



## City of Hamilton Report for Consideration

**To:** Chair and Members  
Planning Committee

**Date:** April 29, 2025

**Report No:** PED25077

**Subject/Title:** Municipal Addressing and Street Naming By-law and  
Related Policy Updates

**Ward(s) Affected:** City Wide

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### Recommendations

- 1) That the Municipal Addressing and Street Naming By-law, attached as Appendix “A” to Report PED25077, prepared in a form satisfactory to the City Solicitor, **BE ENACTED**;
- 2) That the amendments to the City of Hamilton Municipal Addressing Policy (the “Municipal Addressing Policy”), required to implement the Municipal Addressing and Street Naming By-law and effect best practices, attached as Appendix “B” to Report PED25077, **BE APPROVED**;
- 3) That the amendments to the Farm 911 – Emergency Access Point Policy (the “Farm 911 - EAP Policy”), attached as Appendix “C” to Report PED25077, **BE APPROVED**;
- 4) That the amendments to the City of Hamilton Local Street Naming Policies, Guidelines and Procedures (the “Street Naming Procedures”), required to implement the Municipal Addressing and Street Naming By-law and effect best practices, attached as Appendix “D” to Report PED25077, **BE APPROVED**;
- 5) That the City of Hamilton Multiple Unit Identification Sign Specifications, required to implement the Municipal Addressing and Street Naming By-law and effect best practices, attached as Appendix “E” to Report PED25077, **BE APPROVED**;

- 6) That subject to the approval of Recommendation (a), the By-law to amend the Administrative Penalty System (“APS”) By-law 17-225 to include various penalties for contraventions of the Municipal Addressing and Street Naming By-law, attached as Appendix “F” to Report PED25077, **BE ENACTED**;
- 7) That staff **BE DIRECTED** to take any steps necessary to enforce the Municipal Addressing and Street Naming By-law attached as Appendix “A” to Report PED25077, including enforcement actions by Municipal Law Enforcement.

## Key Facts

- **Purpose:** The proposed Municipal Addressing and Street Naming By-law and related Policy updates seek to establish a comprehensive framework for the assignment and maintenance of municipal address numbers and street names within the City, for the purposes of enhancing public safety and emergency response capabilities, improving wayfinding, and to align City Policies and operations with best practices;
- **Key Changes:** The by-law introduces mandatory address signage for property owners, enforcement measures for non-compliance, and delegated authority for the General Manager or their delegate to manage naming and policy updates efficiently;
- **Delegated Authority:** The General Manager or their delegate will be granted delegated authority to assign street names and prepare street naming by-laws for enactment by Council, and to make minor amendments to the related Policies, in order to streamline operations and reduce administrative delays;
- **Enforcement:** A clear enforcement process will be implemented, involving initial education, follow-up notices, and penalties for non-compliance, thereby ensuring compliance with the by-law is achieved and public safety is maintained; and,
- **Policy Modernization and Farm 911 – EAP Program Expansion:** The City’s existing “Municipal Addressing Policy” (2005) and “Street Naming Procedures” (2005) will be updated to reflect evolving needs as a result of new building types, spatial databases, and Next Generation 911, Multiple Unit Identification Sign Specifications will be introduced, and the eligibility criteria of the Farm 911 – Emergency Access Point Program will be expanded to include properties with secondary access points.

## Financial Considerations

Financial: The Growth Management Division collects fees for a Municipal Address Request and for a Street Name Change. There are no changes proposed to these existing fees as part of this Report.

Further, regarding the Farm 911 – EAP Policy, there is no additional funding being requested as part of this Report. However, staff note that if Recommendation 5 of this Report is approved, the Farm 911 - EAP Policy will be amended to revise the eligibility criteria for the program, potentially increasing the number of Farm 911 – EAP requests which are received and approved. The Farm 911 – EAP program operates on a no-cost basis to applicants, and funding of \$94,850 was allocated for this program upon its approval in December 2023. As discussed in the Analysis – Rationale for Recommendation Section, staff estimate sufficient funding is available to continue administering the program for the next two years at a minimum, but will monitor the program response and report back to Council in future if additional funding is required.

**Staffing:** The Licensing and Bylaw Services Division is considered to be a key stakeholder in the future success of this By-law. Based on current complaint volumes, additional staffing in Licensing and By-law Services is not currently required to enforce the By-law. Depending on the number of issues that arise in a year, extra Staff may be required.

**Legal:** Section 10(2) of the *Municipal Act* provides the City with the requisite authority to enact the proposed Municipal Addressing and Street Naming By-law and the proposed Amendment to the Administrative Penalties By-law.

