

SUBJECT: Addressing By-law Update

File Number ACS2022-PIE-GEN-0005

Report to Planning Committee on 9 June 2022

and Council 22 June 2022

**Submitted on May 16, 2022 by John Buck, Chief Building Official, Real Estate and
Economic Development Department /**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE

OBJET : Mise à jour du Règlement sur les adresses municipales

Dossier : ACS2022-PIE-GEN-0005

Rapport au Comité de l'urbanisme

le 9 juin 2022

et au Conseil le 22 juin 2022

**Soumis le 2022-05-16 par John Buck, Chef du service du bâtiment, Services de la
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REPORT RECOMMENDATION

**That the Planning Committee recommend Council approve amendments to the
Addressing By-law, as detailed in Document 1.**

RECOMMANDATIONS DU RAPPORT

Que le Comité de l'urbanisme recommande au Conseil d'approuver des modifications au Règlement sur les adresses municipales, comme l'explique en détail le document 1.

BACKGROUND

The naming of streets and numbering of properties are authorities provided to the City under the *Municipal Act, 2001* and are exercised through By-law 2014-78. Proper regulation of street names and numbering is crucial for providing clear wayfinding for residents, businesses, first responders (Ottawa Fire Services, Ottawa Paramedic Services and the Ottawa Police Service), service providers (gas, hydro, Canada Post, couriers, etc.) and visitors.

The current Addressing By-law has been in effect since 2014. Significantly, the by-law consolidated two previously separate by-laws for street naming and civic numbering of private roads and public streets. The combined by-law represented a significant step in aligning addressing regulations into supporting the objectives of the Official Plan and for building a City process that is consistent with stakeholder needs and expectations.

On April 24, 2019, Council approved a By-law Review Framework, which establishes key components and requirements that will guide departments in reviewing, updating, and developing the City's public-facing and regulatory by-laws. The By-law Review Work Plan (2019-2022) sets out the regulatory projects and by-law reviews scheduled for this Term of Council. The projects and reviews approved were prioritized based on Council-approved criteria. As part of the approved work plan, the then named, Planning, Infrastructure & Economic Development Department committed to reviewing the Addressing By-law.

DISCUSSION

An initial step of the review was conducting a municipal scan of peer municipalities to assess the extent to which Ottawa's Addressing By-law reflects best practices and to determine what areas for improvements are warranted. Six mid-to large-size comparable municipalities were chosen for the review: Calgary, Hamilton, Markham, Mississauga, Richmond Hill and Toronto.

The scan found that there are significantly different municipal addressing approaches. Some municipalities principally regulate addressing and naming through policy and staff produced guiding documents. Although expecting to establish an addressing by-law in

2022, Hamilton currently does not have a comparable addressing by-law. Instead, it relies on established policies and procedures to guide naming procedures. Conversely, municipalities such as Richmond Hill and Toronto had robust by-laws, coupled with comprehensive administrative guidelines. Compared to the peer municipalities, staff have determined that the City's Addressing By-law is comparable and overall does well in providing practical wayfinding regulation, and ease of use for stakeholders.

Therefore, only minor amendments are proposed in the report, as detailed in Document 1. These changes focus on updating wording with current terminology, updating provisions to match best practices, and removing unnecessary administrative processes to allow staff flexibility on basic processes without requiring a by-law amendment.

FINANCIAL IMPLICATIONS

There are no financial implications.

LEGAL IMPLICATIONS

There are no legal implications associated with implementing the report recommendation.

COMMENTS BY THE WARD COUNCILLORS

This is a City wide report – not applicable.

CONSULTATION

No consultation was required as the changes to the By-law are only minor in nature.

ACCESSIBILITY IMPACTS

There are no accessibility impacts with respect to the report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications to the report.

RURAL IMPLICATIONS

There are no rural specific implications to the report.

TERM OF COUNCIL PRIORITIES

This project addresses the following Term of Council Priorities:

- Thriving Communities

SUPPORTING DOCUMENTATION

Document 1 Details of the proposed amendments to the Building By-law

DISPOSITION

Building Code Services, together with Innovative Client Services Department, will bring forward the amending by-law to Council.

Document 1 – Details of the proposed amendments to the Building By-law

Proposed amendments to the Addressing By-law, as amended, with the general intent of the following:

1. Deleting the word “Director” throughout the By-law and substitute with the words “Chief Building Official;
2. Amend Section 1 by striking out the definition of “Director”;
3. Amend Section 1 by inserting the following definition ““Chief Building Official” means the person in the office of Chief Building Official, or authorized delegate;”
4. Delete the number “2005-439” immediately following the words “Permanent Signs on Private Property By-law” under the definition for “ground sign” and replace with the numbers 2016-326;
5. Delete the words “on the MAP database (or any replacement database or similar system)” as contained under the definition of “Index of Streets”
6. Amend Section 2 by deleting the number “2005-439” immediately following the words “Permanent Signs on Private Property By-law” under the definition for “ground sign” and replace with the numbers “2016-326”;
7. Amend Section 9 by deleting the word “MAP” and replacing with the words “City of Ottawa Mapping”
8. Amend Section 30 by deleting the word “MAP” and replacing with the words “City of Ottawa Mapping”
9. Amend Section 2(b) of Schedule B by replacing “ 89 x 89 cm” with “8.9 cm x 8.9 cm”