific of the odonym.
- **Municipality**: Territory over which a local government exercises its powers in accordance with the municipal legislation. In Québec, the municipality is responsible for its land use planning and the creation of the addresses and roads composing it.[4]

Cul-de-sac or impasse (with or without median)
Thoroughfare with no exit. It may be widened at its dead end to allow automobile traffic.

Discriminant (to be avoided)
It contains information that may facilitate the location of the odonym in the territory to avoid duplicate addresses in two different sectors of the same municipality. The discriminant may be the name of a former municipality, a place name or contextual information. Important note: use of a discriminant is to be avoided. Instead, harmonization of street names must be recommended when two or more municipalities have been merged (for example "[Fatima]" in the odonym "Chemin Miousse [Fatima]" in Îles-de-la-Madeleine).

[2] Naftali KADMON, *Glossaire de la terminologie toponymique*, 1997.
[3] CTOP, Pratiques contres-indiquées, 2022. [TRANSLATION] Online: PRATIQUES CONTRE-INDIQUÉES (GOUV.QC.CA).
[4] Office québécois de la langue française, *Vitrine linguistique*, 2024. Online: municipalité (municipality) | GDT (gouv.qc.ca).

Even, odd or mixed parity:
This concerns the range of municipal address numbers on each side of a thoroughfare. It is recommended to have the odd addresses on the left and the even addresses on the right. Mixed parties must be avoided, where even and odd addresses are both found on the same side of the road.

Geographic information system (GIS)
"Data management system run by software allowing superposition of different layers of geographic features in the form of maps resulting from data and models."[5] The use of GIS allows representation or mapping of the territory, and interconnection and combination of the data to ensure better geolocation of the physical elements composing a place. Standardization of the descriptive and geometric data, such as addressing, ensures better management of information and facilitates communications and decision-making for consumers of this type of data.

Toponym
Proper noun assigned to a geographic entity[6] (e.g. Pont Laviolette, Parc Henri-Casault).

Assessment unit
"Land or group of lands forming the minimum area entered on the assessment roll of a municipality and that simultaneously fulfills that following four conditions: have the same owner, are contiguous independently of watercourses, thoroughfares or public utility networks, are used for the same predominant purpose and eventually are assigned as a block."[7] (TRANSLATION)

[5] Système d'information géographique (geographic information system) | GDT (gouv.qc.ca). [TRANSLATION]
[6] Naftali KADMON, *Glossaire de la terminologie toponymique*, 1997.
[7] Office québécois de la langue française, *Vitrine linguistique*, 2024. Online: unité d'évaluation (assessment unit) | GDT (gouv.qc.ca).

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Context

In September 2020, the Minister of Public Security designated the MRNF, under section 52.3 of the Civil Protection Act (CPA)[8], as responsible for receiving and recording the addresses, the municipal streets and the street names of the territory of the local municipalities and making these data accessible to the 9-1-1 emergency communication centres.

Since May 28, 2024, the CPA has been repealed and replaced by the Act respecting emergency communication centres (AECC), section 4 of which repeats 52.3 of the CPA in its entirety.

Following this designation, the MRNF is positioned as the aggregator for Québec for the mapping and GIS component of the next generation 9-1-1 (NG 9-1-1). For this 9-1-1 upgrade, the CRTC established three key roles[9]:

1. **Data providers** assign addresses and create, collect, maintain and share spatial datasets. In Québec, the municipalities assume this role due to their authority over the creation and maintenance of addresses, the road network and street names;
2. The **provincial aggregators** gather data into logical datasets.
3. **Data consumers** use the datasets to determine the caller's location, forward calls and dispatch emergency services. Consumers are network providers, primary and secondary emergency communication centres and all the stakeholders linked to emergency services, including municipalities.

[8] https://www.legisquebec.gouv.qc.ca/en/document/cs/s-2.3.
[9] https://crtc.gc.ca/eng/archive/2020/2020-150.htm.

1. Standards and Policies

The recommended addressing approach is based on standards and policies to ensure the coherence and cohesion of data for Québec as a whole. This does not involve imposing rules, but rather presenting options and providing support for the municipalities in addressing-related problem-solving.

1.1. Naming Roads

Naming roads, which involves giving a name to thoroughfares, is crucial because addresses are linked to them to form a municipal address. Roads are named based on several fundamental principles.

Best practices

- Refer to the CTOP guides and documents[10] to learn the writing rules and standards in force;
- Harmonize the street names after a municipal merger;
- Ensure the continuity of road names for the same thoroughfare;
- Be in frequent contact with the neighbouring municipalities to ensure network continuity;
- Have a different unique street name for each branch of a Y intersection.

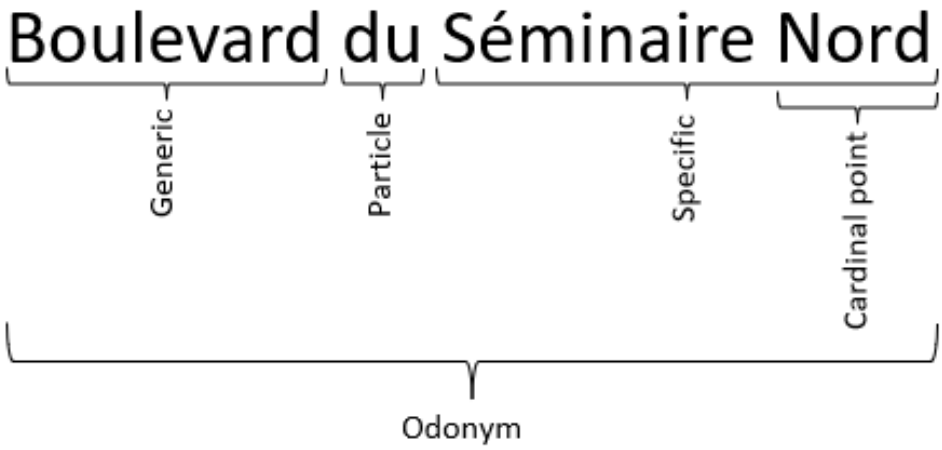
Practices to avoid

- Different street names for each side of a boundary road between municipalities;
- Common names in a language other than French;
- Names with a pejorative or rude connotation, as well as choices likely to provoke or fuel dissension;
- Special characters (e.g. !, ?, @, #, $, %, &);
- Names of living persons;
- Similar-sounding names in the same territory (for example, Rue du Portuaire and Rue du Mortuaire);
- Duplication of identical names in the same territory, even if they have a different generic (For example, Rue du Parvis and Place du Parvis);
- Use of orientation or directional components (for example, Boulevard Sainte-Anne Est);
- Abbreviations.

[10] See the CTOP guides and documents section:https://toponymie.gouv.qc.ca/ct/toponymie-municipale/guides-documents/.

1.1.1. Composition of an Odonym

The thoroughfare name (odonym) is composed of three main elements: the generic, the particle and the specific. If applicable, the cardinal point is added.



The **generic** specifies the type of place in question.
The CTOP made the *Guide des termes génériques* (Generic terms guide) available to the municipalities.[11] This guide allows identification of the type of odonym to use for each thoroughfare. It is strongly suggested to consult it in order to assign the right generic term to the right type of thoroughfare. Here are the approved generics to recommend.

Allée	Carré	Cours	Montée	Rang	Ruelle
Avenue	Chemin	Croissant	Place	Route	
Boulevard	Côte	Impasse	Promenade	Rue	

The **particle** links the generic to the specific (for example; de, du, de la, des).

The **specific** serves to distinguish between the places (for example, “Buisson” in the odonym "Rue du Buisson"). When a specific is assigned to a thoroughfare, you must be sure to follow the criteria and standards of the CTOP[12], which officializes odonyms in Québec.

The **cardinal point (to be avoided)**
“The use of cardinal points is to be avoided, unless they specifically designated a geographic entity […].”[13] However, if the cardinal point is used, it must indicate the position of the thoroughfare relative to a reference point, to locate it in space. As a general rule, the cardinal point is always an integral part of the specific of the odonym.

Nord	Sud	Est	Ouest	Nord-Est	Nord-Ouest	Sud-Est	Sud-Ouest

[11] Online: https://toponymie.gouv.qc.ca/ct/toponymie-municipale/guides-documents/.
[12] See the CTOP writing rules: https://toponymie.gouv.qc.ca/ct/normes-procedures/regles-ecriture/.
[13] CTOP, *Pratiques contre-indiquées*, 2022. [TRANSLATION] Online: Pratiques contre-indiquées (gouv.qc.ca).

1.1.2. Harmonization of Street Names

Harmonization of street names and addresses is a strongly recommended practice and involves revision of a territory's odonyms when major changes occur, such as the merger of two municipalities. The harmonization work ensures the uniqueness of the street names and addresses in the same territory, which avoids any confusion and allows better locating. This also allows avoidance of the use of artifices such as discriminants in the odonyms.

1.1.3. Odonym Management Rules

When an odonym is created or modified, it is recommended to observe the following rules.

Priority of thoroughfare names

When assigning a name to a thoroughfare, it is appropriate to assign a street name that ensures the continuity of the name according to the road classification. The same rule applies when you wish to name a roundabout that includes several interconnected arteries (Figure 1).

