

2. MUNICIPAL ADDRESSING BY-LAWS UPDATE

MISE À JOUR DES RÈGLEMENTS SUR LES ADRESSES MUNICIPALES

COMMITTEE RECOMMENDATIONS

That Council:

- 1. Approve and enact a new by-law respecting the naming of private roads and highways and the numbering of buildings and lots, attached as Document 1, and repeal By-law 2005-322 respecting the naming of highways and the numbering of buildings and lots and By-law 2002-521 respecting private roadways;**
- 2. Authorize staff to finalize and to make minor amendments to the form of the by-law in Document 1 to give effect to the intent of Council; and**
- 3. Approve minor amendments to the Standard Conditions of Draft Plan Approval for Subdivision and the Standard Conditions, Actions and Information for Site Plan Control Approval, to reflect the new by-law, as shown in Document 2.**

RECOMMANDATIONS DU COMITÉ

Que le Conseil :

- 1. Approuve et adopte un nouveau règlement sur l'attribution de noms aux chemins privés et voies publiques et de numéros de voirie aux bâtiments et aux lots, ci-joint en tant que document 1, et abroger le Règlement 2005-322 sur l'attribution de noms aux voies publiques et de numéros de voirie aux bâtiments et aux lots, ainsi que le Règlement 2002-521, qui concerne les chemins privés;**

- 2. Autorise le personnel à finaliser la forme du règlement figurant dans le document 1 et à y apporter des modifications mineures, de manière à tenir compte de la volonté du Conseil;**

- 3. Approuve des modifications mineures aux conditions générales de l'approbation provisoire du plan de lotissement ainsi qu'aux conditions générales, aux mesures et à l'information relatives à l'approbation de la réglementation du plan d'implantation, de manière à tenir compte du nouveau règlement, tel qu'illustré dans le document 2.**

DOCUMENTATION / DOCUMENTATION

- 1. Deputy City Manager's report, Planning and Infrastructure, dated 4 February 2014 (ACS2014-PAI-PGM-0003).**

Rapport de la directrice municipale adjointe, Urbanisme et Infrastructure, daté le 4 février 2014 (ACS2014-PAI-PGM-0003).

**Report to
Rapport au:**

**Planning Committee
Comité de l'urbanisme**

**and Council
et au Conseil**

**February 4, 2014
4 février 2014**

**Submitted by
Soumis par:**

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

File Number: ACS2014-PAI-PGM-0003

SUBJECT: Municipal Addressing By-Laws Update

OBJET: Mise à jour des règlements sur les adresses Municipales

REPORT RECOMMENDATIONS

That Planning Committee recommend Council:

- 1. Approve and enact a new by-law respecting the naming of private roads and highways and the numbering of buildings and lots, attached as**

- Document 1, and repeal By-law 2005-322 respecting the naming of highways and the numbering of buildings and lots and By-law 2002-521 respecting private roadways;**
- 2. Authorize staff to finalize and to make minor amendments to the form of the by-law in Document 1 to give effect to the intent of Council; and**
 - 3. Approve minor amendments to the Standard Conditions of Draft Plan Approval for Subdivision and the Standard Conditions, Actions and Information for Site Plan Control Approval, to reflect the new by-law, as shown in Document 2.**

RECOMMANDATIONS DU RAPPORT

Que le Comité de l'urbanisme recommande ce qui suit au Conseil :

- 1. Approuver et adopter un nouveau règlement sur l'attribution de noms aux chemins privés et voies publiques et de numéros de voirie aux bâtiment et aux lots, ci-joint en tant que document 1, et abroger le Règlement 2005-322 sur l'attribution de noms aux voies publiques et de numéros de voirie aux bâtiments et aux lots, ainsi que le Règlement 2002-521, qui concerne les chemins privés;**
- 2. Autoriser le personnel à finaliser la forme du règlement figurant dans le document 1 et à y apporter des modifications mineures, de manière à tenir compte de la volonté du Conseil;**
- 3. Approuver des modifications mineures aux conditions générales de l'approbation provisoire du plan de lotissement ainsi qu'aux conditions générales, aux mesures et à l'information relatives à l'approbation de la réglementation du plan d'implantation, de manière à tenir compte du nouveau règlement, tel qu'illustré dans le document 2.**

EXECUTIVE SUMMARY

Assumptions and analysis

The City's two existing addressing by-laws that regulate street naming and civic numbering for private roads and public streets (the latter referred to formally in the by-law as "highways" consistent with references in the enabling legislation) require an update. Street naming and civic numbering are crucial elements of clarity in wayfinding and are essential to the safety and well-being of the City's residents, businesses and visitors. A review was initiated to ensure that the City's addressing requirements are current, consistent with best practices, and adequately reflect stakeholders' needs.

In addition, the Department's transition to a web-based application submission and review system serves as the impetus to update the by-laws and processes to enhance the service delivery model associated with addressing.

In general, existing requirements were determined to be relevant, practical and in keeping with best practices as measured against other municipalities. Only minor changes are being recommended. Any new requirements will apply only to future developments and will not be retroactive to existing construction.

Improvements focus on: (1) consolidating the two existing by-laws, (2) updating some provisions based on needs and best practices; (3) ensuring the requirements related to addressing are clear and user-friendly; and (4) providing flexibility to improve efficiencies and client service.

The following table summarizes the changes being proposed:

Basic Addressing By-law Provisions	
Existing By-law(s)	New By-law
Requirements for installation of street name signs	No change, except to provide standards for temporary street name signs and to formally require private road signs to be obtained from and installed by City (which is current practice).
Requirement to maintain street name	No change

Basic Addressing By-law Provisions	
Existing By-law(s)	New By-law
signs	
Requirement to post temporary civic number at outset of construction	No change
Requirement to post permanent civic number prior to occupancy	No change
Requirement to maintain civic number	No change
Display of civic number	Updated/harmonized requirements for minimum character heights and setbacks from property line for supplementary signage – for new developments only.
Requirement for private road agreement	No change, except to provide for release of an agreement where the private road ceases to exist.
Compliance/enforcement provisions	Modernized to reflect new tools available under the <i>Municipal Act</i> .
Delegated authority to assign and change street names, civic numbers, and to correct mis-spelled names, with some limitations	<ul style="list-style-type: none"> • Incremental changes to streamline processes. • Additional delegated authority of administrative decisions such as correcting names for public safety.
Public notice for naming/name change for private roads and name change for highways	Modernized to reflect changes to the <i>Municipal Act</i> , to expedite the correction of street names for public safety, to provide public notice for the correction of mis-spelled private road names, and to clarify how objections are to be submitted.
Fees (for applications and blades)	<ul style="list-style-type: none"> • No new fees. • No increases, other than those

Basic Addressing By-law Provisions	
Existing By-law(s)	New By-law
	<p>implemented in Budget 2014.</p> <ul style="list-style-type: none">• Reduced fee for Private Road Naming application submitted concurrently with Site Plan Control application.• Harmonized fees for civic number changes for private roads and highways.• Refunds for some applications.
Schedules (guidelines for street naming, civic numbering, street type designations, list of private roads)	<ul style="list-style-type: none">• Streamlined to increase transparency, efficiencies and service delivery• Development of administrative and operational guidelines to complement by-law.

Financial implications

The implementation of a reduced fee for Private Road Naming applications submitted concurrently with Site Plan Control application, and the introduction of refunds for some applications may result in reduced Building Code Services revenues. The anticipated number of reduced fees and refunds is unknown; therefore the reduced revenues cannot be quantified at this time. However, the Director, Building Code Services Branch is anticipating the financial impact to be minimal.

Public Consultation/Input

Consultations were targeted to key external stakeholders, including the Arts, Culture, Heritage and Recreation Advisory Committee (ACHRAC) and developers. Information on the review and proposals was provided through presentations and in writing, and all had the opportunity to ask questions and provide feedback.

