

Staff Report 2020-0282

Meeting Date: September 22, 2020

Subject: Proposed Municipal Numbering By-law and Guidelines

Submitted By: Christine Meehan, Development Coordinator, Planning and Development, Community Services

RECOMMENDATION

That Municipal Numbering By-law 2016-064, as amended, be repealed and replaced with the proposed Municipal Numbering By-law attached as Schedule A to Staff Report 2020-0282.

REPORT HIGHLIGHTS

- Staff has identified the need to update both the existing Municipal Numbering By-law and Guidelines.
- The new By-law contains general updates to both the definitions and maintenance section and provides improvements to the municipal numbering process for infill development applications where there is no capacity to issue municipal numbers numerically sequentially.
- Staff are looking to implement the new procedures in the Fall of 2020.

DISCUSSION

The purpose of this Report is to repeal By-laws 2016-064 and 2018-22 and seek Council enactment of a new Municipal Numbering By-law, including municipal numbering guidelines.

Infill Development Applications

Staff have identified a need to update the way municipal numbers are issued in established residential areas or plans of subdivisions where there is a potential for infill development applications (i.e. severances) to occur. In some situations, there is no capacity to issue new numbers in sequence and therefore require the Town to change neighbouring addresses. The current Municipal Numbering By-law and Guidelines would require that a new number be issued for each lot subject to the development application and that where necessary, existing adjacent lots be renumbered as well. Figures 1 and 2 below illustrate how numbers are issued for infill developments where there is no existing “gap” in the numbering. Figure 2 illustrates the resulting change to the municipal numbers of affected lots.

Figure 1: Existing Lot Pattern

Lot A	Lot B	Lot C	Lot D
1 Anywhere Street	3 Anywhere Street	5 Anywhere Street	7 Anywhere Street

Figure 2: Lot B Receives Approval for a Severance, Number Change Using Existing By-law and Guidelines

Lot A	Lot B		Lot C	Lot D
1 Anywhere Street	3 Anywhere Street	5 Anywhere Street	7 Anywhere Street	9 Anywhere Street

Drafted in consultation with Fire and Emergency Services staff, the new proposed Municipal Numbering By-law and Guidelines allows for new infill development to be distinguished by an alphabetical suffix. The first dwelling shall have a suffix “A”, the second “B”, the third “C”, etc. The suffix “G” shall be reserved for Garden Suites only. This would remove the need to change municipal numbers in established residential areas and plans of subdivisions. This is illustrated in Figure 3 below.

Figure 3: Lot B Receives Approval for a Severance, Number Change in Proposed By-law and Guidelines

Lot A	Lot B		Lot C	Lot D
1 Anywhere Street	3A Anywhere Street	3B Anywhere Street	5 Anywhere Street	7 Anywhere Street

Apartments-in-Houses and Garden Suites

Accessory apartments (apartment-in-houses) shall now have the same municipal number as the dwelling in which it is located and each apartment within the dwelling shall have a numerical unit number (ie. 1 Anywhere Street, unit 1). The Municipal Numbers By-law and Guidelines prior to the update allowed for accessory apartments to be distinguished by an alphabetical suffix.

There are no changes to the way Garden suites will be issued municipal numbers. Garden Suites shall have the same municipal number as the dwelling to which it is associated, distinguished from the main dwelling by the alphabetical suffix “G”.

FINANCIAL IMPLICATIONS

The fees for municipal numbers sign, pole and installation will remain the same as per the current fees by-law as follows:

Municipal number sign (green sign):	\$50.00
Municipal number sign pole:	\$56.50 (including HST)
Installation of a municipal number:	\$339.00 (including HST)
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TOTAL:	\$445.50

There are no immediate financial implications associated with this report.

COUNCIL WORK PLAN

Not Applicable

This item is not related to the Council Work plan

ATTACHMENTS

Schedule A: Draft Municipal Numbering By-law including Guidelines