The Public Notice By-law does not prescribe notice requirements prior to enactment of proposed Municipal Addressing and Street Naming By-law nor amendments to the Administrative Penalty System By-law

Section 48 of the *Municipal Act* requires the City to give public notice of its intention to pass a By-law to name or change the name of a private road (“Road Naming By-law”). The City’s Public Notice By-law requires notice of a Road Naming By-law be published in a newspaper 7 days prior to the Committee meeting to consider the By-law, unless notice is prescribed in another by-law, in which case notice can provided either pursuant to the Public Notice By-law or the other By-law. The proposed Municipal Addressing and Street Naming By-law provides that notice of a Road Naming By-law is sufficiently given when posted on the City’s website a minimum of 5 days prior to the passage of the by-law.

## **Background**

In 2005, Council approved the Municipal Addressing Policy and the Local Street Naming Policies, Guidelines and Procedures. These two documents have been a reference for staff in the assignment of municipal addresses and street names.

In December, 2023, Council approved the Farm 911 – Emergency Access Point (EAP) Policy and related amendments to the Municipal Addressing Policy to implement the Farm 911 – EAP Policy, which was attached to the Municipal Addressing Policy as

Appendix “A”. At that time, there were no further updates contemplated to the Municipal Addressing Policy.

Best practices in addressing and street naming have evolved over time due to a number of factors, including new built forms such as additional dwelling units and stacked townhouses, the use of spatial databases to store, analyse, and query addresses and street names, and the Next Generation 911 project which will enable callers to be located using GIS.

Further, there is currently no city-wide obligation on property owners to post the correct municipal address on their building or on a sign in a location that is visible from the street. In these instances, staff rely on voluntary compliance through requests of the property owner to post the correct address signage in a location that is visible and does not cause confusion. On average, there are two to three instances per year where communications by staff to a property owner do not have the desired effect of causing the property owner to rectify the situation.

As a result, there have been instances where the issue persists and a building does not have an address posted, has an incorrect municipal address number posted, the posted address is not visible from the street, or the address is located on a building or property in such a way as to cause confusion (for example, a building located on a corner lot with address signage facing the cross street). These situations pose a risk to the timely delivery of emergency services, and create confusion for mail / parcel delivery and wayfinding. Therefore, in order to maintain and improve public safety and convenient wayfinding, these situations must be prevented and existing issues resolved. The By-law will provide the necessary enforcement tool to authorize staff to require compliance.

Staff has conducted research into the processes and mechanisms used by other municipalities to obtain compliance in municipal addressing and the display of addresses, as well as the assignment of appropriate street names. Many municipalities in Ontario, including Mississauga, Ottawa, London, Kingston, Toronto, Pickering, Wasaga Beach, Peterborough, and Milton, have implemented By-laws which include enforcement mechanisms, to regulate the assignment of municipal address numbers and signage related thereto, and street names. The information obtained through this research was used by staff to inform the Municipal Addressing and Street Naming By-law attached as Appendix “A” to this report.

## **Analysis**

### **Existing Policy Review**

#### **City of Hamilton Municipal Addressing Policy (2005)**

The Growth Management Division in the Planning and Economic Development Department is responsible for assigning address numbers. The existing Municipal

Addressing Policy includes detailed rules and procedures for the assignment of these municipal numbers, ensuring a standardized and orderly system.

Key elements of the policy cover the spacing, parity, and pattern in municipal addresses. These elements are crucial to maintain consistency and avoid confusion.

The policy also provides guidelines for unit numbering in various types of properties, including duplexes, multiplexes, and commercial units. This ensures that all units within a property are accurately and systematically numbered.

Additionally, there are specific policies in place for new developments and rural areas to address the unique addressing needs of these regions. For those seeking a change of address, the policy outlines a clear procedure to handle such requests efficiently and effectively.

The Municipal Addressing Policy (2005) does not include any direction related to the display of municipal address numbers, nor does it provide any obligations on property owners or enforcement capabilities for the City to ensure that addresses are properly displayed. These are matters which have been included within the new By-law.

To facilitate implementation of the Municipal Addressing and Street Naming Bylaw, staff have identified amendments to the Policy which are discussed below in the Analysis – Rationale for Recommendation section of this Report.

### **City of Hamilton Farm 911 – Emergency Access Point Policy**

Farm 911 is a voluntary Province-wide program with a goal to ensure that all agricultural and vacant rural parcels are assigned an Emergency Access Point (EAP) number to allow for ease of property identification and speedier emergency response.