Résumé

Hypothèses et analyse

Les deux règlements municipaux actuels sur les adresses qui régissent la dénomination et la numérotation des chemins privés et des rues publiques (ces dernières étant désignées officiellement « voies publiques » dans les règlements, conformément aux références faites au texte législatif d'habilitation) doivent être mis à jour. La

dénomination et la numérotation des rues sont deux éléments cruciaux permettant de clarifier l'orientation, et sont essentielles pour la sécurité et le bien-être des résidents, des commerçants et des visiteurs de notre ville. Un examen a été lancé afin que les exigences de la Ville en matière d'adressage soient actualisées et conformes aux pratiques exemplaires, et qu'elles répondent adéquatement aux besoins des parties intéressées.

Par ailleurs, la transition qu'opère le Service vers un système en ligne de présentation et d'examen des demandes crée une dynamique favorable à la mise à jour des règlements et des processus appliqués pour améliorer le modèle de prestation de services en matière d'adressage.

D'une manière générale, les exigences actuelles ont été jugées pertinentes, appropriées et conformes aux pratiques exemplaires, si on les compare à celles d'autres municipalités. Seules quelques modifications mineures sont recommandées. Toute nouvelle exigence ne s'appliquera qu'aux futurs aménagements et ne sera pas rétroactive pour s'appliquer aux constructions existantes.

Les améliorations sont focalisées sur les objectifs suivants : (1) refondre les deux règlements actuels, (2) mettre à jour certaines dispositions, compte tenu des besoins et des pratiques exemplaires; (3) veiller à ce que les exigences relatives à l'adressage soient claires et conviviales; (4) offrir la souplesse nécessaire pour accroître les économies réalisées et améliorer le service à la clientèle.

Le tableau qui suit résume les modifications proposées :

Dispositions de base du Règlement sur les adresses	
Règlement(s) actuel(s)	Nouveau règlement
Exigences relatives à l'installation d'indicateurs de nom de rue	Aucun changement, sauf pour fournir des normes visant les indicateurs de nom de rue temporaires et en vue d'exiger officiellement que la Ville fournisse et installe les indicateurs de chemins privés (une pratique courante)
Exigence relative à la conservation et l'entretien des indicateurs de nom de	Aucun changement

Dispositions de base du Règlement sur les adresses	
Règlement(s) actuel(s)	Nouveau règlement
rue	
Exigence relative à l'affichage de numéros de voirie temporaires dès le début des travaux de construction	Aucun changement
Exigence relative à l'affichage de numéros de voirie permanents avant occupation	Aucun changement
Exigence relative à la conservation et l'entretien des numéros de voirie	Aucun changement
Affichage des numéros de voirie	Exigences actualisées et harmonisées relatives aux hauteurs minimales des caractères et des retraits depuis les limites de propriété dans le cas des enseignes supplémentaires – nouveaux aménagements uniquement
Exigence relative à une entente sur un chemin privé	Aucun changement, sauf l'application d'une entente lorsqu'un chemin privé cesse d'exister
Dispositions sur la conformité et l'application du règlement	Modernisé afin de tenir compte des nouveaux outils disponibles en vertu de la <i>Loi sur les municipalités</i>
Pouvoir délégué pour l'attribution et la modification des noms de rue et des numéros de voirie, et pour la correction des noms mal orthographiés, avec certaines limites	<ul style="list-style-type: none"> • Changements progressifs destinés à harmoniser les processus • Pouvoir délégué supplémentaire dans les décisions administratives, notamment pour la correction des noms aux fins de sécurité publique
Avis public pour la désignation ou la	Modernisé afin de tenir compte de la <i>Loi</i>

Dispositions de base du Règlement sur les adresses	
Règlement(s) actuel(s)	Nouveau règlement
modification de noms de chemins privés, et pour la modification de noms de voies publiques	<i>sur les municipalités</i> , d'accélérer la correction de noms de rue aux fins de sécurité publique, de permettre l'émission d'avis publics en vue de la correction de noms de chemins privés mal orthographiés, et de clarifier la procédure à suivre pour présenter une opposition
Frais (relatifs aux demandes et aux profilés)	<ul style="list-style-type: none"> • Aucuns nouveaux frais • Aucunes augmentations autres que celles prévues dans le budget de 2014 • Frais réduits dans le cas des demandes de désignation de nom de chemin privé soumises en même temps que la demande de réglementation du plan d'implantation • Frais harmonisés dans le cas des demandes de modification de numéro de voirie des chemins privés et des voies publiques. • Remboursement des frais de certaines demandes
Annexes (directives de désignation de nom de rue et de numéro de voirie, désignation des types de rue, liste des chemins privés)	<ul style="list-style-type: none"> • Rationalisé afin d'offrir plus de transparence, de réaliser des économies et d'améliorer le service • Élaboration de directives administratives et opérationnelles destinées à compléter le règlement

Répercussions financières

La réduction des frais exigés pour les demandes de désignation de chemins privés soumises en même temps qu'une demande de réglementation du plan d'implantation et la mise en place de modalités de remboursement des frais pour certaines demandes pourraient se traduire par une baisse de revenus pour les Services du code du bâtiment. Comme on ignore combien de demandes feront l'objet de réductions de frais et de remboursements, il est impossible de chiffrer les baisses de revenus pour le

moment. Toutefois, la directrice des services du code du bâtiment s'attend à ce que les répercussions financières de ces mesures soient minimales.

Consultation publique / commentaires

Les consultations ont ciblé les principales parties intéressées externes, notamment le Comité consultatif sur les arts, la culture, le patrimoine et les loisirs (CCACPL) ainsi que les promoteurs. L'information relative à cet examen et aux propositions a été fournie dans le cadre de présentations et par écrit, et tous les intervenants ont eu la possibilité de poser des questions et de faire part de leurs commentaires.

BACKGROUND

Effective wayfinding contributes to public safety and the economic well-being of communities by facilitating orientation and navigability.

The naming of streets and numbering of properties, authorities provided to the City under the *Municipal Act, 2001*, are crucial components of clarity in 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 City currently has two by-laws setting out the requirements for street naming and civic numbering:

- By-law 2005-322 respecting the naming of highways and the numbering of buildings and lots
- By-law 2002-521 respecting private roadways

To remain relevant, municipal addressing policies should take into consideration development changes that impact the built form of the City, including intensification as a key component of the Official Plan, and the emergence of new concepts for the development of residential and commercial centres, as well as changing demographics and evolving technologies. Further, the service delivery model relating to addressing should be consistent with stakeholder needs and expectations.

In order to ensure that the current by-laws recognize this changing environment and evolving stakeholder needs, a review was initiated.

The end result is a new, simplified by-law that lays out the regulatory framework for municipal addressing and a clear set of administrative rules and procedures that will complement the new by-law and improve on the service delivery model.

DISCUSSION

A review of addressing policies and by-laws in place in other municipalities was conducted as an initial step to assess the extent to which Ottawa's addressing by-laws reflect best practices and to determine whether and what improvements should be considered.

In addition to benchmarking against other cities, the City also reviewed the by-laws through the lens of enhancing the user experience, increasing efficiencies, and streamlining service delivery. Further, improvements to internal processes related to addressing were examined to better integrate them with web-based applications (including how to maximize use of new tools available through ServiceOttawa, including geoOttawa [the City's new mapping application] and the new Enterprise Permit and Licensing tool [EPaL], for the collection and dissemination of information on addressing).

In general, existing requirements were determined to be relevant, practical and in keeping with best practices as measured against other municipalities.

The proposed by-law incorporates provisions related to basic civic addressing requirements, delegated authority, public notice, enforcement and fees. All of these already exist in the two current by-laws, but the proposed by-law updates and simplifies them, and, where feasible, consolidates and harmonizes the requirements for private roads and highways. It also incorporates changes to remedy minor regulatory and service gaps identified during the review.

The guidelines and procedures for street naming and assigning civic numbering, and the physical specifications for signage that are attached as Schedules in the existing by-laws are not carried over into the new by-law itself, but rather will be dealt with in new complementary operational documents that will fall under the authority of the Director, Building Code Services (BCS) and will be administered accordingly.

The simplification of the by-law will benefit all stakeholders by providing clear, consistent, up-to-date guidance on what is required in terms of municipal addressing, whether for private roads or highways.