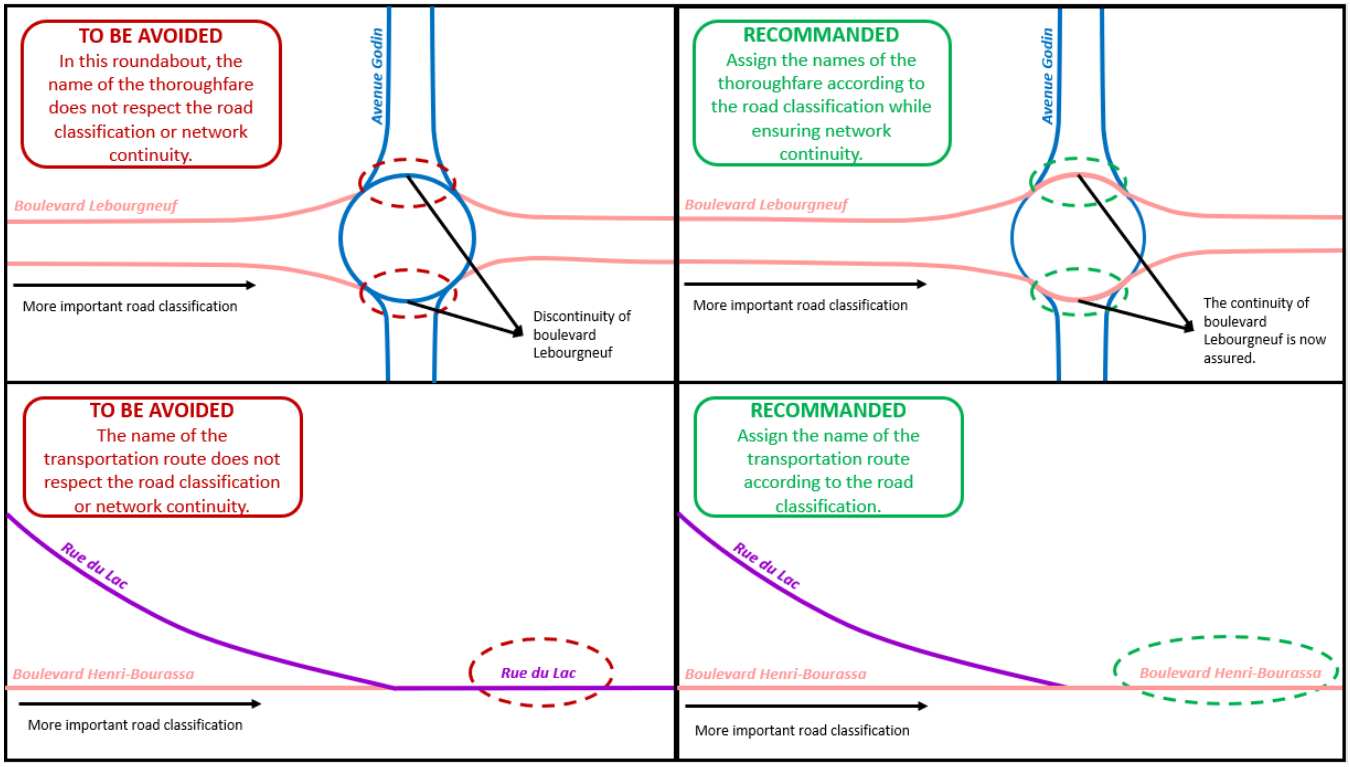


Figure 1: Priority of thoroughfare names

Continuity of thoroughfare names

Whenever possible, the municipalities should ensure the continuity of thoroughfare names and not separate them into several parts in their territory, to prevent discontinuous thoroughfare from bearing the same name.

Naming roads on administrative boundaries

When a road corresponds to an administrative boundary, it is strongly recommended that the two municipalities concerned agree on a common name and a logical numbering of municipal addresses (Figure 2).

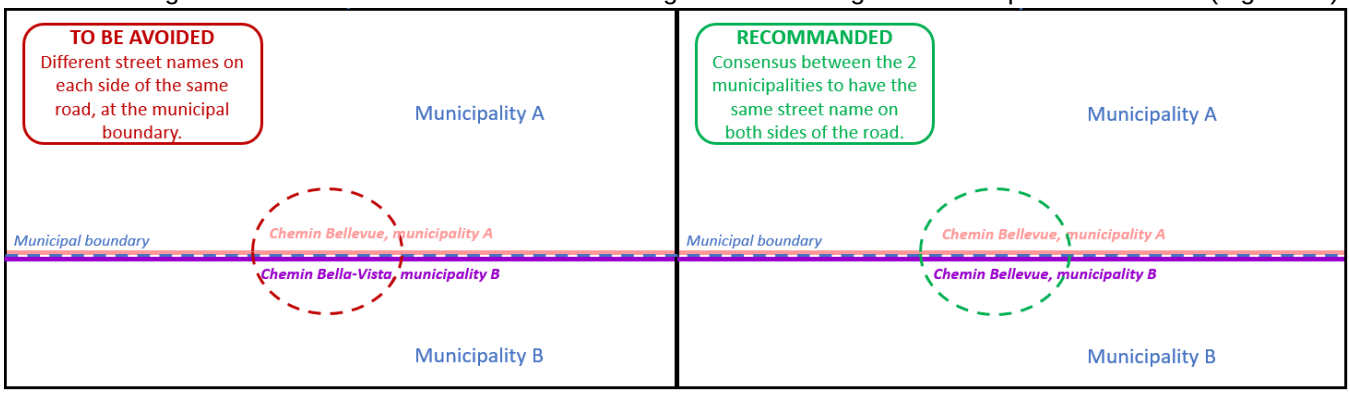


Figure 2: Naming roads on administrative boundaries

Naming roads in a complex of structures

It is strongly recommended that each of the thoroughfares located in the territory of a complex of structures and streets belonging to the same entity be named and that each structure (building) have its own municipal number (e.g. on a campus or business site, in an apartment complex, a hospital complex or a shopping center) (Figure 3).

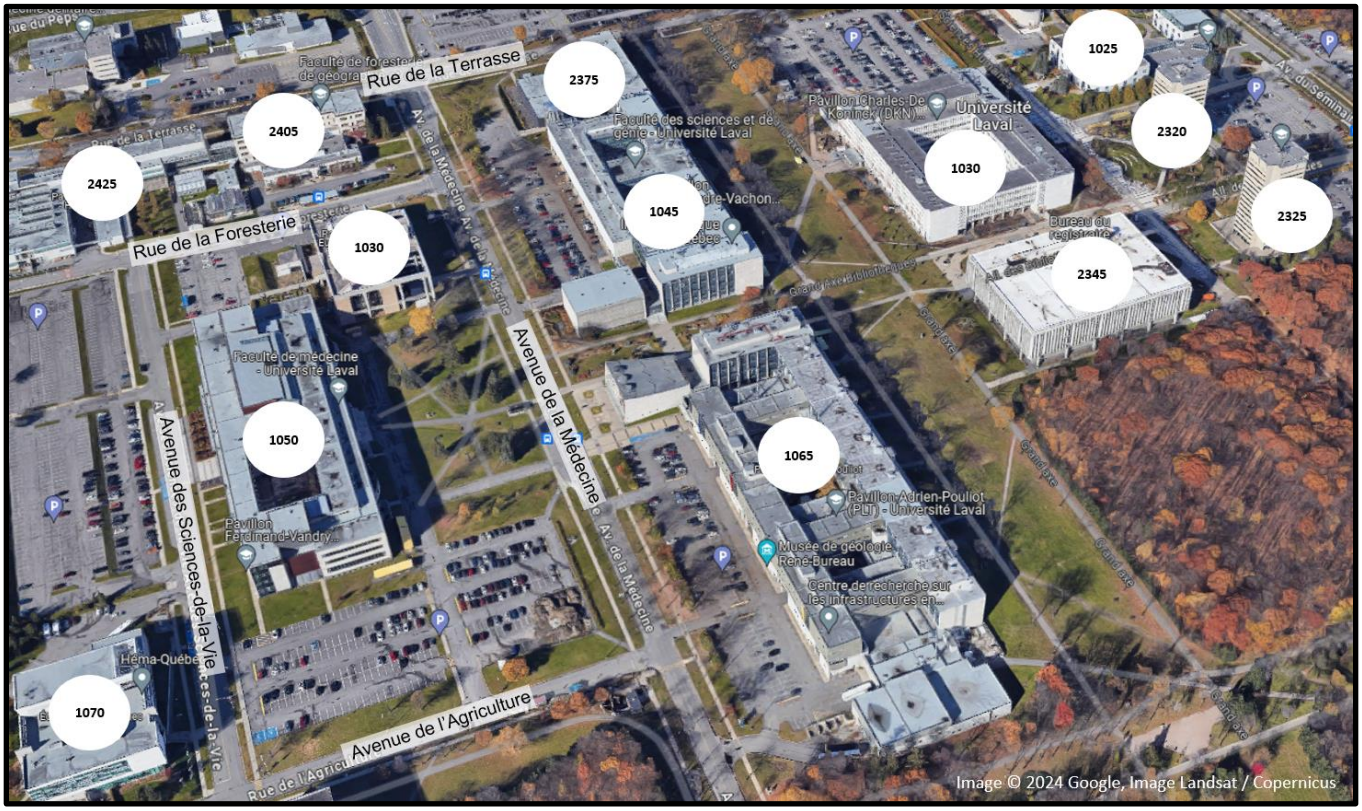


Figure 3: Naming roads and addressing each building of Université Laval

Naming private or non-private access roads

Thoroughfares, such as private roads and lanes giving access to one or more addresses, should be assigned a unique separate name. It is strongly recommended that these thoroughfares be municipalized (Figure 4).