In response to direction from the Agricultural and Rural Affairs Advisory Committee (ARAAC), staff implemented the Farm 911 – Emergency Access Point (EAP) program in Hamilton. The Farm 911 – EAP Program was approved by Council in December 2023 and forms an appendix to the Municipal Addressing Policy (2005). The program is designed to run as a voluntary program and is offered at no cost to eligible applicants. EAP numbers are distinct from civic municipal address numbers and are not to be used as a mailing address, and are only intended to identify the location of an access point for emergency services. Farm 911 - EAP signs are red and white to easily distinguish these signs from the typical green and white rural signs.

Staff are proposing updates to the Farm 911 – EAP policy to incorporate improvements to the program which have been realized after reviewing applications received in the first year of the program. These proposed changes are discussed below in the Analysis – Rationale for Recommendation section of the report.

## **City of Hamilton Municipal Street Naming Policies, Guidelines and Procedures (2005)**

The Street Naming Procedure provides a structured framework for assigning, approving, and managing street names across the City. This document ensures that street names are clear, culturally significant, and support public safety by preventing duplication and confusion. The document guides the use of preapproved names, the process for proposing new names, and procedures for street renaming, while prioritizing historical relevance and community input. Staff have identified the need for updates to streamline processes, eliminate redundancies, and align with the proposed Municipal Addressing and Street Naming Bylaw. These proposed updates are discussed below in the Analysis – Rationale for Recommendation section of the report.

### **Rural Municipal Numbering By-law 02-312**

The Rural Signage Program requires owners of building(s) in the rural area to pay the required fee and install or have installed a green and white rural municipal address sign to identify each building. The Rural Municipal Numbering By-law 02-312 implements the Rural Signage Program, and was approved by Council in November 2002. The By-law provides direction related to the green and white rural municipal address signs, defined as Property Identification Signs.

Staff is proposing to continue the Rural Signage Program by incorporating these requirements into Part V and Schedule “A” Part 2 of the Municipal Addressing and Street Naming By-law, in order to establish comprehensive addressing and address signage requirements for buildings in the rural area. As a result, staff are proposing that the Rural Municipal Numbering By-law 02-312 be repealed in its entirety. The proposed integration of the Rural Signage Program into the Municipal Addressing and Street Naming By-law is discussed below in the Analysis – Rationale for Recommendation section of the report.

### **Streets By-law 86-077**

The Streets By-law 86-077 regulates activities that could take place within a municipal road allowance, including, but not limited to, signage, snow removal, obstructions, encumbrances, littering, benches, bus shelters, telephone booths, newspaper boxes, excavations, and the closing of roads for events. This By-law applies to lands within the former lower-tier municipality of Hamilton. Specifically, Section 3 of the Streets By-law 86-077 regulates addressing, street naming, and signage related thereto.

Upon review, the provisions of Section 3 no longer align with the City’s current operations. Addressing, street naming, and related signage requirements that are reflective of the City’s current operations are contained within the proposed Municipal Addressing and Street Naming By-law. Accordingly, staff is proposing to repeal Section 3 of the Streets By-law.

### ***Municipal Act, 2001***

In general, legislative requirements related to highways, street naming, delegated authorities and enforcement are found within the *Municipal Act*. There are several sections of the *Municipal Act* which are directly relevant to the subject of this Report, as noted below:

- Private road naming: Section 48 of the *Municipal Act, 2001*, permits a local municipality to name or change the name of a private road after giving public notice of its intention to pass the by-law. Further, Section 61(2) of the *Municipal Act, 2001*, permits a local municipality to enter upon land lying along the private road to install and maintain a private road name sign provided that the municipality has passed a by-law to name the private road;
- Staff recommends that the authority to assign names to private roads and prepare the necessary By-laws to present to Council be delegated to the General Manager of the Planning and Economic Development Department, or designate. Further discussion is provided in the Analysis and Rationale for Recommendation Section of this Report;
- Delegated authority for Policy Updates: Under Section 23.2, Legislative powers under the *Municipal Act* may be delegated to an individual who is an officer, employee or agent of the municipality where Council deems that the power to be delegated is of a minor nature. Staff recommends that the authority to make minor modifications to policies related to the Municipal Addressing and Street Naming By-law, provided they are consistent with the Municipal Addressing and Street Naming By-law and maintain the general intent and purpose of the policies, be delegated to the General Manager of Planning and Economic Development, or designate. Staff considers the authority to make minor modifications to related policies a power of a minor nature; and,
- Enforcement powers: Section 425 of the *Municipal Act, 2001*, allows the City to pass a by-law which provides that a person who contravenes the by-law is guilty of an offence. Section 446 of the *Municipal Act, 2001*, provides that where a person fails to do a matter or thing that is required under a by-law, the municipality may enter upon land at any reasonable time to do the matter or thing required at the person's expense and the municipality may recover the costs of doing a matter or thing from the person by adding the costs to the tax roll and collecting them in the same manner as property taxes

Under Section 429(1) of the *Municipal Act, 2001*, a local municipality may establish a system of fines for offences under a by-law passed under the Act, and under Section 434 a municipality may establish Administrative Penalties.

