
Subject: Amendment to the Town’s Addressing Protocol and Creation of a Property Addressing Advisory & Review Committee (PAARC)

Staff Report No. DS-062-23

Department: Development Services

Date: December 6, 2023

Recommendation:

- 1) That Council receive Report No. DS-062-23 as directed by Council on September 27, 2023 regarding property addressing in the Town;
- 2) That Council direct Staff to create an internal review committee, referred to as the Property Addressing Advisory & Review Committee (PAARC) and be delegated the responsibility to review address change requests to the Town’s Addressing Protocol and Addressing By-law 2022-024-RD; and,
- 3) That Council approve the amendments proposed to the Addressing Protocol in accordance with Table 1 of this Report.

1. Purpose:

The purpose of this report is to respond to Council’s comments and direction from the September 27, 2023 Council meeting.

Executive Summary:

The Town’s Addressing Protocol (‘Protocol’) and Addressing By-law 2022-024-RD (‘Addressing By-law’) was passed by Town Council on March 23, 2022.

On September 27, 2023, Council directed staff as follows:

“That Council direct staff to review the addressing by-law when numbering request changes can be allowed and report back to Council.”

Staff have reviewed the Protocol and the Addressing By-law as directed by Council on September 27, 2023. As a result, Staff are recommending the following:

- No amendments proposed to the Addressing By-law;
- Minor amendments proposed to the current Protocol; and,
- Creation of a Property Addressing Advisory & Review Committee (PAARC) comprising of members of staff and member of Council, that would assist in the review of address change requests in the Town. The purpose of PAARC would ensure that the process for intake, review and consideration of address change requests are streamlined, leading to a potential by-law for Council approval.

Staff is of the opinion that the amendments and creation of a committee, will assist in the review and decision of address change requests in the Town. It is staff's intent to ensure new requests for address changes will be carefully evaluated in context and in compliance with the Town's Addressing Protocol and Addressing By-law 2022-024-RD, to ensure Council receives and adopts by-laws that are consistent with the various procedures and programs and requirements of the Town and upper-tier bodies and programs.

2. Background:

Prior to and since the adoption of the Protocol and passing of the Addressing By-law in March 2022, Development Services has taken the lead on addressing in the Town.

At the September 27, 2023 Council meeting, in relation to deliberations on an address change request, Council directed Staff to review the addressing by-law when numbering request changes can be allowed and report back to Council.

Since the Council meeting, Staff from Planning and Fire & Emergency Services further discussed the occurrences and conclusions made at the meeting. Staff have considered potential solutions to the process of receiving, reviewing and decision-making efforts that occur when a request for address change is received by the Town.

3. Analysis and Options:

3.1 Town's Addressing Protocol (approved March 23, 2022)

Town's Protocol and the Addressing By-law sets out regulations for street numbering and signage and informs how street numbering and addresses are to be structured and assigned for buildings and properties in the Town. Upon intake, Development Planning staff, in consultation with Fire and Emergency Services and other relevant departments, review the requested address change under the criteria set out in the Protocol and Addressing By-law.

If the request for change of address change complies with the Protocol and the Addressing By-law, staff prepare a By-law for Council to pass.

If the request for change does not comply with the Protocol and the Addressing By-law, staff recommend denial of the request to Council and no addressing by-law is brought forward to Council.

3.2 Town's Addressing By-law 2022-024-RD (passed March 23, 2022)

As directed by Council, Staff have reviewed the Addressing By-law particularly with respect to identifying when address change requests can be allowed.

Staff understand that the By-law was developed to ensure the Town had a concrete direction for addressing that ensures the health, safety, and well-being of members of the community – including residents, visitors, and employees. The intent of the By-law was to provide guidance to Town Staff, Council, and Property Owners when dealing with address changes and the introduction of new street addresses. The criteria set out in the By-law include considerations for various scenarios which may come forward to the Town regarding addressing and maintains consistency with other protocols and services conducted by other Town Departments such as Fire & Emergency Services and By-law Enforcement.

For these reasons it is Staff's position, that the current Addressing By-law 2022-024-RD establishes clear direction for current and future addressing that assist with the identification, navigation, and structure of buildings and properties in the Town.

Therefore, **no** amendments are proposed to the Town's Addressing By-law 2022-024-RD.