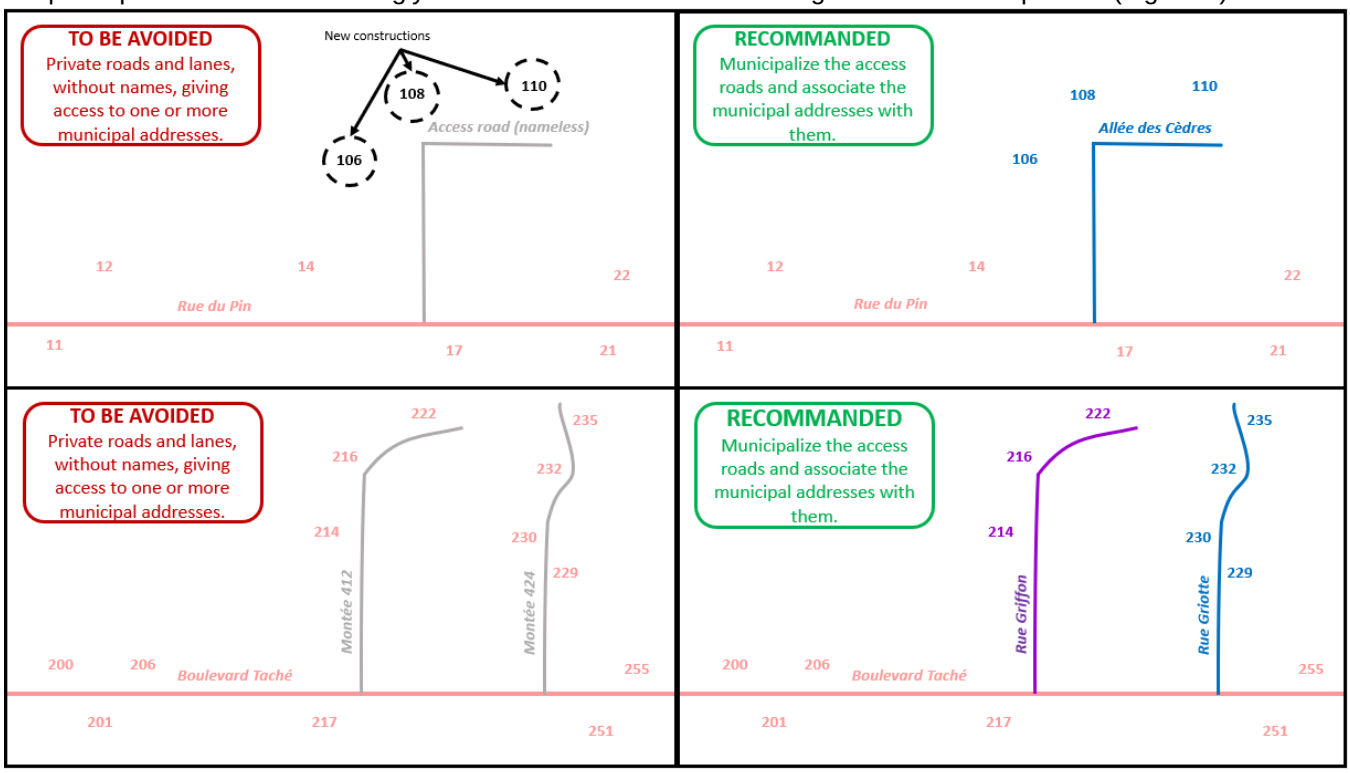


Figure 4: Naming private or non-private access roads

Uniqueness of thoroughfare names

To ensure better identification in the territory, it is strongly recommended that a street name not be separated into multiple branches (for example, each branch of a Y intersection should have its own name) (Figure 5).

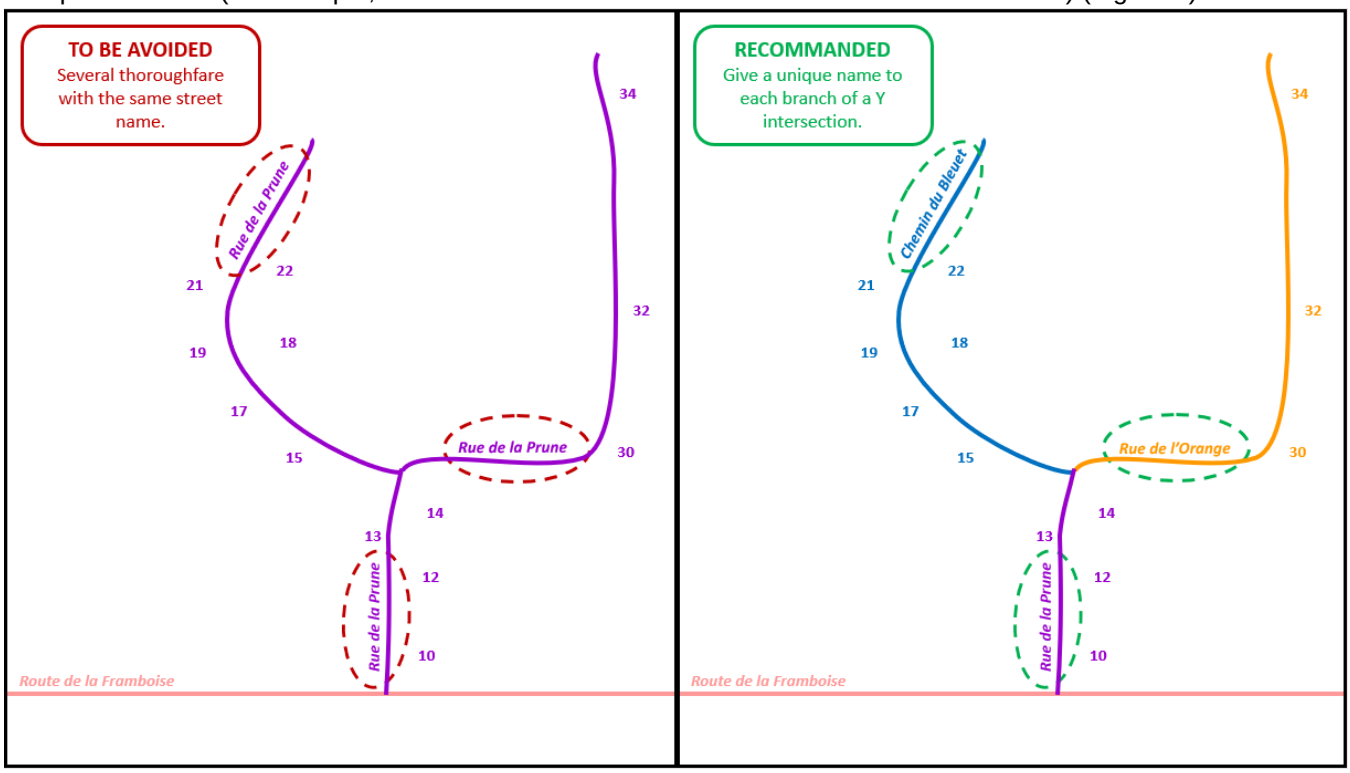


Figure 5: Uniqueness of thoroughfare names

If it is necessary to rename a thoroughfare, it is appropriate to account for the following elements:

- If the name of the road has historical significance, it should keep its name.
- The road with the greatest number of properties and where the name change would affect a greater number of residents should keep its name.

Finally, the odonym must respect the CTOP selection criteria.[14]

[14] CTOP selection criteria: https://toponymie.gouv.qc.ca/ct/normes-procedures/criteres-choix/.

1.2. Management of Municipal Addresses

The main function of an address is to allow geolocation of a place in the territory. An address should refer only to a single location and be predictable, simple and unique. It must be physically visible on the buildings, when there are any, and the roads must be identified at the intersections to allow people to determine their location.

The addresses must be codeable, meaning that it must be possible to deposit the addresses in a computerized database. This implies a certain regularity in the form of the addresses and the absence of special characters not processed by the municipality's address management systems. The addresses must be linked to the locations on the land by geographic coordinates, in order to meet the requirements of the computer-assisted emergency dispatching systems and the automated vehicle location systems based on maps and coordinates (GPS).

Upon the creation of a new address or renumbering, it is recommended that the municipalities follow these provisions to avoid any confusion.

Best practices

- The addresses must be predictable, simple and unique;
- The addresses must be placed on the building if one exists, on the lot frontage near the thoroughfare , or on the property's access road, notably when the lot is long and narrow, so that their position at that centre of the lot does not make the addresses difficult to locate from the road (Figure 6);
- The addresses should be static (should not change over time);
- The addresses should be numbered, whenever possible, so that all the odd numbers are on the left side of the road and all the even numbers are on the right side of the road running from downtown to the city limits;
- Each of the buildings of a property should be identified by a unique municipal number (for example, the family residence of an agricultural complex, numbered and the other buildings of the complex, which could be numbered with a suffix A and B [25 A and 25 B]);
- Lots on which there is no construction, such as a park or a picnic area, should have a municipal number at the front of the lot near the thoroughfare in a geomatic file for address management.