Report PED25077, including the Appendices attached thereto, complies with the above noted provisions of the *Municipal Act, 2001*.

## **Rationale for Recommendation**

### **1. Proposed Municipal Addressing and Street Naming By-law – Key Points**

The draft Municipal Addressing and Street Naming By-law is attached as Appendix “A” to Report PED25077. The By-law is divided into twelve parts and includes two schedules. Part 1 offers clear definitions for consistency throughout the By-law, and Part 2 recites the scope of the By-law. Delegated authority for the General Manager is laid out in Part 3. Part 4 contains the requirements for municipal addressing and unit numbering, and Part 5 explains the general requirements for Property Identification Signs in the Rural Area i.e., the Rural Signage Program. Parts 6 and 7 focus on assigning and changing street names, and street name signage, respectively. Part 8 describes the rules for Service. The enforcement powers are mapped out in Part 9 (sections 9 to 12). General information and the repeal of the two older By-laws is found in Parts 10 to 12.

Schedule “A” details the requirements for municipal address and unit number signage, including Multiple Unit Identification Signs, as well as Property Identification Signs. Schedule “B” provides street naming and renaming criteria for all streets, including public, private, and commemorative street names.

Key points to highlight include:

- The onus is on the property Owner to request a Municipal Address Number and / or Unit Numbers that are assigned by Planning and Economic Development Department and pay the requisite fee, obtain the appropriate signage, and post and maintain the signage in accordance with the provisions of the By-law;
- The By-law identifies detailed requirements for the display of Municipal Address Numbers and / or Unit Numbers for all forms of development;
- The requirements apply to all public and private property within the City and Buildings contained thereon (i.e., both urban and rural areas);
- A Municipal Address Number is not required for a vacant property; however, for a vacant property where a Building is proposed to be constructed or where an existing Building is proposed to be relocated, the Owner is required to obtain a Municipal Address Number subject to a fee and post the Municipal Address Number on temporary signage until the permanent signage can be displayed;
- Enforcement powers will provide authority for staff to gain compliance with the new By-law (discussed further below);
- Staff is delegated the authority to name new Streets and existing unnamed Streets and prepare the necessary By-law for adoption by Council (discussed further below under Delegated Authority);
- Staff is delegated authority to make minor amendments to the related Policies, provided they are consistent with the provisions of the By-law; and,

- Staff will continue to receive requests for street name changes and prepare a Staff Report and By-law for consideration by Planning Committee.

Staff supports the Municipal Addressing and Street Naming By-law, and updates to related existing Policies, for the following reasons:

- Current best practices for the City's municipal addressing and street naming protocol, including related signage requirements, will be implemented;
- The requirement that a By-law is passed to name a private road will establish a new City process that is consistent with the requirements of the *Municipal Act, 2001* (Section 48);
- Public safety (through faster emergency response times) and wayfinding (deliveries, etc.) will be maintained and improved for all Hamiltonians and visitors alike; and,
- Enforcement measures will be implemented which will assist in gaining compliance where a contravention exists, thus maintaining public safety and efficient use of staff time.

## **2. Enforcement of the Municipal Addressing and Street Naming By-law**

The new enforcement powers introduced within the By-law are one of the most important tools which will be realized with the enactment of the By-law. The need for staff to have strengthened enforcement tools to require property owners to properly display their municipal address was a key impetus to the creation of the By-law. Staff across various Divisions have worked together to design a process for enforcement of the Municipal Addressing and Street Naming By-law. Key points of interest related to enforcement include the following:

- Role of Legislative Approvals (Growth Management) Staff:
  - Where staff receives a request to verify an address and / or unit number, staff will verify the address / unit number with the Municipal Address File (i.e. the official address assigned by the City);
  - Where staff identify non-compliance with the Municipal Addressing and Street Naming By-law based on the above, staff will forward the details to Municipal Law Enforcement staff for investigation;
- Role of Municipal Law Enforcement Staff:
  - MLE staff will confirm non-compliance via inspection;
  - Following confirmation, initial communication will be for the purposes of educating the property owner on the contravention and the public safety concern, and will issue an Order to Comply that describes the violation and provides a timeframe for compliance, as well as advising of the consequences of non-compliance;
  - Where compliance is not achieved within the specified timeframe, a follow up letter may be provided to extend the compliance date (if appropriate);

- Continued non-compliance beyond the timeframe may result in the issuances of an Administrative Penalty or Part I Provincial Offences Notice;
- If non-compliance continues staff may proceed with a Part III Summons, or by entering onto the property and completing the necessary works to bring the property into compliance with the By-law. Associated fees and charges will be added to the property tax roll associated with the property.