3.3 Property Addressing Advisory & Review Committee (PAARC)

Staff propose a new advisory and review body, comprising of Staff from Development Services, Fire & Emergency Services, and a Member of Council, to review and advise on change of address requests in particular that seek exemption from the Protocol and the Addressing By-law. This new group is referred to as the Property Addressing Advisory & Review Committee (PAARC). Building upon the current process for intake, review, and by-law preparation, Staff find that an internal group who would assist with the critical review of address change requests, particularly exemption requests.

It is proposed that all address change requests including seeking exemption from the Protocol and Addressing By-law will be brought forward to PAARC for review and decision. It is proposed that PAARC will have quarterly meetings to ensure all matters are considered accordingly and in a timely manner, and to assist with volume control for Staff and Council. Staff believe that the proposed amendments to the Protocol (See section 3.4 below) and the creation of PAARC would align with the Town's strategic goals that enhance the Town's safety and service.

Town Council will continue to receive and pass addressing by-laws.

3.4 Amendments to the Town's Addressing Protocol

As directed by Council, Staff have reviewed the Protocol, particularly with respect to identifying when address change requests can be allowed. The proposed amendments to the Town's Addressing Protocol considers:

- removing the direction for change of address seeking exemptions from the Addressing By-law, through a Council delegation.
- creation of PAARC (described in Section 3.3 of this report), to consider requests for address change for compliance with the Town’s Protocol and By-law.

The amendments to the Town’s Addressing Protocol are listed in **Table 1** below:

Table 1 – Proposed Amendments/Revisions

Section & Page Number	Existing wording and proposed revisions (deletions in crossed-out text; and additions in bold font)
Section 1.0 – Purpose Page 4	It is important to note that this protocol serves as a guide for applying municipal addressing and street numbering within the Town, but Council remains the approval authority for all municipal addressing. Council is the only authority that may exempt or relieve an Owner from the requirements of this protocol and the approved Addressing By-law. All address change requests including requests for exemptions to the Addressing Protocol and By-law will be directed to the Property Addressing Advisory & Review Committee (PAARC), and if deemed appropriate, a By-law would be prepared for Council.
Section 5.2 – Address Assignment Page 11	DELETE Exceptions may only be granted by Council in waiving the Addressing By-law.
Section 10.0 Requests for Address Change Page 22	<p>Staff will review the inquiry and determine whether the requested address change complies with the Addressing By-law. If the requested change meets the criteria set-out in the Addressing By-law an Address Change may be permitted, subject to the review and approval from PAARC, prior to bringing a By-law forward for Council approval. The property owner shall complete and submit the Application form for an address change with the associated fee for the request.</p> <p>If Staff PAARC reviews the request for change of address inquiry and determine the requested address change does not comply with the Addressing By-law the request for change of address will be denied by Staff. property owner will be directed to delegate Council to seek exemption and/or relief from the Addressing By-law in order to permit the requested address change.</p> <p>PAARC (the Property Addressing Advisory & Review Committee) is an internal Committee comprised of Staff from Development Services, Fire & Emergency Services, and a Member of Council. Requests to PAARC will be brought forward to its quarterly meetings for review and decision.</p>

Option A (Recommended)

That Council direct Staff to assemble an internal review committee, referred to as the Property Addressing Advisory & Review Committee (PAARC), and delegate responsibility to PAARC to review requests related to address change(s) and exemptions to the Addressing Protocol and By-law; and amend the Addressing Protocol according to the revisions outlined in Table 1 of this Report.

4. Financial Implications:

There is no financial implication, with the exception of time that would be spent by members of Staff and a Member of Council (PAARC) in reviewing the change of address requests.

5. Alignment with Strategic Plan:

1. A Safer Town
Make Our Community Safer
2. Good Governance
Provide Good Governance
3. Organizational Effectiveness
To Elevate our Organizational Effectiveness

6. Attachments:

1. Addressing Protocol (revised December 6, 2023)

7. Related Reports:

1. [Report No. DS-009-22 Addressing Protocol and By-law](#) dated March 23, 2022, prepared by Development Services

Author: Aibelle Babista, Planner II
Hena Kabir, Manager of Development Planning

For further information on this report, please contact the Department Head: Dwayne Tapp, Director of Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at dwayne.tapp@townofws.ca