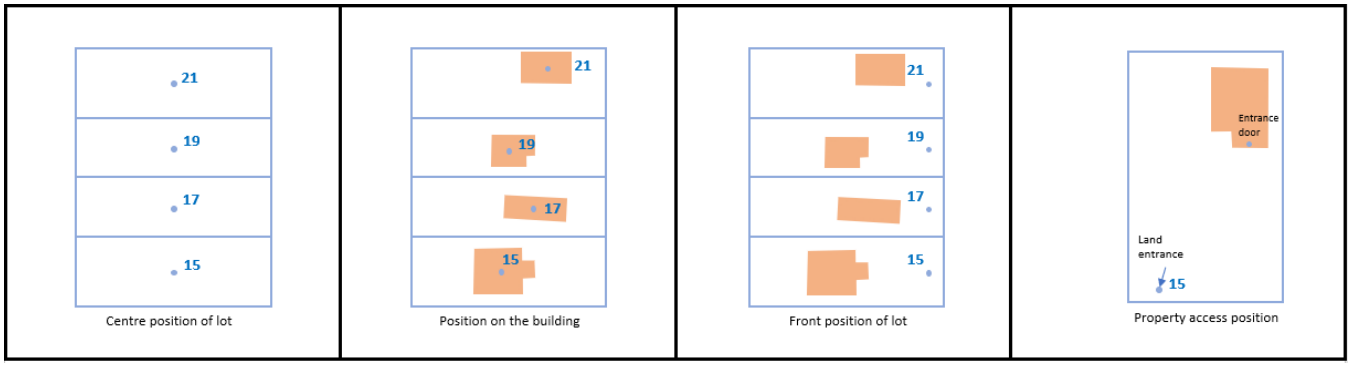


Figure 6: Address positioning types

- When an assessment unit is found at an intersection and has an address on each of the streets of the intersection, each address should be assigned an independent point for better location in the territory;
- Depending on the density of addresses provided on a thoroughfare, always provide to intervals that allow the addition of new addresses (for example, by increasing the addresses in increments of six [1-7-13-19-27…] instead of two [1-3-5-7-9…]);
- Numbering may be recommended for any new street;
- The numbering must remain coherent over all the different sections of a thoroughfare of the same name;
- Metric numbering may be used in rural areas. This method uses the approximate distance from the location to be addressed relative to the beginning of the street, where the number is equivalent to the distance in metres (for example, if a cottage is located 3.5 km from the beginning of the road, the municipal address number would be 3500).

Practices to avoid

- Identical numbers should never be found on the same street (several locations with the same address);
- Mixed address segments, i.e. even and odd numbers on the same side of a thoroughfare;
- Special characters (e.g. #, $, %, ?, &, *, @);
- Numbering should never begin with the number 0, but rather with a number consistent with the numbering already in place.

1.2.1. Identification by Sector

It is possible for a municipality to create coding in the addressing to recognize a sector in the territory. Some municipalities have already opted for the use of street name themes to delineate specific districts (for example, the district where the street names are related to the theme of birds, such as Chemin des Perdrix, Rue du Moineau, Rue de la Mésange).

Other types of identifications are possible, such as the assignment of a common number per district, where, as in the example of Figure 7, all the addresses of the flower name district are within the number range from 6000 to 7000 (Figure 7).

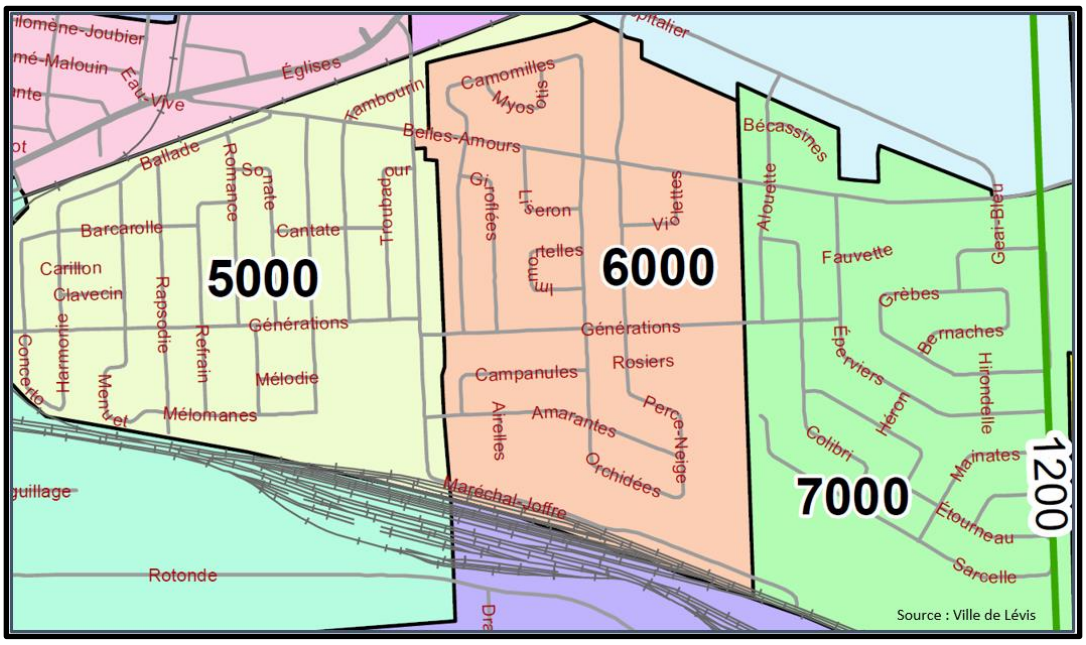


Figure 7: Sector numbering

1.2.2. PLANNING THE NUMBERING ON A THOROUGHFARE

When a new thoroughfare is created, it is recommended to provide for intervals allowing the addition of new addresses (Figure 8). Depending on the configuration of the thoroughfare, the address intervals must be anticipated based on the projected new construction or lot subdivisions. If there are no more numbers available, it is then necessary to use a suffix.

Numbering should begin at the intersection where the street joins the rest of the road network and continue to the end of the road, regardless of whether it is connected to the road network.

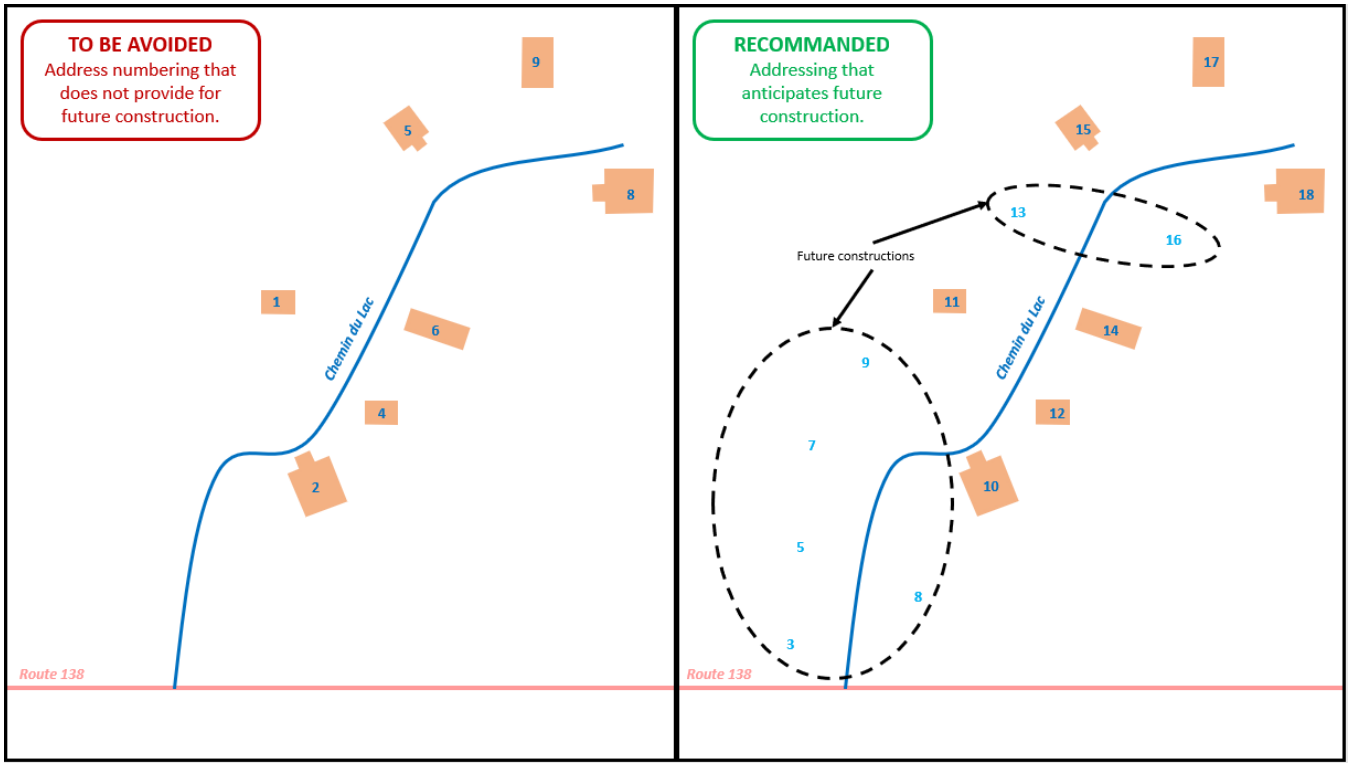


Figure 8: Planning the numbering on a road transportation network

1.2.3. Connecting Street or Half-Circle Street

A street that connects in two places to the same road must have its own distinct name. Similar-sounding names must be avoided and the addressing may or may not be in continuity with the primary road. Illogical sequences in addresses are to be avoided (Figure 9).