### **3. Municipal Addressing Policy – Proposed Amendments**

The Municipal Addressing Policy approved by Council in 2005 will remain a relevant Policy which will function as a supporting document to the new By-law. It is important to note that the Municipal Addressing Policy focuses on how staff assign municipal address numbers to varying development forms, whereas the By-law focuses on how property owners must display their assigned address and / or unit number.

Staff have identified amendments which will be required to the City of Hamilton Municipal Addressing Policy to facilitate the implementation of the new Municipal Addressing and Street Naming By-law, reflect current and best practices in the assigning of municipal addresses, accommodate evolving built forms and to align with the current standard operating procedure informed by NG911. The amendments, attached as Appendix “B” to Report PED25077, are as follows:

- Section 2(k) indicates that “if necessary, and renumbering of surrounding buildings is not an option, ½ numbers shall be used”. Staff propose that the policy be modified to require the assignment of alphanumeric municipal numbers in these situations, to align with current practice. This update is needed for compatibility with the Address Management System and the Next Generation 911 project (e.g., instead of assigning the address 15 ½ Main Street, staff will assign 15A Main Street as the municipal address);
- The addition of a section for Additional Dwelling Units – Detached, to effect clear and consistent addressing for these dwelling types;
- The addition of sections for unit numbering, to provide requirements for clear and consistent unit numbering for all types of units i.e., residential, commercial, industrial, etc., and for various forms of development including multiple dwellings and multi-tenanted commercial buildings; and,
- Other minor updates to ensure consistency with the new Municipal Addressing and Street Naming By-law.

Further, the By-law (attached as Appendix “A” to Report PED25077) delegates authority for the General Manager, or designate, to make minor changes to the Municipal Addressing Policy. Staff support this delegated authority for the following reasons:

- Provides flexibility to keep up with best practices, without the need to go back to Council for minor modifications; and,

- Staff can focus on keeping the Policy current and on sensational service delivery rather than on preparing staff reports for minor changes to the Policy.

#### **4. Changes to the Farm 911 – Emergency Access Point Program**

The Farm 911 – Emergency Access Point (EAP) policy limits the eligibility of the program to vacant and un-addressed agricultural and rural parcels, consistent with direction that had been provided by the Agriculture and Rural Affairs Advisory Committee. Since enactment of the policy in January 2024, staff have received five requests for Farm 911 signs, of which two have been approved. The other three requests did not meet the above noted criteria to be eligible for a sign.

Staff have reviewed these requests and have determined that there is merit to expanding the eligibility of the Farm 911 – EAP Policy to encompass properties that do not meet the above criteria. Staff propose to expand the eligibility to include properties that may not be vacant or un-addressed, but which contain an existing secondary access point which is located sufficiently far from the main property entrance to justify an EAP number for the purposes of improving property identification. Staff have consulted with emergency services personnel who have confirmed that for large properties with more than one existing access point, the assignment of an EAP number to the secondary access point(s), regardless of whether or not the property is vacant, would assist in improving the emergency response. Therefore, staff are proposing necessary revisions to the Farm 911 – EAP Policy, which is attached as Appendix “C” to Report PED25077.

Staff have consulted with the Agricultural and Rural Affairs Sub-Committee on the proposed changes, and the Committee is in support of the amendments.

As noted, the Farm 911 – EAP Policy was approved to function as a no-cost program to applicants. There is no fee to apply for a Farm 911 – EAP number, and the sign fabrication and installation are both offered free of charge to eligible applicants. Through the 2024 capital budget process, \$94,850 from the Economic Development Reserve Fund was approved for this program. This amount was allocated based on an estimate of 280 vacant properties being eligible for the program and an assumption that up to three quarters of those properties may participate.

Expanding the eligibility requirements for the program has the potential to increase the number of eligible properties by permitting existing secondary access points to be assigned a number, whether or not the property is vacant and un-addressed. It is not possible to accurately identify the number of additional properties that would be eligible as information on existing secondary access points in the rural area is limited. However, by querying properties of a certain size (greater than 10 ha), land use (agricultural) and location (corner or through lot), one can estimate the number of additionally eligible properties. It is estimated an additional 525 properties could potentially become eligible for a Farm 911 number. However, that number should be

considered on the extreme high end as it is not likely that all of these 525 properties have existing secondary access points that would warrant a Farm 911 number.

