
HALDIMAND COUNTY

Report PDD-08-2023 Establishment of a Civic Addressing By-law For Consideration by Council in Committee on March 21, 2023



OBJECTIVE:

To implement a civic addressing by-law for Haldimand County.

RECOMMENDATIONS:

1. THAT Report PDD-08-2023 Establishment of a Civic Addressing By-law be received;
2. AND THAT the by-law attached to Report PDD-08-2023 be presented for enactment;
3. AND THAT the proposed by-law is deemed to be in compliance with the requirements of the *Municipal Act*.

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Approved: Craig Manley, MCIP, RPP, Chief Administrative Officer

EXECUTIVE SUMMARY:

The Planning & Development Division is proposing to implement a Civic Addressing By-law for Haldimand County. This by-law would formalize the current civic addressing and road naming process and provide a legal Council approved framework that the staff in the Planning and Development Division use to make decisions on these matters.

BACKGROUND:

The County does not currently have a Civic Addressing By-law and has operated since the establishment of Haldimand County without such a by-law. Operating without a civic addressing by-law is not illegal or required but can result in inconsistent processes during time of staff change, and may confuse the public when questions arise about how the County makes its decision on addressing and road naming.

Planning & Development staff are responsible for assigning civic addresses and road names in Haldimand County. The process is generally quite straightforward, with unique circumstances being discussed and handled by staff as they arise. It has been managed well by staff throughout the years with documented procedures being place, but the lack of a by-law presents the possibility of an inconsistent approach, especially in situations where staff changes have occurred or where there may be issues or concerns raised by the public with regard to decisions in these matters.

The proposed by-law (Attachment 1) includes the following sections:

1. Definitions.
2. Civic Addressing – general information, new addresses, assigning and reassigning of numbers, deletion of numbers, building permits, signs.
3. Road Naming.
4. Enforcement.
5. Compensation.

The enactment of a By-law will not change the processes currently utilized by staff nor create any additional request or application requirements for the public. The entire process will remain ‘as is’ but would provide greater transparency and the benefit from the additional layer of regulatory direction and defensibility.

ANALYSIS:

The *Municipal Act* enables Haldimand County to enact a civic addressing by-law. It is not required. The proposed by-law would provide greater clarity in the development process by explicitly outlining the addressing and road naming regulations in Haldimand County. No public notice is required to enact the subject by-law, and the public was not consulted as the current civic addressing process is not being changed in any significant way.

There are currently two processes in place to assign civic addresses in Haldimand County. The first is through a draft plan of subdivision, where the applicant can submit preferred road names which are reviewed and approved by staff (further explained below). Through this process civic addresses are assigned for each unit on each road. The second process is for one-off addresses (e.g. vacant lots which are being built upon, infill, new severances, accessory units, etc.) whereby the applicant submits a civic address request form and a new address is assigned. For urban developments, civic address plates are not issued, whereas for rural properties a green civic address plate is issued as part of an application.

Road names are submitted by developers to Planning & Development staff for approval. Names are rejected in cases where the name already exists elsewhere in the County or where staff believe the name does not align with proper naming conventions or is inappropriate. For example, a road named after a controversial historical figure would not be approved. Through the By-law, the criteria for approving a road name (utilized for many years) are being formalized, and criteria about suffixes (i.e. road, street, crescent, etc.) have been included as well. Without the existence of a civic addressing by-law, it could be difficult to argue against a certain road name requested by developer that does not meet County policy.

Having accurate civic addresses in Haldimand County is important for the provision of emergency services. Addressing must be logical and sequential in order to assist paramedics, firefighters, and police officers in locating a property in the event of an emergency. The elimination of duplicated street names is also important for this purpose, as having two of the same address in the County (e.g. 1 Main Street) could result in emergency services attending the wrong property. The by-law formalizes what has been the County’s policy for many years.

The proposed civic addressing by-law will not result in any significant changes to the process that is currently followed for assigning addresses and road naming; however, it will formalize the process and provide transparency for developers and residents. The establishment of a civic addressing by-law will bring Haldimand County in line with the best practices of other municipalities in Ontario. The proposed by-law will result in consistency in the civic addressing process, and will provide the County with greater enforcement abilities. For example, the County has no formal legal ability currently to change a

property's civic address, even in a case where it is clear that Emergency Services may not be able to locate the property in the event of an emergency. The proposed civic addressing by-law provides the ability to the County to change an address in an unsafe circumstance, and requires notification to the property owner. The County also cannot force a property owner to post a new sign in the case of a sign being removed or damaged. The proposed by-law provides the County with this authority.

FINANCIAL/LEGAL IMPLICATIONS:

The proposed by-law would provide a legal basis for the civic addressing process currently used in Haldimand County.

Two user fees are currently in place related to civic addressing and would continue to be used:

1. Civic address sign: \$105.00
2. Street naming for subdivisions: \$781.00

The civic address sign fee applies for new addresses in the rural areas of Haldimand County and covers the cost of issuance of a green civic address plate and mounting post (installation is the responsibility of the owner). There is no fee for civic addresses for urban areas, as a green sign is not required.

STAKEHOLDER IMPACTS:

Enacting a civic addressing by-law benefits the residents of Haldimand County by formalizing the addressing process and providing clarity.

REPORT IMPACTS:

Agreement: No

By-law: Yes

Budget Amendment: No

Policy: No

REFERENCES:

None.

ATTACHMENTS:

1. Draft Civic Addressing By-law.