A. Basic provisions carried over from the previous by-laws are:

- Delegated authority to the Director of BCS to assign and change street names, civic numbers and street type designations and to correct mis-spelled names, with some limitations.
- The manner in which public notice will be undertaken for street naming and street name changes, and in which circumstances notice will be applicable.
- Requirements for property owners to install and maintain civic numbers (temporary during construction and permanent prior to occupancy) including 911 blade signs where prescribed.
- Requirements for temporary street name signs to be posted and maintained during construction.
- Requirements for the installation of permanent street name signs, and for their maintenance by the owner in the case of private roads.
- An obligation for the owner of a private road to enter into an agreement with the City regarding addressing and signage for the property.
- Details on how compliance with the by-law will be enforced.
- Fees for relevant applications (street name dedication, name change, civic number change, private road naming, installation of blade signs and posts, replacement blade signs and posts, etc.).

B. Proposed changes from existing provisions

During the course of the inter-jurisdictional scan, it was determined that, for the most part, the provisions in the City's two existing addressing by-laws compare favourably with how other municipalities handle street naming, civic numbering and the display of civic numbers.

As a consequence, the changes proposed are minor and are focused on:

- consolidation (of the two existing by-laws)
- modernization (updating requirements based on current and future needs and best practices)

- simplification (ensuring the requirements related to addressing are clear, efficient and user-friendly, and additional delegation of authority for administrative and operational decisions)

Consolidation

The two existing by-laws have been consolidated and some requirements for private roads and highways have been harmonized. This creates consistency between the treatment of private roads and highways where there are commonalities, while maintaining any appropriately unique requirements where necessary.

The resulting changes include:

1. Clarification that the same fees apply for civic number changes for private roads and highways. The existing by-law dealing with private roads currently requires a private road application for civic number changes. For highways, these are handled through a less onerous and less expensive process. The proposed new by-law treats both private road and highway civic number changes in the same easier and less costly manner.
2. Harmonization of the minimum character heights for civic numbers displayed on buildings and of the setbacks from property lines for supplementary civic number signage where the numbers are not readily visible from the street. Both changes are discussed in further detail under "Modernization".
3. Clarification that all permanent street name signs, including those on private roads, are to be obtained from and installed by the City. While this is current practice, the existing Private Roadways By-law includes an option for the owner to install street name signs, resulting in some inconsistencies. This change will need to be reflected in amendments to the Standard Conditions of Draft Plan Approval for Subdivision and as an addition to the Standard Conditions, Actions and Information for Site Plan Control Approval, as proposed in Recommendation 3 and shown in Document 2.

Modernization

1. Updated requirements for the display of civic numbers. The City's population is aging, which will spur the need for visible signage. The Official Plan estimates that the 65 plus population is expected to grow from 12.3 percent in 2011 to 14.1 percent in 2016 to 16.3 percent in 2021. Similarly, visually-impaired residents and visitors

are becoming increasingly mobile due to improvements in accessibility of transportation and infrastructure and new technology. They, like all residents and visitors, need readily visible signage so they can easily spot the addresses to which they are heading.

For these reasons, the proposed by-law incorporates changes to the civic number display requirements (as outlined in Schedule A of the by-law in Document 1), including increased minimum character heights for the display of civic numbers on buildings, and reduced setbacks for the mandatory installation of supplementary civic number signage (blade signs) at the road in situations where civic numbers on buildings are not readily visible. The specific changes include:

- (a) Harmonization of and changes to the setback ranges for mandatory blade signs and clarification on how the setback is measured.
- (b) Harmonization of and changes to the minimum character heights for civic numbers at various setbacks from the property line.
- (c) Clarification that all principal buildings on a property must display the civic number, even if a blade sign is also required.
- (d) Clarification that any required blade signs must be located at the private road or highway adjacent to the principal vehicular entrance to the property.
- (e) Authority for the Director of BCS to alter the minimum size of a civic number required and/or to impose any other requirements when specific site circumstances warrant such modifications for public safety reasons.

The proposed changes to minimum character heights and maximum setbacks before supplementary signage is required represent a reasonable balance in harmonizing current private road and highway setbacks. They are also in step with what other municipalities do, and reflective of the various areas and types of development in the city.

The following table shows the setbacks (distance from the property line to the wall where the civic number is displayed) and corresponding minimum character heights in the existing by-laws compared to what is being proposed in the new by-law.

Table 1: Minimum Civic Number Height per Distance
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Existing By-laws				Proposed New By-law	
Private Roads		Highways		Private Roads and Highways	
Distance	Minimum character height	Distance	Minimum character height	Distance*	Minimum character height
Up to 3 m	10 cm	Up to 3 m	7.6 cm	≤ 3 m	10.0 cm
Up to 9 m	15 cm	Up to 9.1 m	10.2 cm	> 3 m but ≤ 9 m	12.5 cm
Up to 15 m	20 cm	Up to 30.5 m	15.2 cm	> 9 m but ≤ 18 m	15.0 cm
Over 15 m	adjacent-to- street sign	Over 30.5 m	blade or ground sign	>18 m	civic number on building plus blade or ground sign
<p>*Distance is calculated from the location on the building where the civic number is to be displayed to the property line adjacent to the private road or highway to which the building is addressed. In the case of buildings adjacent to a private road where the property on which multiple buildings are situated is a single lot, and where measurement of the setback from the property line is not feasible, the measurement is from the centre line of the private road and 5 m should be added to the figures listed under "Distance".</p>					

The proposed minimum character heights and setbacks beyond which additional civic numbering signage is required in the proposed by-law are generally more restrictive than under the current by-law covering highways, but slightly less restrictive than under the current by-law covering private roads.

The proposed revisions to minimum character heights and setbacks will improve the visibility of civic numbers on properties to enhance public safety and wayfinding.

The proposed new standards were arrived at by examining three factors:

- a) Sign industry guidelines, developed by the California Institute of Technology, that measure “best readable distance” for various letter heights:

Letter size	Best readable distance
7.62 cm	9.14 m
10.16 cm	12.19 m
15.24 cm	18.29 m
20.32 cm	24.38 m
22.86 cm	27.43 m
25.40 cm	30.48 m

Although the City’s existing private road requirements were well within these parameters, the existing highway specifications are insufficient at longer distances. For example, Table 2 indicates a letter size 25.4 centimetres high for a distance of 30.48 metres, whereas the existing highway by-law character height requirement for this distance was only 15.2 centimetres.

While the proposed revisions to character heights and setbacks in the new by-law go slightly beyond the parameters in the visibility standards table, it should be noted that these measures are at ideal conditions as viewed by the average person, whereas most civic numbers on buildings and signs are seen in less-than-ideal conditions and the objective is to facilitate their visibility by individuals of all ages. The availability of “off-the-shelf” civic numbers was also taken into account, with the most commonly available sizes at retail ranging from 7.62 cm to 15.24 cm, with larger characters considerably more difficult to procure.

- b) Comparison to how other municipalities deal with civic numbering. An inter-jurisdictional scan of setbacks and associated character height requirements shows a variety of measurements (ranging from a 15 metre to 20 metre distance between the face of the building and the property line) before a blade sign or other supplementary signage is required, and minimum character heights ranging from 7.5 centimetres to 17.5 centimetres.

- c) Examination of actual setbacks in Ottawa. The average setbacks from the property line to where the civic number is displayed on a building for a sampling of properties in different areas of the city are shown below:

Table 3:		
Average setbacks from front property line*		
Land-use	Average setback from property line (m)	Range within sample (m)
Industrial	22.17	4.8 to 35.2
Commercial	53.73	3.8 to 142.0
Residential urban	5.21	0.4 to 11.9
Residential rural	14.23	3.9 to 28.7
Residential - private roads	5.49	0.8 to 22.6
*Sampling of 263 properties in various areas of Ottawa		

The new requirements for the display of civic numbers will apply to new developments and will not be retroactive to existing construction so as not to impose an undue burden or cost on property owners.

