



City of
Peterborough

TO: Members of the Planning Committee

FROM: Malcolm Hunt, Director Planning and Development Services

MEETING DATE: April 20, 2009

**SUBJECT: Report PLLIS09-001
Municipal Addressing and the Delivery of Emergency Services**

PURPOSE

A report to recommend that the City pass a by-law to require a building owner to display a proper civic address assigned by the City of Peterborough.

RECOMMENDATIONS

That Council approve the recommendations outlined in report PLLIS09-001, dated April 20, 2009, of the Director of Planning and Development Services, as follows:

- a) That By-Law 4494, Appendix B, be repealed, and a new By-Law be enacted in accordance with Appendix A attached to report PLLIS09-001
- b) That the administration and enforcement of the Municipal Addressing By-law be undertaken by the Building Division.
- c) That the promotion of the by-law be supported by an annual advertising program reminding property owners of the obligations of the Municipal Addressing By-law.

BUDGET AND FINANCIAL IMPLICATIONS

Annual advertising is estimated to cost \$600, expressed in 2009 dollars.

BACKGROUND

The existing By-law 4494 was created in 1946 as a result of annexing a portion of the former North Monaghan Township. It required all buildings and properties to be numbered and resolved any duplicate numbers on the same streets.

Modern day emergency dispatch systems rely on accurate civic addressing to support emergency response services. To fulfill this, the data must be complete, and up to date. The data must also be available to service the needs of other City applications requiring integrated databases referencing addresses. Many buildings do not have their primary municipal address posted and many do not have their rental unit addresses posted. This causes a problem in an emergency situation when the responding Police, Fire or EMS staff cannot find the building or which entranceway to enter.

Land Information Services (LIS) keeps a database of municipal addresses including unit numbers. This address database is used for the Fire, Police dispatch systems and Bell 911. On many occasions property owners have taken it upon themselves to assign an address, notifying the post office and other utilities they may require, but they do not contact the City. This makes it impossible for LIS to supply a complete address database to the emergency dispatch systems. The City is legally required to notify Bell 911 of any new or changed addresses.

Enforcement

The recommendation of having the Building Division enforce the new By-law is based on the Minimum Property Standards By-law – Chapter 611 under section 611.3.23, which states:

‘The proper municipal address number shall be affixed to the exterior of every building’.

It is the responsibility of the Property Standards Officer to enforce the addressing of buildings. However, the Minimum Property Standards By-law does not ensure that the addressing system is to be assigned by the City, nor does it ensure that the address is placed in a manner, which will provide for easy recognition.

Annual Advertising

A yearly advertisement in the local paper is for property owners to be aware of their obligations of the Municipal Addressing By-law. This will also inform tenants of their rights to have their unit entrances addressed for their own safety.

Submitted by,

Malcolm Hunt, Director
Planning and Development Services

Prepared by:

Concurred with:

Mike MacLean
Land Information Services Manager

Bob Waldron
Chief Building Official

Contact Name:

Mike MacLean, Land Information Services Manager

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Attachments:

Appendix A Draft By-law

Appendix B Proposed Repealed By-law 4494

Appendix C Letter of Support from Murray C. Rodd, Chief of Police

Appendix D Letter of Support from 911

THE CORPORATION OF THE CITY OF PETERBOROUGH

BY-LAW NUMBER 09-____

BEING A BY-LAW RESPECTING MUNICIPAL ADDRESSING IN THE CITY OF PETERBOROUGH

WHEREAS Section 10(2) of the ***Municipal Act, 2001***, as amended, permits councils of local municipalities to pass by-laws and make regulations for the health, safety, and well-being of persons within the municipality;

AND WHEREAS Section 10(2) of the ***Municipal Act, 2001***, as amended, permits councils of local municipalities to pass by by-laws and make regulations for the protection of persons and property within the municipality;

AND WHEREAS this by-law provides the orderly assignment of municipal address numbers within the City of Peterborough;

AND WHEREAS this by-law provides for the proper maintenance of municipal address numbers by owners of properties within the City of Peterborough;

AND WHEREAS the orderly assignment and the proper maintenance of municipal address numbers is required for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety and well being of persons and for the protection of property and persons;

1. DEFINITIONS

In this by-law:

Building – means a structure occupying an area greater than ten (10) square metres, consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof, including all the works, fixtures and service systems appurtenant thereto.

Manager – means the Land Information Services Manager for the City, or designate.

City – means the Corporation of the City of Peterborough.