Given the low number of requests that have been received to date, staff estimate there is sufficient funding to maintain the program over the next two years at a minimum. However, it must be noted that additional funds could be required in the longer term if the program is to remain free to property owners and if uptake on the program is significant. Staff will monitor the available funding as the program progresses and report back to Council in future if there is a need to re-consider funding options.

As the Farm 911 – EAP Policy forms an Appendix to the Municipal Addressing Policy, the delegated authority for the General Manager, or designate, to make minor updates to the Municipal Addressing Policy will also apply to the Farm 911 – EAP Policy.

## **5. Street Naming Policies, Guidelines and Procedures – Proposed Amendments**

Similar to the Municipal Addressing Policy, the City's Street Naming Policies, Guidelines and Procedures will remain a relevant Policy which will function as a supporting document to the new By-law. However, the policy will be renamed to the "Street Naming Procedures", and will be revised to focus solely on the procedures for street naming or re-naming. This change is warranted because the criteria for establishing new street names which was formerly contained within the Policy will now be included in the Municipal Addressing and Street Naming By-law.

As such, amendments will be required to the former document to facilitate the implementation of the new By-law and reflect current practices. The amendments, attached as Appendix "D" to Report PED25077) are as follows:

- Street naming criteria: The existing Policy outlines the criteria to which a proposed street name must conform in order to be approved. The criteria are numerous and include the following:
  - Street names should generally reflect the heritage of the area;
  - Streets shall not be named after living individuals or existing businesses unless approved by Council;
  - Street names shall not be discriminatory or derogatory;
  - New street names shall not duplicate or sound similar to existing street names;
  - Special characters (eg. dashes, apostrophes); certain words (eg. old, new) and abbreviations are not permitted.

The above noted criteria for street naming was removed from the Policy and inserted into Schedule "B" of the Municipal Addressing and Street Naming By-law (attached as Appendix "A" to Report PED25077);

- Pre-Approved Street Name List: The City maintains a "pre-approved street name list". This list was established after amalgamation and is organized by pre-approved street names which may be applied City-wide, and pre-approved

names which are specific to a former municipality. These names have already been vetted to ensure conformity to the criteria above, and to ensure that they are not duplicates. When streets are being named through the development approvals process, applicants are encouraged to select a name from the pre-approved list.

However, applicants do have the option of proposing a new name that is not on the list. Further, members of the public occasionally contact staff to put forth a proposed street name, which oftentimes is in reference to a person of historical significance to the City or a specific geographic area. In these circumstances, the proposed name is reviewed by staff for conformity to the criteria, and is circulated to emergency services staff to identify any concerns with the name in terms of pronunciation or duplication. If no concerns are raised, the name may be added to the pre-approved street name list for use in future development. The current Policy does not provide direction on how a proposed street name may be approved and / or added to the pre-approved street name list. Therefore, the Policy has been updated to add direction on the City's pre-approved street name list to align with current operations. This direction includes the specification that Councillors be circulated on proposed additions to the pre-approved street name list, including for requests that are specific to a certain ward or geographic area;

- **Applicability:** Added clarification that the Procedures apply to both public and private road names, including a new section to outline the new private road naming procedure (see section below on Delegated Authority – Public and Private Road Naming);
- **Street Re-naming:** Confirmation and clarification of the existing process for street re-naming (which requires a petition to be signed by a minimum of 80% of registered owners fronting the street); and,
- **Subheadings** added for convenience and clarity, and a reorganization of policies to align with subheadings was undertaken.

Further, staff support delegated authority for the General Manager, or designate, to make minor changes to the updated Street Naming Procedures, provided the minor updates are consistent with the Municipal Addressing and Street Naming By-law and the intent of the policies. The delegated authority will allow staff the flexibility to keep up with best practices, without the need to go back to Council for minor modifications.

## **6. Delegated Authority – Public and Private Road Naming**

Public streets are named through the Draft Plan of Subdivision process. As noted above, street names are chosen from the City's pre-approved list or suggested by the proponent for review and approval by the Growth Management Division, in accordance with the updated Street Naming Procedures. The approved street names are then provided on the final plan and registration of the Subdivision creates and names the streets. There are no changes proposed to this existing process.

There are occasionally public streets that are named outside of the Draft Plan of Subdivision process, and staff proposes to formalize delegated authority to the General Manager, or designate, for these situations through the By-law. In these circumstances, the street name would be assigned in accordance with the Municipal Addressing and Street Naming By-law and Street Naming Procedures. The updated Street Naming Procedures outline that the street name will be chosen in consultation with the Ward Councillor and using a name from the pre-approved street name list. Upon selection of the street name, the By-law to name the street may be forwarded to Council for enactment without necessitating a Council report.