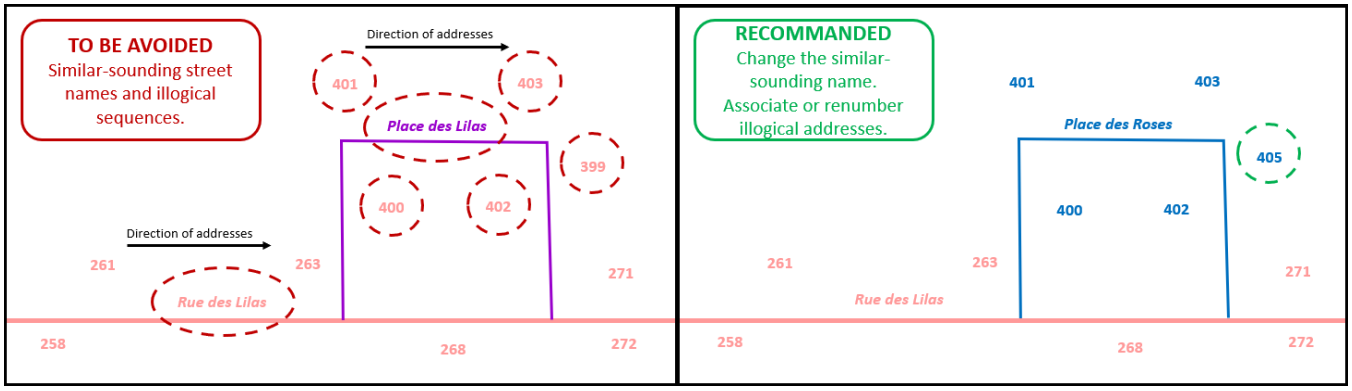


Figure 9: Connecting street or half-circle street

1.2.4. NUMBERING IN A DEAD END OR A CUL-DE-SAC

A dead end or a cul-de-sac is a street with no exit which is widened or not widened at its end to allow automobile traffic. It must have its own name and the numbering must adhere to best practices (Figure 10), including odd numbers on the left and even numbers on the right. Numbering begins at the intersection with the rest of the road network. Thus, if the extension of a dead end and the addition of new construction occur, the numbering can be continued, without the necessity of renumbering the entire road.

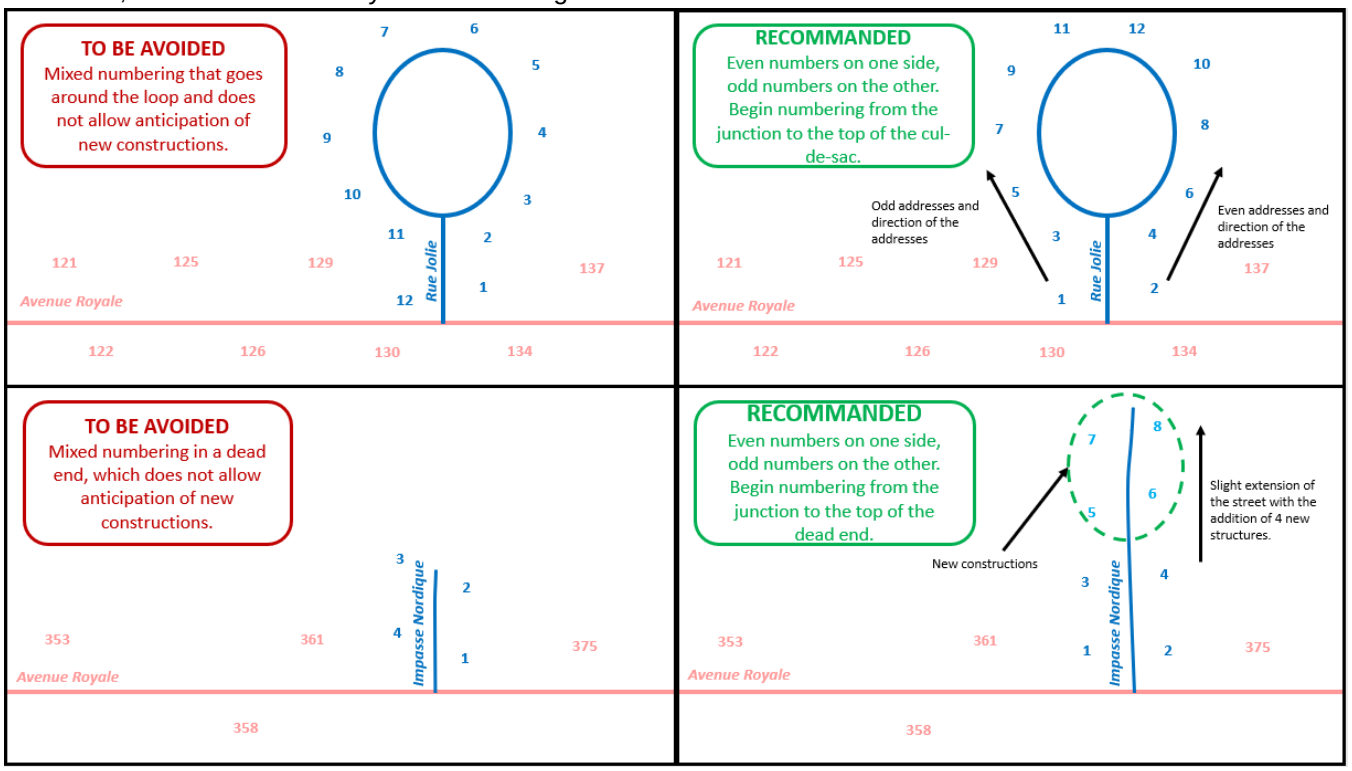


Figure 10: Numbering in a dead end or a cul-de-sac

1.2.5. NUMBERING MUNICIPAL ADDRESSES ON A THOROUGHFARE BOUNDING TWO MUNICIPALITIES

The numbering of addresses on a road crossing a municipal boundary may continue or be different. However, when the administrative limit uses a thoroughfare as a border between two municipalities, there may be problems locating addresses if they are the same on both sides of the road or if they have a different incrementation direction (Figure 11). Reverse incrementation may lead to confusion and does not allow predictability in locating a place.

It is strongly advised that the municipalities agree on common naming and logical numbering of municipal addresses.

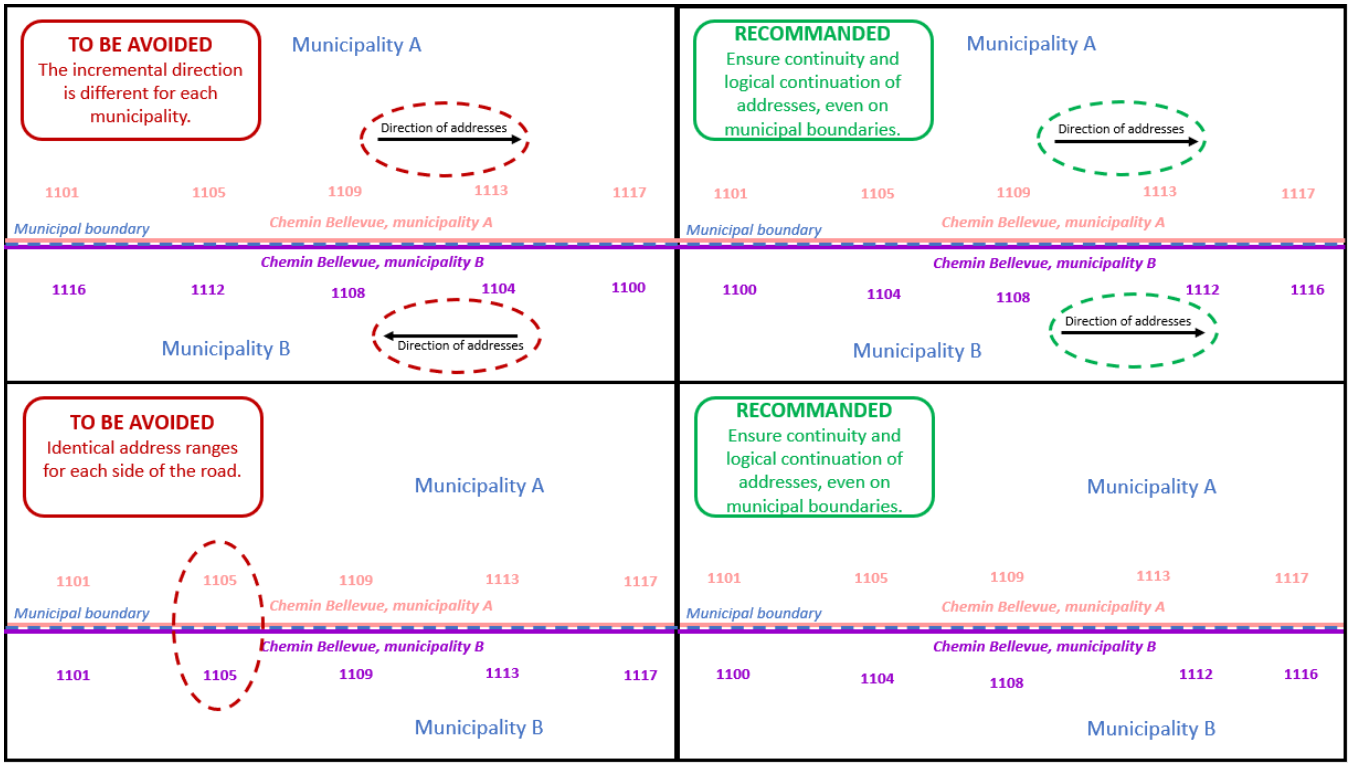


Figure 11 : Numbering municipal addresses on a thoroughfare bounding two municipalities

1.2.6. Numbering Addresses Out of Sequence

The numbering must remain coherent over all the different sections of a road. Roads, such as private roads and lanes, should be assigned a unique separate name.