Owners who are planning to replace the civic numbers on their properties (for example, due to wear-and-tear on existing numbers) may choose to voluntarily upgrade to the new standards. Information on the new civic number display requirements will be available to all residents on ottawa.ca once the by-law is enacted.

- Minor changes to public notice provisions for street naming and re-naming. Under the current by-law covering private roads, a statutory public notice must be provided prior to the naming or re-naming of a private road consistent with the *Municipal Act, 2001, s. 48*. The new by-law restores the requirement to provide public notice for the correction of mis-spelled private road names to be consistent with the *Municipal Act*.

At the time the current by-law covering highways was enacted in 2005, the *Municipal Act, 2001* also required public notice for the naming or re-naming of highways, but this requirement was removed from the *Act* in 2006. This review is the first opportunity to update public notice requirements for highways since that revision was made. The current by-law exempts the correction of mis-spelled highway names from the public notice requirements, and it is proposed that this exemption be extended to cover public notice for corrections dealing with a potential public safety hazard. No statutory public notice will be required for these to expedite and streamline processes to address the potential hazard. The Director will nevertheless work closely with the Ward Councillor to advise affected residents of the correction. Public notice will continue to be required for non-public-safety-related highway name changes.

3. Clarification of conditions for an objection to a proposed street name or street name change and how objections are handled. The existing by-laws specify that if an objection to a proposed street name or street name change is received, the matter must be dealt with by Committee and Council. However, there is no description of how such an objection is to be presented. The proposed by-law specifies that it be in writing; that it describe how the proposed name or change of name does not satisfy the by-law requirements with respect to clarity in wayfinding and public safety; and that it be sent to the Director by the deadline specified.

While objections will be considered in the final determination regarding the name of a street, they will no longer automatically trigger escalation of the decision to Planning Committee and Council. This revised process will reduce the costs, outlay of resources and delays associated with the current process, and is consistent with the treatment of feedback received in the context of other development applications.

4. Standards for temporary street name signs. The proposed by-law includes a standard for temporary street name signs which is not included in the existing by-laws. The standard reflects specifications currently in use by developers for temporary street name signs, with minor modifications (for example, minimum post height requirements) to ensure consistency with by-law requirements and to reflect public safety considerations raised by emergency responders.
5. Refunds for some applications. The existing by-laws do not include provisions for refunds of application fees. The proposed by-law introduces refunds for three applications: Private Road Naming; Street Name Dedication; and Street Name

Change. This will enable applicants who withdraw their applications during processing to obtain a refund of a portion of the fee, with the refund amount relating to the extent of work that has been done on the file.

6. Modernization of the enforcement tool kit. Both existing addressing by-laws were enacted before changes were introduced in 2006 to the *Municipal Act, 2001* that enhance enforcement tool options available to municipalities to ensure compliance with by-laws. These improvements will help the By-law and Regulatory Services Branch of the City's Emergency and Protective Services Department enforce important by-law provisions related to mandatory civic numbering, temporary signage, maintenance of signage, etc., all of which are essential to the safety and security of residents and the community.
7. An updated approach to facilitating the selection of street names reflecting "local identity". Current guidelines reflect a preference that streets in the City "be named after people, places, events or things related to the local area and its citizens; give consideration to local history; or strengthen neighbourhood identity". With in excess of 7,500 existing registered street names and numerous existing reserved street names against which proposed new names are vetted, it is becoming an increasing challenge for developers to come up with unique and creative names that reflect Ottawa's history, geography or "local identity" that are not already in use or sound similar to names already in use.

To address these current limitations, while preserving the intent of Council's direction, the guidelines, moving forward, will be interpreted to include:

- a. Names relating to Canadian, not just Ottawa, history, geography and accomplishments, to recognize Ottawa's status as the nation's capital.
- b. Names reflective of the City's position as a prominent world capital, including being the site of one of only 17 UNESCO World Heritage sites in Canada, an increasing variety of international sports and cultural events, etc.
- c. Names that encompass Ottawa's changing demographics, with the City being home to an increasingly diverse population where over 70 languages are spoken and host to a sizable international community with over 125 diplomatic missions. While many of the City's current street names reflect Ottawa's cultural and historic past, it is appropriate to begin to include names that mirror the new face of Ottawa.

Simplification

1. Deletion of the list of private road names as contained in Schedule A of the current Private Roadways By-Law. The current list only includes the names of private roads that carry the street type designation "Private". It is not a comprehensive list of private roads in the city as it does not include private roads that have other designations that were approved by former municipalities. As such, its usefulness as a legal reference is limited. Documentation on private roads is available through the registration of private road agreements as required in the by-law. Deleting this list will enhance efficiencies as there will no longer be a need to bring forward a by-law to update Schedule A every time a new private road name is approved.
2. Deletion from the by-law of specifications regarding the physical characteristics of permanent street name signs (as these are always installed by the City), a list of street type designations (as these are assigned by the Director of Building Code Services), details on how civic numbers are assigned (as this task is part of an administrative work flow), and guidelines for street names (as these too are part of an administrative check during the street name verification process).

These specifications will be incorporated into Departmental administrative and operational procedures, including:

- Processes and technology that better integrate the municipal addressing function into the development review process.
- Improved information on already-commemorated names available for use by developers and the distinct process for commemorated street naming, which is different (and speedier) than the commemorated names process for parks and facilities.
- Improvements to the process by which developers can reserve names for use in new subdivisions.
- Clear direction on which street-type designations are appropriate for which types of streets and the appropriate use of articles ("de la", "des", etc.) and cardinal points.
- Better guidance on how street names are to be shown on subdivision and site plans and in the City's database(s).

3. Improved efficiencies through modifications to the delegation of authority for street name corrections to enhance public safety. Duplicate street names, similar sounding street names, etc. create confusion and delays in wayfinding, presenting a potential safety hazard in an emergency. The current process for dealing with these is resource-intensive and protracted. The new by-law will streamline the process for correcting street names in situations where public safety is of concern by enhancing the Director of Building Code Service's delegated authority to make required corrections. Street name changes for other-than-public-safety purposes (for example, to commemorate an individual) are not affected and will remain in the domain of Council.
4. A reduced Private Road Naming application fee when an application is submitted on the same day as a Site Plan Control application for the lands on which the private road is located. Last-minute receipt of Private Road Naming applications increases the costs of processing them under tight time lines before the start of construction. Providing an incentive for developers to submit a Private Road Naming application concurrently with their Site Plan Control application for the lands on which the private road is located will encourage timelier applications and streamline departmental processes related to a given site. The fee reduction, a benefit to the applicant, will be offset by savings in processing efficiencies. The 10 per cent reduction available when two or more planning applications are submitted at the same time for the same lands will not apply to the reduced Private Road Naming application fee to avoid duplication of discounts.

In short, the review has resulted in improvements that focus on: (1) consolidating the two existing by-laws; (2) updating some provisions based on needs and best practices; (3) ensuring the requirements related to addressing are clear and user-friendly; and (4) providing flexibility to improve efficiencies and client service.

The recommendations are not expected to have significant financial implications for the City. No increases to fees are being proposed, with enhanced efficiencies through harmonization and simplification of the by-law and streamlined processes offsetting the fees charged on a cost-recovery basis. Where fees are proposed to be reduced, the objective is cost avoidance through incentives that will improve the timeliness of applications and processing times, thereby reducing costs associated with last-minute delays and urgent deadlines. The latter will benefit applicants through lower costs and improved client service.

RURAL IMPLICATIONS

This report, and the new by-law, has city-wide implications but the impact of the proposed new setbacks that determine whether or not supplementary civic number signage is required will be felt most significantly in rural areas where lot sizes tend to be larger and buildings are further away from the street. However, since the proposed changes will apply only to new developments, the impact will be limited and can be mitigated by the developer.

CONSULTATION

Consultations were targeted to key external stakeholders, including historical, cultural and heritage groups through a presentation to the Arts, Culture, Heritage and Recreation Advisory Committee (ACHRAC) on September 24, 2013, and developers at a June 28, 2013 meeting of the Planning Liaison Sub-Committee and through the Greater Ottawa Home Builders Association (GOHBA). Information on the review and proposals was provided to both groups who had the opportunity to ask questions and provide feedback.