Private roads (e.g. condominium roads) are most often named through the Site Plan Approval process. The proponent may choose street names from the City's pre-approved list (in accordance with the Procedures outlined above) or suggest other names for review and approval by the Growth Management Division. Suggested names must conform to the street naming criteria included as Schedule "B" to the By-law. The approved street names are then provided on the Final Approved Site Plan. Subsequently, an Official Address Notification Letter is circulated by Growth Management which formalizes the private road names. The City does not currently pass a private road naming by-law.

In accordance with the requirements of section 48 of the *Municipal Act*, staff is proposing to change the current process and require that a private road naming by-law be passed to establish the name of a private road, and is proposing delegated authority to the General Manager, or designate, for implementing private road naming. With delegated authority in place, staff would be responsible for assigning private road names (in consultation with the applicant and in accordance with the criteria and procedures noted above) and bringing the private road naming by-laws forward for enactment by Council without the necessity of a corresponding Council report. Notice of the intention to pass such a by-law would be provided on the City's website, and once passed, the City would register the by-law at the cost of the owner.

It is also noted that private roads are not required to be named. The decision whether or not to name a private road generally rests with the condominium developer. However, the new By-law does include a provision that will allow the City to require a private road to be named if it is deemed necessary to identify the location of a building or unit. This determination of necessity would be made by staff, in consultation with emergency services input, where it is deemed that a named private road would improve location identification and / or reduce confusion.

Staff support delegated authority for the General Manager, or designate, to name a public or private road, for the following reasons:

- Public roads are most often named through registration of a Plan of Subdivision, through which the proposed name(s) are reviewed and approved by staff. There

will be no change to this existing process. In the rare occurrences where a public road needs to be named outside of the Draft Plan of Subdivision process, delegated authority will allow the road naming by-law to proceed expeditiously to Council without a Council report, provided the name is in accordance with the Municipal Addressing and Street Naming By-law and Street Naming Procedures;

- Private road names are reviewed and approved by staff, typically through a *Planning Act* application such as a Site Plan Control Application. With the proposed delegated authority, the private road naming by-laws may be presented to Council without the need for a Staff Report, lending speed and efficiency to the process; and,
- Delegation aligns with the City's mission to provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, and the corporate pillar of sensational service.

## **7. Multiple Unit Identification Sign Specifications**

A Multiple Unit Identification (MUI) Sign depicts a site map showing all buildings and units, addresses and unit numbers, and roads, amongst other details, and are displayed for the purpose of site navigation, especially for emergency responders. These signs are triggered through the Site Plan Approval process, and the requirement is identified at the initial review stage by staff and is included as a condition of Site Plan Approval. The signs are required for block townhouse developments, and for commercial, industrial, and institutional sites where there are three or more buildings, or where there are two buildings on site and one or both have low visibility from the street. The design of all MUI Signs is required to be approved by staff, and the signs are required to be installed prior to occupancy of the buildings. This process is not proposed to change.

Staff has identified the need for new Specifications to regulate the information required, appearance, location, and construction specifications for MUI signs. Key points of interest related to these Specifications include the following:

- Required items such as fire hydrants, fire route and emergency access roads provide important information for emergency service providers;
- Comprehensive listing of all requirements, grouped by type, makes the Specifications document an excellent reference tool for proponents throughout their design process;
- Staff undertook a comprehensive review of MUI Sign requirements that are in effect in other municipalities to verify that the Specifications employ current best practices; and,
- Consultation with Building Services was undertaken to ensure the Specifications are consistent with Hamilton Sign By-law No. 10-197.

Further, the By-law (attached as Appendix "A" to Report PED25077) assigns delegated authority to the General Manager, or designate, to make minor updates to the MUI

Specifications to allow for flexibility for staff to respond and make necessary updates as required.

### **8. Rural Municipal Numbering By-law 02-312 – Repeal**

As previously noted, the Rural Municipal Numbering By-law 02-312 is proposed to be repealed with the enactment of the new Municipal Addressing and Street Naming By-law. Staff support the repeal of the Rural Municipal Numbering By-law and the continuation of the Rural Signage Program through the Municipal Addressing and Street Naming By-law for the following reasons:

- Property identification is key to public safety: buildings in the Rural area are more likely to be set back further from the road than in the Urban area, such that a municipal number affixed to the building may be difficult to see from the road;
- The signs are a consistent colour and situated similarly on the lot making them easy to identify for emergency services;
- In the context of the Farm 911 – EAP Policy, these signs are differentiated through different colour signage which makes it easy for emergency services to identify vacant properties as opposed to built properties; and,
- It adds transparency to the requirement to obtain a Property Identification Sign by including the requirement in the By-law, where all other address signage requirements City-wide are proposed to be contained, including the requirement that the municipal number be affixed to building.

