

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole** of Council of the Village of Pemberton to be held **Tuesday, June 20, 2017 at 1:00 p.m.** at Council Chambers, 7400 Prospect Street. This is meeting No. 164.

"This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio Recording of Meetings Policy dated September 14, 2010."

Item of Business	Page No.
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	1
Recommendation: THAT the agenda be approved as presented.	
3. APPROVAL OF MINUTES	2
a) Committee of the Whole No. 163 – Tuesday, June 6, 2017	
Recommendation: THAT the minutes of Committee of the Whole Meeting No. 163, held Tuesday, June 6, 2017 be adopted as circulated.	
4. Street Naming and Addressing Bylaw – Draft for Discussion	5
5. ADJOURNMENT	

**VILLAGE OF PEMBERTON
COMMITTEE OF THE WHOLE
MEETING MINUTES**

Minutes for the **Committee of the Whole** of Council of the Village of Pemberton held Tuesday, June 6, 2017 at 1:00 p.m., at Council Chambers, 7400 Prospect Street. This is meeting No. 163.

ATTENDING: Mayor Mike Richman
Councillor James Linklater
Councillor Ted Craddock
Councillor Jennie Helmer
Councillor Karen Ross

STAFF: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Tim Harris, Manager of Operations and Development Services
Lisa Pedrini, Village Planner
Shelley Termuende, Legislative Assistant

PUBLIC: 3

1. CALL TO ORDER

At 1:03 p.m. Mayor Richman called the Meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT The agenda be approved as presented.

CARRIED

3. APPROVAL OF THE MINUTES

a) Committee of the Whole No. 162 – Tuesday, May 16, 2017

Moved/Seconded

THAT the minutes of Committee of the Whole Meeting No. 162, held Tuesday, May 16, 2017, be adopted as circulated.

CARRIED

4. BENCHLANDS NEIGHBOURHOOD CONCEPT PLAN – Review

Lisa Pedrini, Village Planner, provided an overview of the Benchlands Neighbourhood Concept Plan and outlined the key features of the plan. Pedrini outlined the history of the development of the Plan going back to 2007 and noted that the Plan was innovative for its time and continues to be so in 2017.

Tim Harris, Manager of Operations and Development Services, addressed the processes for rezoning, subdivision and individual permit applications.

The Committee had discussion regarding the following:

- Allotments of green spaces
- Transportation routes and access
- Traffic volumes and parking
- Lot sizes, housing mix and density
- Affordable Housing Amenity provisions
- Stormwater drainage

The Committee recognized that the Village is growing and wishes to ensure that growth and development is done right and asked staff to ensure that discussions related to development in this area include consideration of the following:

- Transportation Planning
- Transit
- Environmental stewardship
- Engineering review respecting slopes in the area
- Stormwater drainage/retention ponds
- Affordable housing options
- Protection of the natural landscape

5. UBCM MINISTER MEETINGS – Requests and Meeting Topics – Discussion

Moved/Seconded

THAT staff develop draft Briefs for meetings with the following Ministers at the September UBCM Conference:

Ministry of Transportation and Infrastructure:

- Potential topics include: Cycling Safety, Road Improvements, Passenger Rail Service Option

Ministry of Health:

- Potential topics include: Nursing shortages at Pemberton Health Centre, need for a safe room in Pemberton, Ambulance Service concerns, continuation of funding for the Child and Youth Mental Health and Substance Use Collaborative – Pemberton Local Action Team

Ministry of Natural Gas Development and Responsible for Housing:

- Potential topics include: Affordable Housing opportunities

Ministry of Public Safety & Solicitor General

- Potential topics include: Increased Policing for Pemberton

Ministry of Jobs, Tourism and Skills Training

- Potential topics include: Request to take responsibility to manage the impacts of increased visitor volumes in the area

Ministry of Forests, Lands and Natural Resource Operations

- Potential topics include: Request to take responsibility to manage the impacts of increased visitor volumes in the area

Premier

- Potential topics include: Health issues, support to see the Province take responsibility to manage the impacts of increased visitor volumes in the area

AND THAT Briefs be brought forward at the July Committee of the Whole for review.

CARRIED

6. TOURISM – Discussion

Discussion took place regarding the increased numbers of visitors to the Sea to Sky Region and the impacts of tourism in the Pemberton Valley. Areas of concern included Keyhole Hot Springs, Strawberry Point, and Joffre Lakes Provincial Park.

Moved/Seconded

THAT the Committee of the Whole recommend to Council that staff discuss with the Squamish, Lillooet Regional District staff the opportunity to prepare a joint letter to the Ministry of Jobs, Tourism and Skills Training, the Ministry of Forests and natural Resource Operations and the Ministry of Transportation and Infrastructure requesting that the Province take responsibility to mitigate the impacts and consequences of increased tourism in the area.