COMMENTS BY THE WARD COUNCILLOR

City-wide – not applicable

LEGAL IMPLICATIONS

There are no legal impediments to implementing the recommendations in this report. The changes proposed are minor in nature and represent a consolidated and streamlined approach to the existing process.

RISK MANAGEMENT IMPLICATIONS

Municipal addressing has risk implications for the public. The intent of the by-law is to reduce these to the extent possible by providing clear guidance for the naming of streets, numbering of properties, and civic number and street name signage, and a streamlined process for correcting street names that compromise efficient wayfinding and pose a public safety hazard. The objective is to ensure emergency responders are not delayed in their response to crisis situations due to municipal addressing issues, such as duplicate or similar sounding street names, poor visibility of civic numbers on buildings, etc. The proposed new by-law aims to enhance requirements in this respect

and to improve the City's ability to act expediently in situations where public safety-related addressing issues are identified.

FINANCIAL IMPLICATIONS

The implementation of a reduced fee for Private Road Naming applications submitted concurrently with Site Plan Control application, and the introduction of refunds for some applications may result in reduced Building Code Services revenues. The anticipated number of reduced fees and refunds is unknown; therefore the reduced revenues cannot be quantified at this time. However, the Director, Building Code Services Branch is anticipating the financial impact to be minimal.

ACCESSIBILITY IMPACTS

The proposed regulations are in line with the City's objectives to support the *Accessibility for Ontarians with Disabilities Act* (AODA). More specifically, the proposed new by-law recognizes that Ottawa's population is ageing and that there are members of the public who are visually impaired who may have difficulty seeing civic numbers, and incorporates changes to the requirements for visibility of civic numbering to address this reality.

ENVIRONMENTAL IMPLICATIONS

Improvements to the by-law that facilitate wayfinding could result in reduced gas consumption by residents, visitors, delivery vehicles and taxis.

TECHNOLOGY IMPLICATIONS

Information Technology approved this report without comments.

TERM OF COUNCIL PRIORITIES

The update to municipal addressing requirements has implications for several identified Term of Council priorities, namely:

- Clarity in wayfinding contributes to healthy and caring communities by ensuring Ottawa Fire Services, Ottawa Paramedic Services and the Ottawa Police Service can respond efficiently and without delays to emergency situations and by assisting residents to readily find their destinations. Ensuring that municipal addressing policies reflect Ottawa's changing demographics demonstrates

inclusivity and sensitivity to an ageing population and an increasingly diverse cultural mosaic.

- Clarity in wayfinding also contributes to economic prosperity by facilitating access to businesses and other commercial establishments through clear and consistent addressing practices, and by enhancing the visitor experience in finding landmarks and other tourist destinations
- The streamlined by-law and complementary administrative rules and procedures will contribute to service excellence by simplifying the regulatory provisions applicable to municipal addressing and better communicating requirements to developers and other stakeholders. They will also contribute to financial responsibility through the adoption of processes that realize efficiencies in the service model.
- Updating the addressing by-laws is consistent with Council's governance, planning and decision-making priority, in particular by ensuring the regulatory framework is current and in-step with best practices

SUPPORTING DOCUMENTATION

Document 1 Proposed New Addressing By-law

Document 2 Amended Text for Standard Conditions of Draft Plan Approval for Subdivision Relating to Signage, and New Text for Standard Conditions, Action and Information for Site Plan Control Approval Relating to Signage

DISPOSITION

Building Code Services Branch of the Planning and Growth Management Department, together with the City Clerk and Solicitor Department, will bring forward the by-law for enactment by Council.

Development Review Services Branch of the Planning and Growth Management Department will make the necessary changes to the Standard Conditions of Draft Plan Approval for Subdivision and the Standard Conditions, Actions and Information for Site Plan Control Approval as indicated in Document 2.

Document 1

PROPOSED NEW ADDRESSING BY-LAW

BY-LAW NO. 2014 – xx

A by-law of the City of Ottawa respecting the naming of private roads and highways and the numbering of buildings and lots and the repeal of By-law 2002-521 and By-law 2005-322.

The Council of the City of Ottawa enacts as follows:

PART 1 – DEFINITIONS

1. In this by-law,

“blade sign” means a sign that is affixed to a support structure adjacent to the private road or highway for the purpose of displaying the civic number of the building or lot to which the sign relates;

"building" means the building in which is conducted the principal use of the property on which the building is situated;

“Chief, By-law and Regulatory Services” means the person occupying the position of Chief, By-law and Regulatory Services in the By-law and Regulatory Services Branch of the Emergency and Protective Services Department of the City of Ottawa, or an authorized designate;

"City" means the municipal corporation of the City of Ottawa, or the geographic area of the City of Ottawa, as the context requires;

“City Clerk and Solicitor” means the person in the position of City Clerk and Solicitor of the City of Ottawa;

“Council” means the Council of the City of Ottawa;

“civic number” means the number (including all alphanumeric characters) assigned by the City for the purpose of identifying the building or lot;

“civic number sign” means a sign that is affixed to a building for the purpose of displaying the civic number;

"Director" means the person in the office of Director of Building Code Services within the Department of Planning and Growth Management of the City, or authorized designates;

"generic term" includes articles, cardinal points and any other terms associated with a private road or highway name;

"ground sign" means a sign that is permitted by the Permanent Signs on Private Property By-law 2005-439, as amended, and displays the civic number of the building or lot to which the sign relates;

"highway", means a common and public highway under the jurisdiction of the City and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway;

"Index of Streets" means the list of names of registered private roads and highways on the MAP database (or any replacement database or similar system) maintained by the City;

"last known address" means the address which appears on the last revised assessment roll of the City;

"MAP" means the visual illustration of the location of the registered private roads and highways located within the boundaries of the City of Ottawa produced from the MAP database (or any replacement database or similar system);

"*Municipal Act, 2001*" means the *Municipal Act, 2001*, S.O. 2001, c25, as amended;

"municipal address" means the civic number for a property or building and the name of the private road or highway;

"Owner" means the registered owner of the land under the provisions of the *Registry Act*, R.S.O. 1990, Chap. R.20, as amended, and the *Land Titles Act*, R.S.O. 1990, c. L. S., as amended, and includes a registered condominium corporation;

"private road" means any street, road, lane or other means of vehicular access to or egress from buildings located on the land of the Owner;

“street name sign” means a sign that is affixed to a support structure displaying the assigned name of the street, the bilingual street type designation and associated generic terms of the private road or highway to which the sign relates;

“street type designation” is a description of the type of private road or highway that usually appears in French before the private road or highway name and in English after the private road or highway name;

“wayfinding” means the process of using spatial and environmental information, including civic numbers and street name signs, to move successfully and intentionally from one location to another.

PART 2 – INTERPRETATION

2. Except as otherwise indicated, in the event of any conflict between the provisions of this by-law and a provision of the Permanent Signs on Private Property By-law 2005-439, as amended, or the Signs on City Roads By-law 2003-520, the more restrictive provision shall prevail. In the event of any conflict between the provisions of this by-law and a provision of the Temporary Signs on Private Property By-law 2004-239, this by-law shall prevail.
3. Unless otherwise defined, the words and phrases used in this by-law have their normal and ordinary meaning.
4. This by-law includes Schedules A, B and C annexed hereto and the schedules are hereby declared to form part of this by-law.
5. The headings and subheadings used in this by-law are inserted for convenience of reference only, form no part of this by-law, and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
6. Unless the context requires otherwise, or a number is used to modify the term, references to items in the plural include the singular, and words imparting the feminine gender shall include the masculine.
7. In this by-law, the word “metre” shall be represented by the abbreviation “m” and the word “centimetre” by the abbreviation “cm”.
8. It is declared that if any section, subsection, paragraph or part thereof is declared by any Court to be bad, illegal, or ultra vires, such section, subsection, paragraph part

or parts shall be deemed to be severable and all other parts of this by-law are declared to be separate and independent, and enacted as such.