In Figure 12, the address 263 causes an illogical sequence and the nameless access road could generate delays in delivery of services. It is recommended to assign a new name to the access road and associate the addresses with it. Possible confusion thus is eliminated.

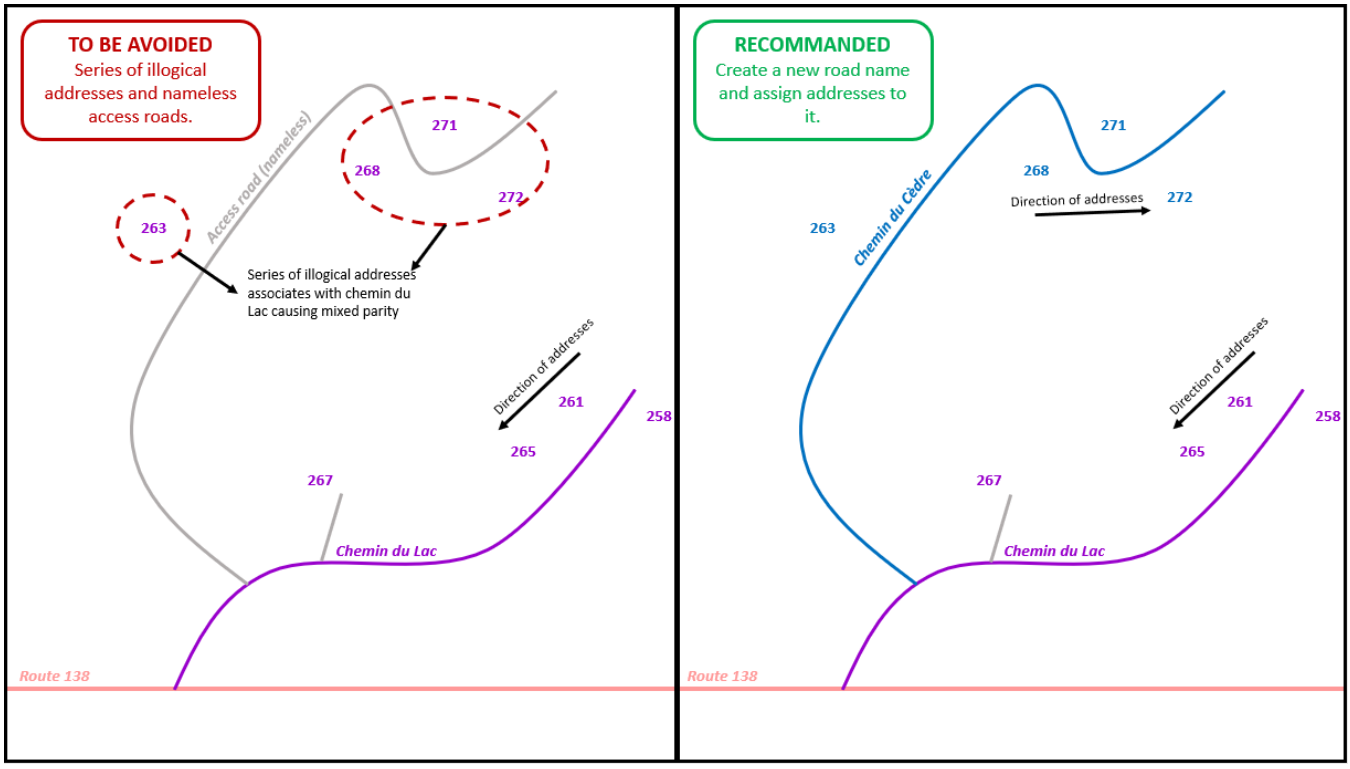


Figure 12: Numbering addresses out of sequence

1.2.7. OVERLAP IN SERIES OF ADDRESSES (ILLOGICAL SERIES) AND INCONSISTENCIES IN PARITIES

Logical numbering of addresses allows predictability and quicker locating. Mixed parity, i.e. even and odd numbers on the same side of a thoroughfare, is to be avoided. The same applies to addresses that overlap from one road section to another. In Figure 13, the address 12 overlaps the previous section with the address interval 10 to 18 of the north section of Rue du Renard.

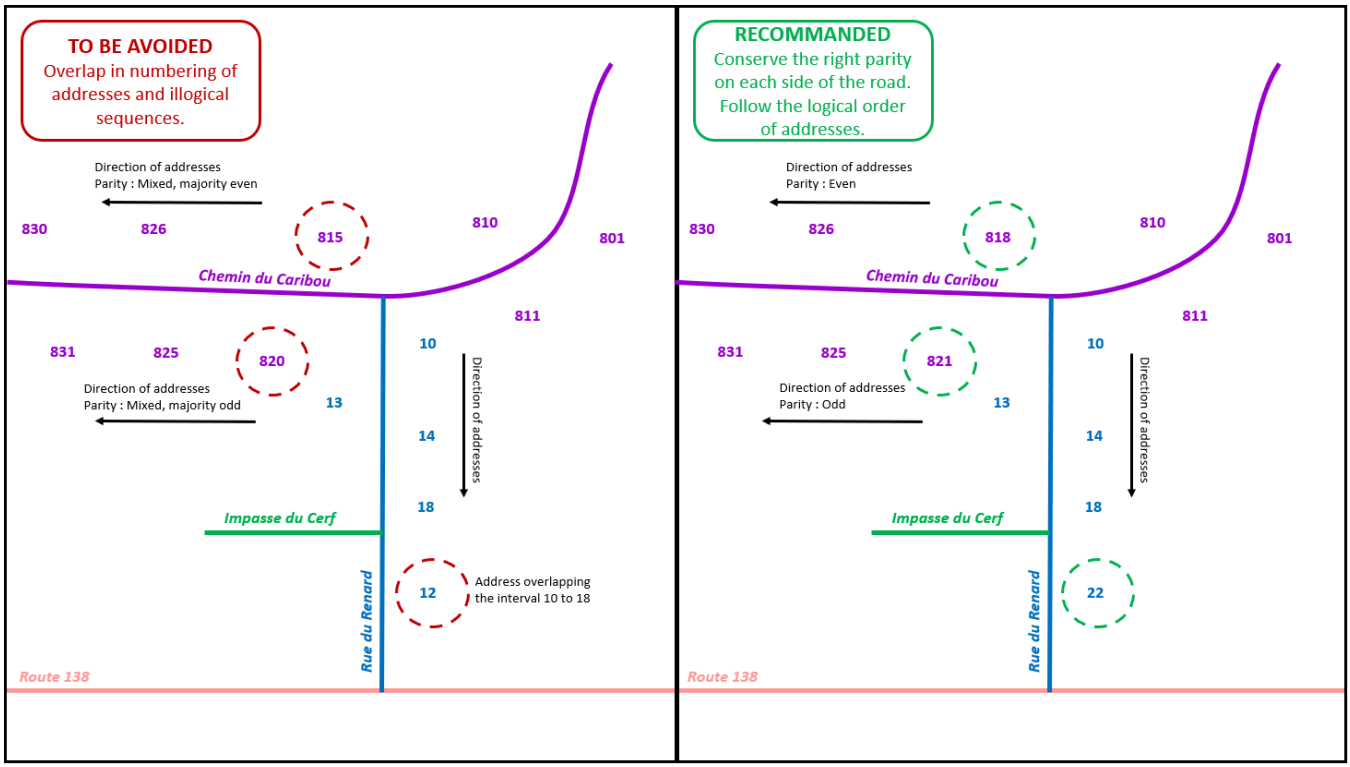


Figure 13: Overlap in series of addresses (illogical series) and inconsistencies in parities

1.2.8. RENUMBERING OR ADDITION OF NEW ADDRESSES

Upon addition or renumbering of municipal addresses, each building of a property should be identified by a unique municipal number. If there are no more numbers available, it is then necessary to use a suffix or unit (Figure 14).

In rural areas, sometimes the addresses of the family residence and the other buildings of an agricultural complex will be identical. This practice is to be prohibited for uniqueness and location reasons, especially in the context of emergency calls.

