

Bylaw 2015-30 Civic Addressing Bylaw**Recommendation**

That Council repeal Part 12 (Addressing) within Community Standards Bylaw No. 03-2012 and repeal Naming of Roads Policy EN 005 and enact a new comprehensive Civic Addressing Bylaw No. 2015-30.

Facts (Background Information)

In an effort to improve operational efficiencies, Planning & Development Services assumed the role of assigning civic addressing and the numbering of properties and buildings within the County from Geographic Information Services in October of 2012. This has been a success insofar as the assignment of a new civic address is assigned and confirmed during the subdivision, development permit and building permit processes which provides for seamless delivery and streamlining of service.

Currently, civic addressing and the requirement to post a civic address sign is authorized under Community Standards Bylaw No. 03-2012 (Part 12). Neither the Community Standards Bylaw nor any other Bylaw currently adopted by the County includes authorization to name or change the name of roadways within the County. Naming of roadways is currently administered under separate naming of Roads Policy EN 005; this policy was last reviewed in 2000 and is outdated. An updated comprehensive Civic Addressing Bylaw is required.

Further, at the July 7, 2015 Governance and Priorities Meeting the Committee made a motion for Administration to proceed with civic address changes for the Acheson area based on implementation of the adjacent City of Edmonton grid system, rather than the current rural address system. An updated Civic Addressing Bylaw and operational policies and procedures are required to support addressing changes for the Acheson Area.

Discussion

The purpose of the Civic Addressing Bylaw and operational policies and procedures is to standardize the assignment and display of civic numbers and street names. This standardization will complement a complete and accurate addressing database in support of all address users. Upon approval of the bylaw by Council and the operational policies and procedures by the Chief Administrative Officer, Parkland County will have a set of civic addressing standards tailored specifically to the municipality to meet our growing needs. Staff recognize that there are a number of separate issues between the rural and urban areas, the Bylaw is intended to provide a minimum standard for the entire municipality.

The bylaw deals with existing civic numbers, prohibited postings, civic number posting specifications, and requires owners to maintain their number plate in good order. All existing civic numbers in the County must meet the specifications of the bylaw. The bylaw also establishes a process for the review and acceptance of names for public streets and the signage on these roads. The process for naming of new streets shall be in accordance with the operational policies and procedures adopted by the Addressing Authority. Renaming and renumbering requests will only be approved where they are not in contravention of the policies and

procedures. The bylaw will be administered by the Addressing Authority whose duties will include the maintenance of the civic addressing program county-wide, the assignment of new civic numbers, the approval of new street names and the reassignment of civic addresses. Renaming of streets shall remain under the approval of Council.

The bylaw includes enforcement provisions through violation tickets. A fine of \$250.00 is identified under the Bylaw, this is the same amount as currently enforced through the Community Standards Bylaw. Staff are not recommending any changes to this amount at this time. Although the bylaw will provide staff the ability to prosecute offenders, the preferred approach is that of public education through coordinated efforts with local emergency service providers.

Budget Implications:

Funding is provided for the civic addressing program within Planning & Development Services 2015 operating budget. Enforcement of the Civic Addressing Bylaw will be the primary responsibility of the Addressing Authority (Planning & Development Services). Cooperation and assistance with bylaw enforcement will be required from the Bylaw Enforcement section of Protective Services as well as inspection staff of Planning & Development and Fire Services. It is anticipated that adopting a new comprehensive Civic Addressing Bylaw will not impact on existing resources. This issue has been discussed with all business units.

An on-going public education plan will have costs associated with it. It is the intention of staff to focus efforts on public education to encourage voluntary compliance with the bylaw and policies, concentrated in the Acheson area, for a period of time after changes are made. Provisions will be made for minimal efforts in this regard in the upcoming 2016 operating budget.

Acheson Changes: Conversion of road names and civic addresses in the Acheson area from a rural system to an urban system may have multi-year financial implications. The exact magnitude of this impact is not known at this time. Staff will be in a better position to provide Council with a projection of the capital and operational commitments required to complete the Acheson changes as part of the upcoming 2016 budget process, including but not limited to: replacement of street blade signage, replacement of other signage (highway, zone entrance signage, etc.), public education plan, address signage changes on County owned buildings and property.

Alternatives:

There are no recommended alternatives.

Council could choose not to adopt an updated comprehensive Civic Addressing Bylaw or require the adoption of operational policies and procedures by the Addressing Authority. This will preclude the development of a standardized civic addressing program in the County. Correction of problems in the current civic addressing system for the Acheson area will not be possible without a procedural framework or the legislative authority to require change. This in turn will impact the integrity of an enhanced civic address program being developed which is required to improve delivery of our emergency services and reduce liability risks associated with utilizing poor quality civic address data. Further, desired changes (new Community Mailbox Sites) requested by Acheson businesses to be implemented by Canada Post cannot be completed until the address changeover is first completed by the municipality.

Attachments

1. Draft Civic Addressing Bylaw No. 2015-30
2. Community Standards Bylaw No. 03-2012
3. Naming of Roads Policy EN 005

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Date written: July 31, 2015

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