PART 3 - GENERAL PROVISIONS

9. No private road or highway shall be shown on the MAP or listed in the Index of Streets unless its name, street type designation and associated generic terms have been approved by the Director or Council.
10. No person shall install or cause to be installed a street name sign, civic number sign, or blade sign, or display civic numbers on a ground sign, unless it is in accordance with the provisions of this by-law.
11. No person shall cause or permit the alteration of, removal of, defacing of or interference with any street name sign, civic number sign, or blade sign installed in accordance with the provisions of this by-law, or any civic numbers displayed on a ground sign.
12. Section 11 does not apply to prevent sign maintenance work from being performed by the Owner or the City.

APPLICATIONS

13. An application to name a private road and number buildings and lots adjacent to a private road, to change the name of a private road or highway, to change the civic number of a building or lot adjacent to a private road or highway, for a highway name dedication, or for a blade sign and post shall:
 - (a) be in the form required by the Director;
 - (b) where applicable, include plans, a legal description, proof of ownership and any other information as required by the Director, at the applicant's own expense;
 - (c) be accompanied by the fee set out in Schedule C; and
 - (d) be submitted to the Director.
14. Approval by the Director or Council of the naming, renaming or civic numbering of a private road does not constitute acceptance or assumption by the City of that private road or any part thereof.

ADMINISTRATION

15. The Director is authorized to administer the provisions of this by-law.
16. Subject to the provisions of this by-law, the Director is authorized to:
 - (a) approve the name of a private road;
 - (b) approve the name of a highway;
 - (c) approve the change in name of a private road;
 - (d) approve the change in name of a highway;
 - (e) assign or change civic numbers;
 - (f) assign or change street type designations;
 - (g) assign or change generic terms associated with a private road or highway name; and
 - (h) correct mis-spelled private road or highway names, street type designations and any other generic terms associated with a private road or highway name.
17. The authority provided in Section 16 includes the approval of highway names submitted through the development review process.
18.
 - (1) The Director shall not exercise the authority granted in Section 16 unless:
 - (a) the name, civic number, street type designation, or any other generic term, in the Director's opinion, provides for efficient wayfinding and does not pose any danger to public safety;
 - (b) where applicable, public notice has been provided in accordance with Section 19; and
 - (c) where the authority of the Director is being exercised pursuant to an application received under Section 13:
 - i. the applicable fees set out in Schedule C have been paid in full; and
 - ii. for the naming of a private road, the location and number of street name signs, and the estimated costs, have been determined.
 - (2) Notwithstanding Subsections 16(c) and 16(d), where a name change is being proposed for reasons other than efficient wayfinding or public safety, the Director shall:

- (a) forward the proposed name change to the appropriate Standing Committee for consideration together with a recommendation of approval or refusal, and Council shall either approve or refuse the proposed name change, and
- (b) provide public notice that the proposed name change will be considered by the appropriate Standing Committee by means of posting notice on the City's website at least seven (7) days prior to the Committee meeting and maintain the notice for at least seven (7) consecutive days.

PUBLIC NOTICE

19. (1) The Director shall provide public notice by posting such notice on the City's website at least fourteen (14) days prior to making the decision and maintain the notice posted for at least seven (7) consecutive days prior to making a decision to:

- (a) name, change the name of, or correct the spelling of a name of a private road; or
- (b) change the name of a highway.

(2) Subsection 19(1) does not apply with respect to highways where:

- (a) the name is approved through the development review process or a highway dedication by-law;
- (b) the change in highway name is to provide efficient wayfinding or to address a public safety hazard, including the elimination of duplicate or similar sounding names; or
- (c) the change is to correct a mis-spelled highway name; or
- (d) the change is to alter generic terms or street type designations associated with the highway name.

20. Any person may object to the naming or renaming of a private road, the correction of the spelling of a name of a private road, or the renaming of a highway further to the public notice provided under Subsection 19(1). An objection shall be made within ten (10) days from the posting of the public notice and shall:

- (a) be in writing;

- (b) describe specifically why the proposed name, change of name or correction of the name's spelling does not satisfy the requirements of this by-law with respect to efficient wayfinding and public safety; and
- (c) be sent to the Director electronically or by facsimile by 11:59 p.m. of the deadline date specified in the notice, or, if sent by mail, postmarked by 11:59 p.m. of the deadline date specified in the notice.

21. If an objection is received in accordance with the requirements set out in Section 20, the Director shall consider such objection and provide a response which details the outcome of the Director's review and decision within ten (10) days of the decision.

22. Decisions made by the Director in accordance with the provisions of this by-law are final and binding.

23. When the Director or Council has approved the name dedication, change of name, or correction of the name, street type designation or other associated generic term of a highway, the City Clerk and Solicitor shall place the implementing by-law on the Orders of the Day for enactment by Council.

PART 4 – CIVIC NUMBERING AND DISPLAY OF CIVIC NUMBERING

24. No Owner shall display or permit to be displayed on a building or lot a civic number other than the one assigned by the Director.

25. The Owner, prior to the start of construction of a building, shall obtain the civic number from the Director.

POSTING OF A TEMPORARY CIVIC NUMBER AND BLADE SIGN (WHERE APPLICABLE)

26. (1) No Owner, at the outset of construction of a building, shall fail to:
- (a) install or cause to be installed on the building a temporary sign displaying the civic number that conforms to the requirements of Schedule A; and
 - (b) where a blade sign is required, install or cause to be installed a temporary blade sign that conforms to the requirements of Schedule A.

- (2) No Owner shall fail to maintain the temporary civic number and, where applicable, blade sign during construction and until the permanent civic number and, where applicable, blade sign is installed.

POSTING OF A PERMANENT CIVIC NUMBER AND BLADE SIGN (WHERE APPLICABLE)

27. No Owner, prior to occupancy, shall fail to:
 - (a) install or cause to be installed on the building a permanent civic number sign that conforms to the requirements of Schedule A; and
 - (b) where a blade sign is required, install or cause to be installed a permanent blade sign that conforms to the requirements of Schedule A.

28. No Owner shall fail to maintain the civic number sign on the building or lot and, where applicable, the blade sign or civic numbers on a ground sign.

PART 5 – STREET NAME SIGNS

29. Upon approval of the Director or Council of the name of a private road or highway, and at the outset of construction, the Owner shall install or cause to be installed a temporary street name sign:
 - (a) displaying the name in a manner approved by the Director; and
 - (b) constructed and installed in a form that conforms to the requirements of Schedule B.

30. No Owner shall fail to maintain the temporary street name sign until such time as the City installs the permanent street name sign on the highway or on the private road.

31. Permanent street name signs for private roads:
 - (a) shall be obtained from the City at the Owner's cost; and
 - (b) shall be located adjacent to the intersecting street in a manner approved by the General Manager, Public Works.

32. In the case of a permanent street name sign for a private road, the Owner shall pay the City for the sign and the City's services regarding its installation within thirty (30) days of billing. If payment is not made by the Owner as required, the City may recover the expense incurred by action, or the same may be recovered in the same manner as taxes.

PART 6 – PRIVATE ROAD AGREEMENT

33. The Director is authorized to require the entering into an agreement between the Owner and the City, to impose any conditions as deemed necessary by the Director, to execute the agreement, to amend the agreement and to release the agreement.
34. The Owner of land on which a private road is to be constructed is required to enter into an agreement with the City in a form satisfactory to the City Clerk and Solicitor, prior to the construction of the private road.
35. An agreement required under Section 34 shall contain:
- (a) An indemnity by the Owner as required by Section 36;
 - (b) A statement that the required street name signs, blade signs and civic numbers on ground signs will be maintained at the Owner's sole risk and expense;
 - (c) A statement that if street name and blade signs and civic numbers on ground signs are not maintained to the satisfaction of the City, the City may do the maintenance work at the sole risk and expense of the Owner and the provisions of Section 446 of the *Municipal Act, 2001* shall apply;
 - (d) A statement that the Owner will not rename any private road affected by the agreement except pursuant to the provisions of this by-law;
 - (e) An acknowledgement by the Owner that the responsibility for maintaining the civic numbers on the building or lot will remain with the individual Owner;
 - (f) An acknowledgement by the Owner that the private road(s) affected by the agreement are under the sole jurisdiction of the Owner and shall remain a private road(s), and that the City has no intention to assume any civil or criminal liability respecting these roads as such liability relates to this by-law;
 - (g) A statement that the agreement binds any and all subsequent Owners of land;
 - (h) A statement that the Owner will pay the costs of registration of the agreement and, where applicable, the costs of registering any changes to the agreement, including any change to the name of a private road;
 - (i) A statement that the Owner shall advise the City of any plans to permanently close the private road(s) covered by the agreement and acknowledgement by the Owner that a revised agreement or release of

the agreement, at the Owner's expense, may be required as a consequence of such closure; and

- (j) Such other terms and conditions as the Director considers appropriate in the context of this by-law.