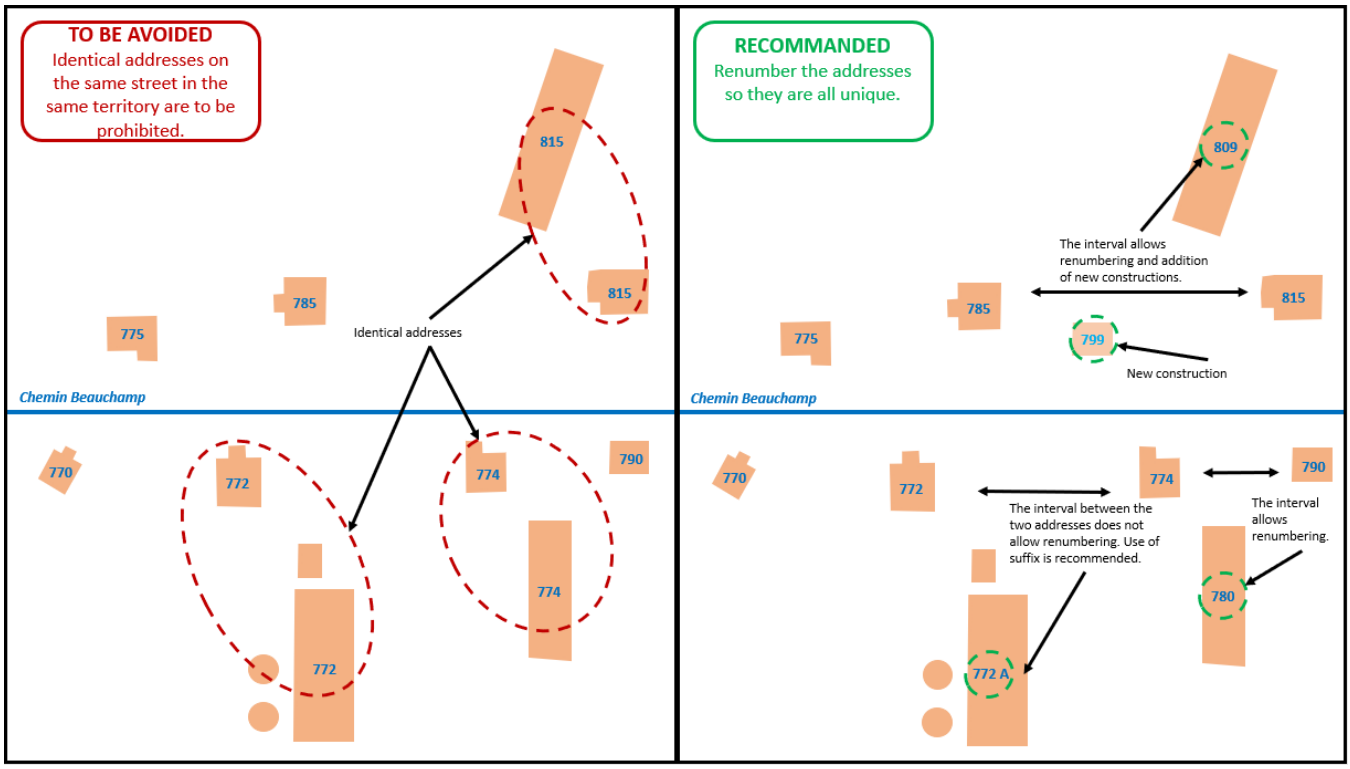


Figure 14: Renumbering or addition of new addresses

1.2.9. ADDRESSES IN REMOTE OR ISOLATED LOCATIONS

Addresses in remote or isolated locations are often inaccessible by a passable road. These locations may be refuges, weather stations, vacation leases cottages around a lake or on an island. Isolated places should be represented with addresses in the territory to allow precise locating. It is therefore suggested to associate a municipal address, with a distinct street name, representative of a physical feature in the territory. This avoids confusion during delivery of a service because the addresses are not accessible by a passable thoroughfare. In Figure 15, for example, the municipal numbers 13 and 15 will be associated with Lac à la Truite. For these particular cases of addresses in remote but inhabited places, the full name “Lac à la Truite” will be contained completely and uniquely the specific of the odonym.

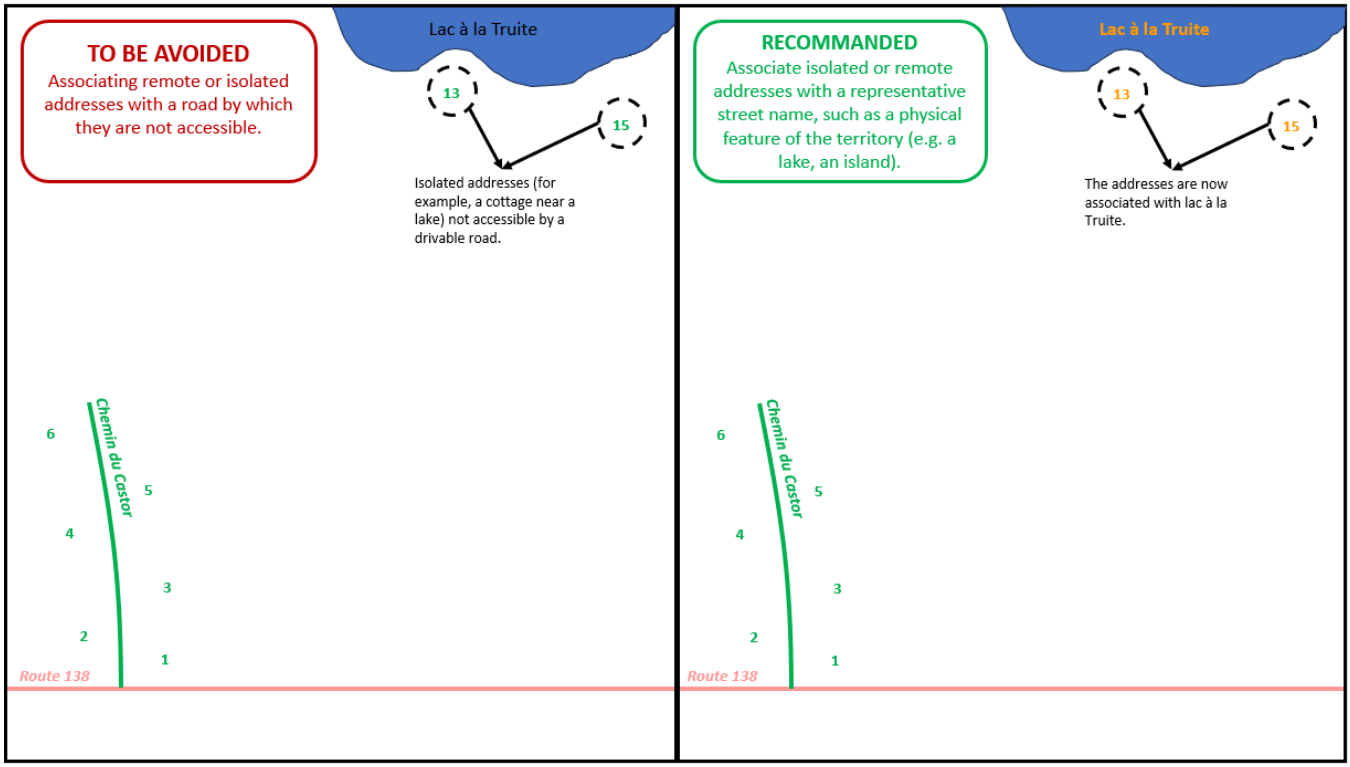


Figure 15: Addresses in remote or isolated locations

1.2.10. Numbering of Various Types of Properties

SINGLE-FAMILY RESIDENCE

A single-family residence is an autonomous residential building intended for occupancy by a single family. It may take several forms, whether a one-storey or multi-storey building, but it remains a distinct and independent entity in relation to other buildings. The numbering of this type of construction must be in continuity with the street with which it is associated (Figure 16).

Figure 16: Single-family residence

SEMI-DETACHED RESIDENCE OR ROW HOUSE

These properties separated by a party wall should respect the existing number sequence on the thoroughfare. It is appropriate to assign a distinct municipal number for this type of residence (Figure 17).

Figure 17: Semi-detached

Co-ownership or Property Complex

For an apartment complex in the same building the use of unit numbers is to be recommended to identify each subdivision (Figure 18). It is suggested to use the first digit of the unit number to identify the storey where the dwelling is found.

