



City of Moose Jaw

COMMUNICATION # EC-2019-0114

TITLE: Civic Addressing Policy

TO: Executive Committee

FROM: Department of Planning and Development Services

DATE: September 30, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT City Council approve the Civic Addressing Policy substantially in the form attached to this report as Attachment 1.

TOPIC AND PURPOSE

The purpose of this report is to consider the adoption of a Civic Addressing Policy to assist in the assignment of addresses when required.

BACKGROUND

An inquiry was received from the Provincial Emergency Communications Centre regarding the way addresses are assigned in Moose Jaw. The Centre is in the process of updating their models for emergency response at properties with multiple units in a building or multiple buildings on a site. Since no formal policy has been adopted, we were unable to provide them with the information they were seeking. Civic addresses have been assigned inconsistently when multiple units or buildings exist on a single property. The Department of Planning and Development has undertaken the creation of this policy to provide a consistent method for assigning addresses. The Department of Information Technology has agreed to maintain a master addressing database and make the information readily available to other departments and agencies.

DISCUSSION

The proposed Civic Addressing Policy will clarify the existing process and provide greater reliability for the departments and agencies that rely on it. A summary of the Policy is as follows:

- Addressing is currently regulated under section 6 of the Building Bylaw.
- The Building Bylaw covers the display of addresses and enforcement measures, but not how addresses are assigned.
- The content from the Building Bylaw has been replicated in the new policy.
- The policy format is based on Prince Albert's, using Moose Jaw's existing addressing system for reference.
- Policy describes how to choose an address (ex: grid style vs cul de sac, even/odd, intervals of 4, etc.).
- Greater detail is provided for assigning addresses to multiple units in one building or multiple buildings on a site.
- The addressing process is as follows:
 - o New address is assigned when a development permit is received. Planning assigns the address based on the requirements of the policy.
 - o Planning informs IT/other departments/agencies of the new address when the permit is issued.
 - o IT is responsible for maintaining the master addressing database, which will be the definitive record when conflicting addresses arise.
 - o IT is responsible for making addressing information readily available to other departments and agencies.
- Property owners may apply to change their address or have a new address assigned (on a case-by-case basis, at the discretion of Planning and Development).

Civic addresses which existed prior to the effective date of the Policy shall be grandfathered.

OPTIONS TO RECOMMENDATION

1. City Council may suggest changes to the Civic Addressing Policy.
2. City Council may choose not to pursue a Civic Addressing Policy at this time.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Administration reviewed similar policies from other communities in the development of the Civic Addressing Policy.

COMMUNICATION PLAN

Once approved, the Policy will be available on the City's website.

STRATEGIC PLAN

This report supports the strategic theme of developing an overall communication strategy by creating a consistent addressing process. This report also supports the strategic theme of continuous improvement.

BYLAW OR POLICY IMPLICATIONS

The new Civic Addressing Policy will come into effect following a decision by City Council.

OTHER CONSIDERATIONS/IMPLICATIONS

There are no OCP implementation strategies which are applicable to the report. There are no financial implications, privacy implications or other considerations associated with the report.

PUBLIC NOTICE

Public Notice is not required.

PRESENTATION

VERBAL: The Director of Planning and Development will provide a brief overview of the report.

ATTACHMENTS

- i. Attachment 1 - Civic Addressing Policy

REPORT APPROVAL

Written by: Veronica Blair, Planner 1
Reviewed by: Michelle Sanson, Director of Planning and Development Services
Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

Report Approval Details

Document Title:	Civic Addressing Policy - EC-2019-0114.docx
Attachments:	- Civic Addressing Policy.docx
Final Approval Date:	Oct 22, 2019

This report and all of its attachments were approved and signed as outlined below:

Sue Brabant

No Signature - Task assigned to Michelle Sanson was completed by workflow administrator Maureen Latta

Michelle Sanson

No Signature - Task assigned to Tracy Wittke was completed by assistant Maureen Latta

Tracy Wittke

No Signature - Task assigned to Jim Puffalt was completed by workflow administrator Maureen Latta

Jim Puffalt

A handwritten signature in black ink, appearing to read "Fraser Tolmie". The signature is written in a cursive style with a large, stylized 'F' and 'T'.

Fraser Tolmie