36. The Owner, any heirs, successors, administrators, and/or assigns shall indemnify the City and each of its officers, employees and agents from all loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind, arising from or in consequence of the numbering of the buildings, lots or units, or the naming or renaming of the private road under this by-law or the erection and maintenance of the street name, civic number and blade signs, whether such loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings arise by reasons of negligence or without negligence on the part of the owner or its contractors, officers, employees or agents, or whether such loss, damage, damages, costs, expenses, claims, demands, actions, suits or other proceedings are occasioned to or made or brought against the Owner or its contractors, officers, servants or agents or the City, its officers, servants or agents.

37. The agreement made pursuant to Section 34 or any amended agreement shall be registered against the land to which it applies and the City is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the *Registry Act* and the *Land Titles Act*, any and all subsequent owners of the land.

38. Upon termination of an agreement made pursuant to Section 34, a release of the agreement shall be similarly registered and the name of the private road shall be removed from the MAP and the Index of Streets.

PART 7 – REFUNDS

39. (1) No refunds are applicable to the fees for blade signs and posts in Schedule C.

(2) No refunds are applicable to the fee for a civic number change in Schedule C.

(3) For applications for private road naming, highway name dedication and highway name change in Schedule C, fees will be refunded, upon authorization of the Director, on the following basis:

- (a) 50 per cent of the application fee will be refunded if a request for a refund is received by the Director prior to the preparation of the technical circulation and public notification
- (b) No refund will be provided after the preparation of the technical circulation and public notification is completed.

PART 8 – COMPLIANCE AND ENFORCEMENT

NOTICE TO COMPLY

40. (1) If there is a contravention of this by-law, the Chief, By-law and Regulatory Services shall send a notice, by registered mail or direct delivery of the notice by hand, to the Owner's last known address, requiring the Owner to do the work to correct the contravention and the notice shall specify the date by which the work must be done.
- (2) No Owner shall fail to comply with a notice sent pursuant to Subsection 40(1).

DEFAULT

41. (1) When a notice has been sent by the Chief, By-law and Regulatory Services pursuant to Subsection 40(1) and the requirements of the notice have not been complied with, the City may cause the work to be done and the cost of the work shall be at the expense of the Owner.
- (2) The costs of the work to be done pursuant to Subsection 40(1) may be recovered from the Owner by action or by adding the costs to the tax roll and collecting them in the same manner as taxes.

ENTRY

42. (1) The Chief, By-law and Regulatory Services may enter onto any lands at any reasonable time for the purposes of determining compliance with this by-law or with a notice sent pursuant to this by-law.
- (2) No person shall hinder or obstruct, or attempt to hinder or obstruct, the Chief, By-law and Regulatory Services in the discharge of her duties under this by-law.

PART 9 – OFFENCES AND PENALTIES

43. The Chief, By-law and Regulatory Services is authorized to enforce the provisions of this by-law.
44. (1) Every person who contravenes any provision of this by-law is guilty of an offence as provided for in subsection 429(1) of the *Municipal Act, 2001*, and all such offences are designated as continuing offences as provided for in subsection 429(2), paragraph (a), of the *Municipal Act, 2001*.
- (2) A person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500 and a maximum fine of \$10,000 and the total of all daily fines for the offence is not limited to \$100,000 as provided for in subsection 429(3), paragraph 2, of the *Municipal Act, 2001*.
45. When a person has been convicted of an offence under this by-law, the Superior Court of Justice, or any court of competent jurisdiction may, in addition to any penalty imposed on the person convicted, issue an order:
- (a) prohibiting the continuation or repetition of the offence by the person convicted; and
 - (b) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

PART 10 – REPEAL

46. By-laws 2005-322 entitled “A by-law of the City of Ottawa respecting the naming of highways and the numbering of buildings and lots” and 2002-521 entitled “A by-law of the City of Ottawa respecting private roadways” are repealed as of April 30, 2014. **PART**

11 – TRANSITION

STATUS OF PREVIOUSLY-APPROVED SIGNAGE

47. Street names and civic numbers approved and civic number and street name signs approved under the authority of By-law 2002-521 “A by-law of the City of Ottawa respecting private roadways” or By-law 2005-322 “A by-law of the City of Ottawa respecting the naming of highways and the numbering of buildings and lots”, or predecessor by-laws, shall be considered compliant with this by-law for regulatory and enforcement purposes.

STATUS OF PENDING APPLICATIONS

48. If a complete application for a building permit involving a requirement for civic addressing is received prior to May 1, 2014, the addressing requirements shall be evaluated and approved under the provisions of By-law 2002-521 "A by-law of the City of Ottawa respecting private roadways" or By-law 2005-322 "A by-law of the City of Ottawa respecting the naming of highways and the numbering of buildings and lots", as applicable, as they read on April 30, 2014. The addressing requirements of this by-law will apply if the complete application for a building permit is received on or after May 1, 2014.

49. For the purposes of Section 48, a complete application means an application which would have been approved on the date of enactment of this by-law had it been processed or disposed of on that day.

IN FORCE DATES

50. The provisions of this by-law will take effect on May 1, 2014.

SHORT TITLE

51. This by-law may be referred to as the "Addressing By-law".

ENACTED AND PASSED this ____ day of _____, 2014.

CITY CLERK

MAYOR

SCHEDULE A

DISPLAY OF CIVIC NUMBERS

1. The civic number shall, at a minimum, be on the main building on the property in proximity to the principal entrance to the building. Where required based on the minimum setbacks indicated in Table 1 or if the view of the civic number on the building is obstructed, the civic number shall also be displayed on a blade sign or ground sign adjacent to the main entrance to the property.
2. A civic number sign shall be in accordance with the following table:

Table 1	
Column I	Column II
Minimum Setback from Property Line*	Minimum Character Height
≤ 3 m	10.0 cm
> 3 m but ≤ 9 m	12.5 cm
> 9 m but ≤ 18 m	15.0 cm
Over 18 m	Civic number on building <u>plus</u> blade sign or, where permitted, ground sign
* Distance is calculated from the location on the building where the civic number is to be displayed to the property line adjacent to the private road or highway to which the building is addressed. In the case of buildings adjacent to a private road where the property on which multiple buildings are situated is a single lot, and where measurement of the setback from the property line is not feasible, the measurement is from the centre line of the private road and 5 m should be added to the figures in Column I.	