Chief Building Official– means the Chief Building Official for the City, or designate.

Frontage or **Front lot line** – means the portion of the property abutting the roadway.

Lot – means a parcel of land which is capable of being legally conveyed in accordance with the provisions of the **Planning Act**, RSO 1990, c.P.13

Municipal Number – means the number assigned by the Manager to a Building or Lot located on a Roadway, either before or after the coming into effect of this by-law, which is primarily used to designate and locate such Building or Lot along such Roadway.

Municipal Number Sign – means a sign bearing the Municipal Number.

Owner – means, as the context requires, the registered owner, condominium corporation, assessed owner, occupant, tenant, person who for the time being manages or receives the rent for the property whether on his/her own account or as an agent or trustee or on account of any other person.

Roadway – means the private or public thoroughfare for the passage of vehicles with reference to which the Building is assigned a Municipal Number.

Unit – means a separately rentable area within a Building.

2. ASSIGNMENT OF MUNICIPAL NUMBERS

The Manager shall assign and thereafter maintain a system for assigning sequential Municipal Numbers to Buildings or Lots within the City in reference to Roadways.

3. POSTING OF MUNICIPAL NUMBERS

Every Owner shall ensure that a Municipal Number is posted on a Building, signpost or fixed object in accordance with the applicable standards prescribed in this by-law.

4. STANDARDS FOR MUNICIPAL NUMBER SIGNS

Every Municipal Number Sign shall be made from durable waterproof material, and bear numbers or characters not less than 76 mm (3 inches) in height in a contrasting colour to the background and be located facing the Roadway in a manner that the Municipal Number is clearly visible from the Roadway.

5. Where the Building to be numbered is 15.2 m (50 feet) or more from the Front lot line, a Municipal Number Sign shall be posted on a signpost or other fixed object near the driveway and within 1.0 m (3 feet) of the property line at a height between 1.2 m and 1.8 m (4-6 feet) above grade level, or in such other location as is approved by the Chief Building Official.
6. Where the Building to be numbered is less than 15.2 m (50 feet) from the Front lot line, the Municipal Number Sign shall be affixed to the portion of the Building or displayed over the garage fronting on the Roadway or on a signpost or other fixed object located between the Building and the front lot line, and not placed or displayed higher than the first storey of the Building or garage or in such other location as is approved by the Chief Building Official.
7. Where, in the opinion of the Chief Building Official, additional signage is required to identify a Building or property abutting more than one street, the Chief Building Official shall provide thirty (30) days written notice to the Owner that additional signage is required, and in default of the Owner erecting such signage, the City may erect a Municipal Sign in accordance with the provisions of Section 9 of this by-law.
8. The Municipal Number shall be displayed in numeral form (e.g. 116) and not written form (e.g. One Hundred and Sixteen).

9. WORK PERFORMED BY THE CITY

Where an Owner has failed to install a Municipal Number Sign in compliance with the standards set out in this by-law, or to repair or replace a Municipal Number Sign that has been damaged, removed, stolen, or is missing or incorrectly placed, the City may erect, repair or replace the Municipal Number Sign and the associated expense may be recovered from either the Owner of the Lot or Building or any person responsible for the cause of damage, obstruction of visibility or loss of legibility, and said expense may be collected from the Owner in the same manner as taxes.

10. PROHIBITIONS

No Person shall:

- a) Fail to post or erect a Municipal Number Sign at each primary entrance to a building, and, if applicable, at each entrance to each Unit;
- b) Post a number, other than the Municipal Number, on a Building or on a Municipal Number Sign;
- c) Post or erect a Municipal Number Sign other than in accordance with the provisions of this by-law;
- d) Cause or permit the construction of a Building until a Municipal Number has been assigned to the Building and a Municipal Number Sign has been posted on the Lot;
- e) Cause or permit a Municipal Number Sign to be obstructed or defaced;
- f) Fail to maintain a Municipal Number Sign in a legible condition; or
- g) Remove a Municipal Number Sign, other than as may be strictly necessary for the immediate repair or replacement of the Municipal Number Sign.

11. SEVERABILITY

Should any section, subsection, clause or provision of this by-law be declared by a Court of competent jurisdiction to be invalid, the remainder of the by-law shall remain effect, save and except for the part declared to be invalid.

12. OFFENCE

Any person who contravenes this by-law is guilty of an offence and, upon conviction, is liable to a fine or penalty as provided for in the *Provincial Offences Act*, as amended.

13. SHORT TITLE

This By-law may be cited as the “Municipal Addressing By-law”.