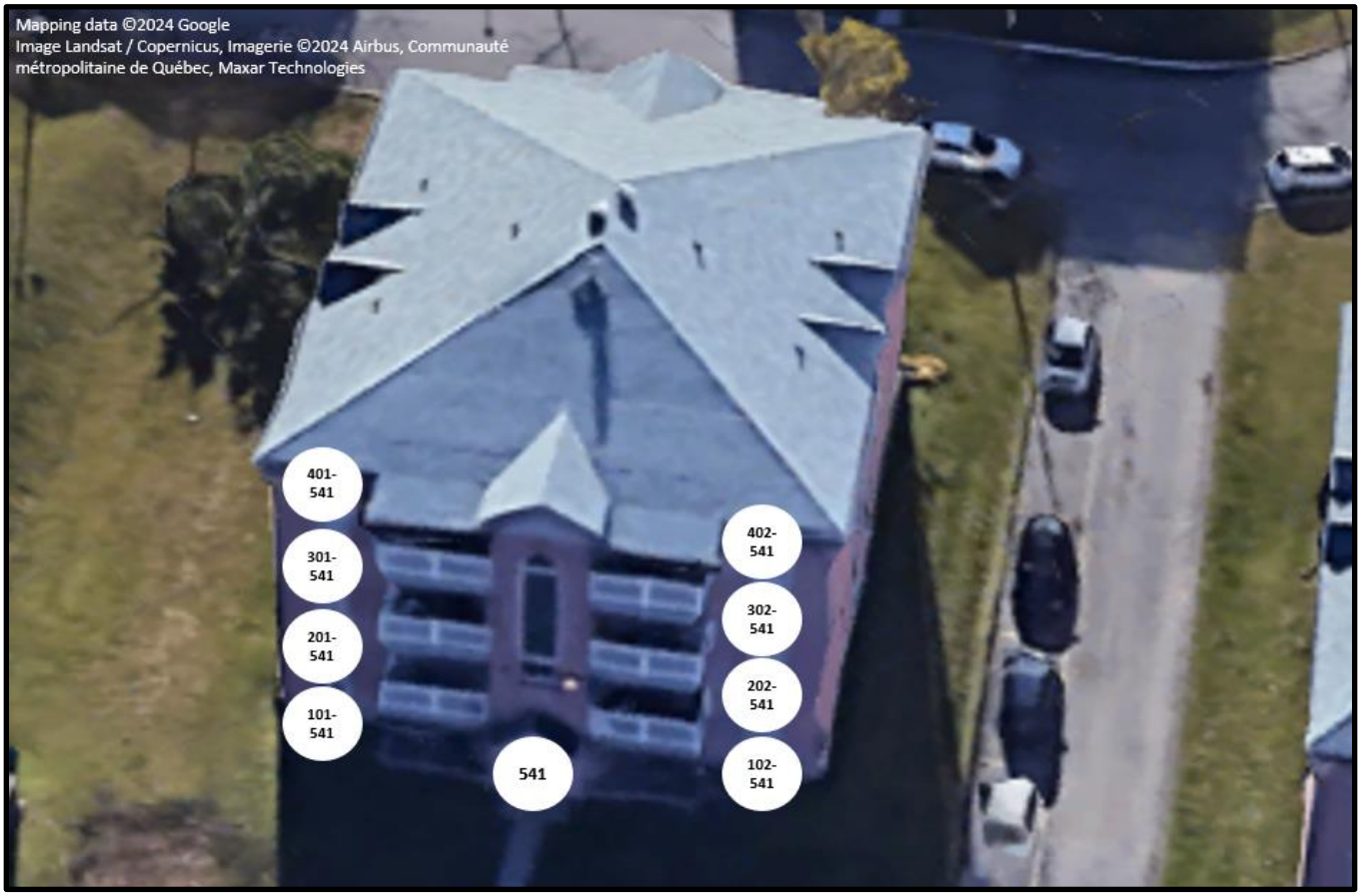


Figure 18: Co-ownership or multiple-unit property complex

TWO-GENERATIONAL, TWO-FAMILY RESIDENCE OR DWELLING

This type of residence allows its owners to offer an additional rental space within their property. A secondary address is necessary to identify this place adequately (Figure 19).

For this type of housing, two possible applications exist:

- if the secondary residence has a direct outdoor access to the thoroughfare, the addressing method applicable to semi-detached dwellings with two numbers is used;
- if the secondary residence does not have a direct access to the thoroughfare, the method applicable to co-ownerships and property complexes with units is used.

In most cases, if renumbering is impossible, it is suggested to use a unit number to identify the secondary dwelling.

Figure 19: Residence with dwelling

DETACHED ACCESSORY DWELLING UNIT

The trend for construction of independent detached small secondary residences on the same land as a principal residence is increasing in scope. This trend must be well governed by the municipalities by means of best practices for identification of these buildings, also called tiny houses.

These structures should be identified with unique address suffixes to respect the existing numbering sequence (Figure 20).

Figure 20: House with detached accessory dwelling unit

COMPLEX OF BUILDINGS ON THE SAME ASSESSMENT UNIT

Each building of a property should be identified by a unique municipal number. If there are no more numbers available, it is then necessary to use a suffix or unit.

Single-Family Residence in an Agricultural Complex

In rural areas, sometimes the addresses of the family residence and the other buildings of an agricultural complex will be identical. This practice is to be prohibited for uniqueness and location reasons, especially in the context of emergency calls (Figure 21).

Figure 21: Single-family residence in an agricultural complex

Trailer Park

Trailer parks are often under the management of a single owner. Mobile homes are often considered subdivisions of the assessment unit. They thus are considered units and must be numbered accordingly (Figure 22). Each unit has its own geographic coordinate on the site (horizontal spread).

Figure 22: Residential neighbourhood of mobile homes all on the same lot

On lands divided into lots and under the jurisdiction of a municipal administration in a residential neighbourhood, it is appropriate to use distinct municipal addresses for each residence (Figure 23).

Figure 23: Residential neighbourhood of mobile homes on independent lots

Strip Mall

The commercial premises identified in Figure 24 are a subset of the municipal address of the main building (85). It Is thus appropriate to use the unit (suite, local, bureau) to complete the numbering of the building (for example, Suites 25 to 41).

Figure 24: Strip mall

Other Building Complexes

If several buildings are on the same assessment unit, it is appropriate to use distinct municipal numbers for each of them (Figure 25). It is recommended to use the concept of municipal address suffixes. In the case that an assessment unit contains more than 26 independent buildings, it is possible to use a series of suffixes (AA, AB, AC, etc.).

Figure 25: Private building complex

1.3. Other Types of Addressing

1.3.1. Kilometre Marker

A kilometre marker informs road users of the distance travelled from the point of origin of the road on which they are travelling. The kilometre markers are identifiable on the land by a sign indicating the approximate distance[15] between the starting point and the location of the sign. It can also serve to identify proximity to a feature of the built environment (for example, a service building may be found at km 10 on a multipurpose road).

The kilometre marker also often is the one and only locating system (belonging to the address) in place to dispatch emergency services to a precise location on the entire Québec highway system and on several main roads and certain multipurpose roads, where municipal numbers are rare or absent.

The standard[16] requires that a sign be installed at least every two kilometres (2 km), but it is common to see signs one kilometre (1 km) apart on the Québec road network.

1.3.2. Terminal Marker or Emergency Services Terminal in an Isolated Area

Terminal markers and the geolocated emergency services terminals are used to tag places such as municipal trails, forest trails or roads in isolated areas or sports and outdoor facilities. These tags or terminal markers allow the first responders to locate the site of the emergency rapidly and ensure they have the appropriate equipment for the response.

1.3.3. Point of Interest

The point of interest may be a building, a site or a specially developed place presenting an attraction for tourism, recreation or sports for a municipality or a region. The physical identification on the land facilitates the location of these points of interest. The users may refer to it in emergency situations.

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[15] The sign located on the land should be used for reference purposes and not for calculating distances on the network. The actual distances may be different from those at the exact place where the sign is located, due the constraints of the terrain.

[16] Link to Volume V Traffic Control Devices), of the Ministère des Transports et de la Mobilité durable:https://www.publicationsduquebec.gouv.qc.ca/produits-en-ligne/ouvrages-routiers/normes/collection-normes/volume-v-traffic-control-devices-parts-1-2-3/.

1.4. Physical Display of the Municipal Number

As a general rule, municipalities request that the municipal number be displayed so they are visible from the street. It is therefore recommended to identify the municipal number visibly on each building that has an address.

To facilitate referencing of all addresses in a territory, jointly with the identification of the municipal numbers on the building, it is recommended to use number plates visible at the edge of the access road.

The use of this identification system especially applies in rural areas or when the buildings are far from the road. This system allows association of the access road with the address.

Appendix I

Legislation

C-11 – CHARTER OF THE FRENCH LANGUAGE[17]

Excerpt

125. The Commission [de toponymie du Québec] shall:

(a) propose to the Government the standards and rules of spelling to be followed in place names;

(b) catalogue and preserve place names;

(c) establish and standardize geographical terminology, in cooperation with the Office;

(d) officialize place names;

(e) publicize the official geographical nomenclature of Québec;

(f) advise the Government on any question submitted by it to the Commission relating to toponymy.

126. The Commission [de toponymie du Québec] may:

(a) advise the Government and other agencies of the civil administration on any question relating to toponymy;

(b) **(subparagraph repealed);)**

(c) in unorganized territories, name geographical places or change their names;

(d) with the consent of the agency of the civil administration having concurrent jurisdiction over the place name, determine or change the name of any place in a local municipal territory.

126.1 An agency of the civil administration shall, without delay, send the Commission any name it assigns to a place.

C-47.1 – MUNICIPAL POWERS ACT[18]

Excerpt

67. A local municipality may adopt by-laws to regulate

(1) any use of a public road not covered by the powers conferred on it by the Highway Safety Code (chapter C-24.2);

(2) any encroachment on a public road;

(3) excavations in the public roads of the municipality;

(4) the construction and maintenance of works over or under a public road; and

(5) the numbering of immovables.

[17] https://www.legisquebec.gouv.qc.ca/en/document/cs/c-11.

[18] https://www.legisquebec.gouv.qc.ca/en/document/lc/C-47.1.

V-6.1 –ACT RESPECTING NORTHERN VILLAGES AND THE KATIVIK REGIONAL GOVERNMENT[19]

Excerpt

199. The council may make by-laws

(1) subject to the master plan of the municipality, to order the opening, closing, widening, extension, changing, improvement, maintenance or regulation of streets and roads and to regulate the location, construction and maintenance of sidewalks and bridges; however, the by-law ordering the closing of streets must provide for an indemnity, if there is occasion therefor;

(2) to give names to, or change the names of, streets, lanes or public places and regulate the numbering of houses and buildings;

S-2.3 – CIVIL PROTECTION ACT[20] *[Act repealed on May 28. 2024]*

Excerpt

Section 52.3

To ensure the effective operation of their 9-1-1 emergency centres, local municipalities must draw up and keep up to date a directory of geographical data, municipal addresses and street names in their territory and send it to the Minister or to the government service designated by the Minister. The Minister or the government service must make the information accessible to any emergency communication centre.

C-8.2.1 – ACT RESPECTING EMERGENCY COMMUNICATION SERVICES[21]

Excerpt

Section 4

To ensure the effective operation of their 9-1-1 emergency centres, local municipalities must draw up and keep up to date a directory of geographical data, municipal addresses and street names in their territory and send it to the Minister or to the government service designated by the Minister. The Minister or the government service must make the information accessible to any emergency communication centre.

[19] https://www.legisquebec.gouv.qc.ca/fr/document/em/V-6.1.
[20] https://www.legisquebec.gouv.qc.ca/en/document/lc/s-2.3.
[21] https://www.legisquebec.gouv.qc.ca/en/document/lc/C-8.2.1.

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