3. A civic number posted on a building must:
 - a. be in a numerical format (cursive or roman numerals are not acceptable);
 - b. have a height-to-width ratio of 5:3;

- c. be displayed right side up;
 - d. be of solid, contrasting colours for the character and background, e.g. black on white;
 - e. be visible at all times from the private road or highway in either direction and clear of obstructions. If a civic number is posted on a door, it must be posted on the outermost door (e.g. on the outside of the screen or storm door and not on the main door where it may be obscured from view by the screen or storm door); and
 - f. have a height above grade between 2 and 4 m.
4. The following requirements apply for a civic number posted on a blade sign:
- a. the City shall supply and install the initial permanent blade sign, hardware and post for the fee detailed in Schedule C;
 - b. a replacement permanent blade sign and post, or a replacement permanent blade sign, must be obtained from the City;
 - c. a replacement permanent blade sign and post, or a replacement permanent blade sign, may be installed by the Owner or by the City at the Owner's expense for the fee detailed in Schedule C;
 - d. a blade sign shall be located at the private road or highway adjacent to the principal vehicular entrance and setback no more than 1.5 m from the interior of the property line. For corner lots, the sign must be located adjacent to the vehicular or pedestrian access that fronts on the private road or highway to which the civic address relates;
 - e. a blade sign shall be mounted perpendicular to the private road or highway and clear of all obstructions so that it is visible when approaching from either direction;
 - f. a blade sign shall be located at a minimum height above grade of 1.2 m;
 - g. if the support structure obstructs visibility of one side of the sign, one blade sign per side on the structure is required;
 - h. permanent blade sign posts shall be installed a minimum of 0.9 m in the ground; and
 - i. in addition to meeting the requirements in d. through f., a temporary blade sign and post must be of durable material, installed and sufficiently stabilized to retain its vertical orientation, and the civic number displayed on the sign must be visible from the private road or highway when approaching from either direction.

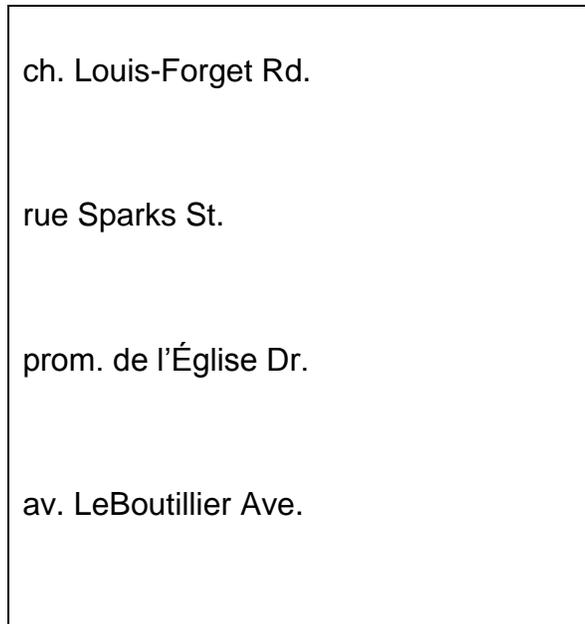
5. The following requirements apply for a civic number displayed on a ground sign:
 - a. a ground sign displaying a civic number shall be located at the private road or highway adjacent to the principal vehicular entrance. For corner lots, the sign must be located adjacent to the vehicular or pedestrian access that fronts on the private road or highway to which the civic address relates;
 - b. a ground sign shall be mounted perpendicular to the private road or highway and clear of all obstructions so that it is visible when approaching from either direction;
 - c. if the support structure obstructs visibility of one side of the sign, the civic number shall be displayed on both sides of the sign;
 - d. the civic number displayed on a ground sign shall comply with the minimum character height in Table 1; and
 - e. the civic number shall be displayed at a minimum height above grade of 1.2 m.
6. Where, in the opinion of the Director, the location of the building on a lot is such that the civic numbering display requirements outlined in this Schedule are inadequate with respect to the visibility of the civic number from the private road or highway, the Director may impose additional requirements relating to the visibility of the civic number to ensure efficient wayfinding and public safety.

SCHEDULE B

STANDARD FOR TEMPORARY STREET NAME SIGNS

1. The street name displayed shall be the name assigned to the private road or highway by the Director, including the applicable abbreviated street type designation in English and French, accents, hyphens, and any other generic terms.

The name shall be displayed in upper and lower case letters, with smaller fonts for the street type designations and articles, and in the proper form. For example:



2. Temporary street name signs shall meet the following criteria:

Sign size: 20.00 cm (height)

width to accommodate street name, street type designation,
and other generic terms in letter sizes below

Sign thickness: 1.27 cm thick white Crezon board

Lettering: double-sided (street name printed on both sides of sign)

Frutiger 67 condensed to 60%

Smaller font

8.60 cm high (upper case) and 5.80 cm (lower case) black
letters for abbreviated street type designation and articles

Larger font

13.00 cm high (upper case) and 9.50 cm high (lower case)
black letters for street name and any other applicable
generic terms

Post: 89 x 89 cm width

sign on post to be displayed 2 m above grade

stabilized to retain vertical orientation

Other: 5.08 cm wood screws to attach sign to post

SCHEDULE C

FEES

Applications

Private road naming \$1,765.00

Private road naming (submitted on same day
as Site Plan Control application for the same lands) \$1,265.00

Highway name dedication \$1,530.00

Highway name change \$2,500.00

Civic number change (per address affected) \$210.00

Blade Signs and Posts

Installation of initial blade sign and post by the City \$85.00

Replacement blade and post, installed by City \$85.00

Replacement blade and post, installed by owner \$52.00

Replacement blade only \$27.00

BY-LAW NO. 2014- XXX

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A by-law of the City of Ottawa respecting the naming of private roads and highways and the numbering of buildings and lots and the repeal of By-law 2002-521 and By-law 2005-322.

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Enacted by City Council at its meeting of

February ____, 2014

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LEGAL SERVICES

COUNCIL AUTHORITY:

Document 2

AMENDED TEXT FOR STANDARD - CONDITIONS OF DRAFT PLAN
APPROVAL FOR SUBDIVISION RELATING TO SIGNAGE, AND NEW TEXT FOR
STANDARD CONDITIONS, ACTION AND INFORMATION FOR SITE PLAN,
CONTROL APPROVAL RELATING TO SIGNAGE

**AMENDED TEXT FOR STANDARD CONDITIONS OF DRAFT PLAN APPROVAL
FOR SUBDIVISION RELATING TO SIGNAGE**

Re: TEMPORARY AND PERMANENT STREET SIGNS

Delete existing condition 9.5.

Delete existing condition 9.6 and replace with new condition 9.6 as follows:

**9.6 Street Name Signs and Regulatory Traffic Signage and Pavement
Markings for Public Streets (Highways)**

9.6.1 The Owner shall, at the Owner's expense, make arrangements for the City to provide and install all regulatory signage and warning signage for any public street (highway) within the Subdivision.

9.6.2 The Owner shall, at the Owner's expense, provide for, install and maintain all temporary street name signs, in accordance with the Addressing By-law, for any public street (highway) within the Subdivision.

9.6.3 The Owner shall, at the Owner's expense, make arrangements for the City to provide and install all permanent street name signs in accordance with the Addressing By-law and City Specifications or Standards.

Re: 4. CONSTRUCTION REQUIREMENTS – GENERAL

Delete existing condition 4.2 and replace with new condition 4.2 as follows:

4.2 Schedule of Works

- (i) All temporary street name signs shall be provided and installed by the Owner, at the Owner's expense, prior to commencement of any building or the erection of any structure in accordance with Schedule B of the Addressing By-law;
- (j) During construction, and for the duration of construction and prior to occupancy of any buildings, or part thereof, in the Subdivision, the Owner shall provide and erect or affix, at the Owner's expense, temporary civic number signs, including blade signs (911 signs) in such locations and of such size, design and colour, in accordance with the Addressing By-law;
- (k) Immediately prior to occupancy of any buildings or part thereof in the Subdivision, the Owner shall erect or affix, at the Owner's expense, permanent civic number signs, including blade signs (911 signs) in such locations and of such size, design and colour, in accordance with the Addressing By-law.

**NEW TEXT FOR STANDARD CONDITIONS, ACTION AND INFORMATION FOR
SITE PLAN CONTROL APPROVAL RELATING TO SIGNAGE**

Insert new condition:

Street Name Signs and Regulatory Traffic Signage for Private Roads

- (a) The Owner shall provide for, install and maintain, at the Owner's expense, all regulatory traffic signage for any private road within the area controlled by the site plan agreement.
- (b) The Owner shall, at the Owner's expense, provide for, install and maintain all temporary street name signs, in accordance with the Addressing By-law, for any private road within the area controlled by the site plan agreement.
- (c) The Owner shall, at the Owner's expense, make arrangements for the City to provide and install, and maintain, all permanent street name signs, in accordance with the Addressing By-law and City Specifications or Standards.