14. EFFECTIVE DATE AND REPEAL

- a) This by-law comes into affect on the day it receives third reading.
- b) By-law 4494 is hereby repealed on the date this by-law comes into effect.

By-law read a first, second and third time this ____ day of _____, 2009.

D. Paul Ayotte, Mayor

Nancy Wright-Laking, City Clerk

BY-LAW NUMBER 4494.

A BY-LAW FOR NUMBERING THE BUILDINGS
AND LOTS ALONG THE HIGHWAYS IN THE
CITY OF PETERBOROUGH.

FIRST READING March 18th, 19

SECOND READING March 18th, 1946

THIRD READING March 18th, 1946

BY-LAW NUMBER

4494

A BY-LAW FOR NUMBERING THE BUILDINGS AND
LOTS ALONG THE HIGHWAYS IN THE CITY OF
PETERBOROUGH.

PASSED THE 18TH DAY OF MARCH, A.D. 1946.

WHEREAS by reason of the annexation of part of the Township of North Monaghan to the City of Peterborough confusion has resulted by reason of the duplication of numbers of certain streets, it is deemed necessary and desirable to provide for the numbering of buildings according to a Master Plan throughout the entire City of Peterborough.

NOW THEREFORE THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL THEREOF ENACTS AS FOLLOWS:

1. All buildings and lots along the highways in the City of Peterborough shall be numbered or renumbered in accordance with the Master Plan prepared by the City Engineer.
2. The expense incident to the numbering or renumbering of each building or lot shall be charged to the owner or occupant thereof.
3. Such expense shall be collected in the same manner as taxes" and if paid by the occupant, subject to any agreement between him! the owner, may be deducted from the rent payable to the owner.
4. Engineer shall send a notice to each owner or occupant of the buildings and lots along when the buildings and lots thereon have been renumbered according to said Master Plan

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notifying each owner or occupant of the new number of the building or lot owned or occupied by him.

5. Each owner and occupant shall remove the obsolete number and procure and display the new number on any building or lot so owned or occupied within two weeks after he has received notice of the new number from the City Engineer.

6. The City Engineer shall keep a record of the highways and of the numbers of the buildings and lots thereon and enter therein a division of the streets with boundaries and distances for public inspection.


MAYOR.


CLERK.

Letter of Support from Chief of Police
Appendix C - Page 1 of 1



Murray C. Rodd, Chief of Police
Kenneth J. Jackman, Deputy Chief of Police

500 Water Street, PO Box 2050
Peterborough, Ontario K9J 7Y4
Main Phone 705 876-1122
Executive Fax 705 876-6005
Operations Fax 705 743-1540
Website – www.peterboroughpolice.com

March 12, 2009

Mr Malcolm Hunt
Director Planning and Development Services
City of Peterborough

REF Report PDLIS09-001
Municipal Addressing and the Delivery of Emergency Services


Dear Malcolm;

On behalf of the members of our service I would like to take this opportunity to endorse the afore mentioned report and proposed bylaw. This is a positive step in enhancing our ability to minimize the response time to emergency situations. It is also a critical component of ensuring our dispatch map systems are accurate and up to date.

Public safety and security will be assisted by this bylaw and as such I support its adoption.

I look forward to further opportunities to serve our citizens.

Yours truly,


Murray C Rodd
Chief of Police

Professional, Friendly and Helpful



March 12th 2009

Mr Malcolm Hunt
Director Planning & Development Services
City of Peterborough

Dear Malcolm;

REF Report PDLIS09-001
Municipal Addressing and the Delivery of Emergency Services

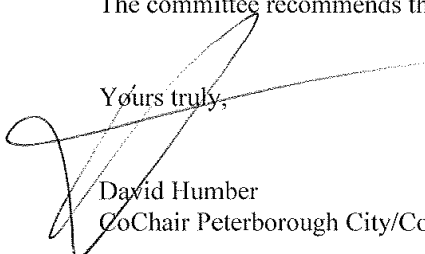
Dear Malcolm;

The 9-1-1 Management Committee support the afore noted report and proposed bylaw. This will be an excellent tool for ensuring response times for emergency vehicles are minimized. In addition, it ensures that mapping data, used to update dispatch software, is accurate.

Further, it ensures responding emergency staff can easily identify and locate incident calls saving critical minutes in ensuring the safety of the public.

The committee recommends the bylaw for adoption.

Yours truly,


David Humber
CoChair Peterborough City/County 9-1-1 Management Committee