Staff note that there are no changes proposed to the Rural Signage Program as a result of its inclusion in the new By-law. All existing procedures and requirements will remain the same.

### **9. Streets By-law 86-077, Section 3 – Repeal**

Staff supports the repeal of subsections 3(1) to 3(5) of the Streets By-law 86-077 for the following reasons:

- Upon review by staff, the provisions no longer align with the City's current operations, and,
- Addressing, street naming, and related signage requirements are required City-wide, whereas the Streets By-law 86-077 covers only those lands within the former lower-tier municipality of Hamilton.

## **Alternatives**

Council may consider the following alternatives:

1. Do not approve the Municipal Addressing and Street Naming By-law. Staff would continue to apply the policies approved by Council in 2005 but there would be no

enforcement tools available to gain compliance with these policies. Contraventions to the policy / By-law are detrimental to public safety and therefore staff do not recommend this alternative.

2. The Committee may choose to amend the recommended criteria and requirements in the proposed Municipal Addressing and Street Naming By-law and updates to related City policies. This is not recommended as the proposed By-law and policy updates have been based on significant internal staff review, public input and best practices.

## **Relationship to Council Strategic Priorities**

2. Safe & Thriving Neighbourhoods
  - 2.2. Make sure people can safely and efficiently move around by foot, bike, transit or car
3. Responsiveness & Transparency
  - 3.1. Prioritize customer service and proactive communication

## **Previous Reports Submitted**

- [PED23209](#): Farm 911 – Emergency Access Point Program

## **Consultation**

### **Agricultural and Rural Affairs Sub-Committee**

Staff attended the January 16, 2025 meeting of the Agriculture and Rural Affairs Sub-Committee to present the proposed changes to the Farm 911 – EAP Policy attached as Appendix “C” to Report PED25077. The members of the Committee were supportive of the proposed changes to expand eligibility of the program to capture an increased number of access points in the rural area.

### **City Staff / Agencies**

The following City Divisions and outside agencies have provided input on the draft By-law and Policy updates:

- Transportation Division, Public Works Department;
- Municipal Law Enforcement, Planning and Economic Development Department;
- Development Construction, Planning and Economic Development Department;
- Building Division, Planning and Economic Development Department
- Legal and Risk Management Services Division, Corporate Services Department;
- Hamilton Fire Department, Healthy & Safe Communities Department;
- Hamilton Paramedic Services, Healthy & Safe Communities Department; and,
- Hamilton Police Services.

The Legal Services and Risk Management Division was consulted to confirm adherence to the *Municipal Act*, 2001.

The following agencies have been notified of the forthcoming Municipal Addressing and Street Naming By-law and provided an opportunity to comment:

- Canada Post;
- Bell Canada; and,
- Utilities.

### **Public Consultations**

Promotion and notification for the project occurred through:

- The Engage Hamilton project website through the Engage Hamilton platform. The project was open on the Engage Hamilton site from December 2 to December 20, 2024. There were a total of 253 visits to the page and three comments were provided on the proposed Municipal Addressing and Street Naming By-law. The three comments were related to street naming, and are summarized below:
  - Comment 1: The list of pre-approved street names should be available for public reference. In response, staff note that the City's list of pre-approved street names will be available through the City's website following approval of the new By-law and updated policies.
  - Comment 2: Streets should not be named after living individuals. In response staff note that the Criteria for Street Naming which forms Schedule "B" to the By-law does not allow a street to be named after a living individual (unless approved by Council).
  - Comment 3: Street signs should be large enough to be legible. In response, Public Works staff note that signs are fabricated in accordance with the Ontario Traffic Manual Book 8 which dictates sign size and font size requirements.
- Social media posts provided by City Communications Staff and received 3,146 views overall; and,
- Updates to the Municipal Addressing website with information and directions on how to participate in the process.

### **Appendices and Schedules Attached**

Appendix A: Addressing and Street Naming By-law

Appendix B: Update to City of Hamilton Municipal Addressing Policy

Appendix C: Update to the Farm 911 – Emergency Access Point Policy

Appendix D: Update to City of Hamilton Street Naming Policy

Appendix E: City of Hamilton Multiple Unit Identification Sign Specifications

Appendix F: Administrative Penalties By-law Amendment

Appendix G: Rural Municipal Numbering By-law 02-312  
Appendix H: Streets By-law 86-077, Section 3

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