CARRIED

7. ADJOURNMENT

The Committee of the Whole Meeting was adjourned at 2:51 p.m.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: June 20, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate and Legislative Services
Subject: Draft Street Naming and Civic Addressing Bylaw

PURPOSE

The purpose of this report is to present the draft Street Naming and Civic Addressing Bylaw to the Committee of the Whole for review and consideration.

BACKGROUND

Due to increasing development in the Pemberton Valley, staff has determined that there is a need to implement a regulatory Bylaw related to Street Naming and House Numbering to ensure consistency and to provide guidance to owners and developers in considering naming of newly developed streets and/or renaming of existing streets within the Village's jurisdiction.

At the Regular Council meeting held on April 11, 2017, following consideration of the naming of Sabre Way, Council made the following resolution directing staff to bring forward a Street Naming and House Numbering Bylaw:

Moved/Seconded

***THAT** staff prepare a new Street Naming and Addressing Bylaw.*

CARRIED

For the purposes of preparing a new bylaw, staff reviewed the Street Naming and Addressing bylaws, policies, procedures and fees structure from other Sea to Sky and Lower Mainland municipalities to ensure that the proposed bylaw remain in line with the practices of other municipalities.

DISCUSSION & COMMENTS

Section 39 of the *Community Charter* gives Council the authority to assign a name or number to a highway (street) and assign numbers to buildings and structures within the municipality and to require owners to put in place the assigned numbering. The Village currently has a House Numbering Bylaw No. 189, 1985 which establishes the criteria for house numbers and sets out the numbering based on a map attached as Schedule A, and is attached as **Appendix A**. Although the requirements of the Bylaw in terms of criteria for placing street numbers on a building are not necessarily outdated the street mapping which establishes the numbers is as the Village has grown considerably since the bylaw was adopted in 1985.

The Village does not currently have a bylaw or policy related to street naming rather street names have been assigned by Council resolution. As a result, based on precedent and Council resolutions the Village's practice with respect to street naming has been to utilize names of local pioneers, themes of flora and fauna, native plants and local animals. In 2003, Council resolved that all streets at the Industrial Park shall be named using the theme of industry. A listing of the current street names is attached as **Appendix B**.

As noted above, staff has researched the practices of other communities with respect to both street naming and street numbering and developed a draft Street Naming and Civic Addressing bylaw that incorporates both elements, which is attached as **Appendix C**.

Street Naming:

The draft Bylaw sets out the requirements when considering street naming and builds on the Village's current practices by adding to the criteria (section 3 B). In this regard, at the April 11th Council meeting correspondence was received from a local resident requesting that if there is ever a need to name or rename a road, park or structure, that consideration be given to honouring Shirley and George Henry. With this in mind and in anticipation that there may be opportunity to honour other long standing community members, staff has added to the naming criteria, the following options for consideration:

- Have significance to the history of Pemberton
- Names of Pemberton residents who have achieved remarkable success in their field at the local, provincial, federal or international levels; or connected to the community as a whole:

The naming of streets has been delegated to the Manager of Operations and Development Services; however, in the event that a proposed name has significance to the history of Pemberton or is honouring a local resident then the street naming proposal will be referred to Council for approval.

The Street Naming section of the bylaw also determines suffixes based on the street types (section 3 C) and establishes the street naming process (section 3 D) to guide developers with respect to making submission for new street names.

Section 4 A through C sets out the process by which streets may be renamed in the event that there is a need or desire to do so. This process includes the need for property owner support via a petition and if the Manager feels appropriate the requirement to hold a public information session so that the greater community may have an opportunity to provide input. A fee for processing an application has been set at \$150 which will cover administrative time to process the application but does not include the costs associated with notification to the public or staff time to organize and attend a public information session as may be required. As such, these costs will be cost recovered based on actual costs. This process is consistent with other municipalities.

Street Name Listing:

As noted above, a current street name listing, which was developed based on Council direction between 1969 and 2004, is attached as **Appendix A**. Unfortunately, the list does not include

names that have not been utilized nor does it list out potential new street names. If the Committee is agreeable to supporting the inclusion in the naming criteria those names that have a significance to the history of Pemberton and names of residents who have achieved success or are connected to the community, staff recommends that a list of new names, that meet with the intent of all components of the criteria, be developed for Council's approval. A standing listing of new names would be helpful, not only to developers but also to staff in the review of street naming or renaming requests and applications as it will ensure that names available meet with the criteria established by Council.

It is proposed that staff work with the Pemberton & District Museum and Archives Society to prepare for Council's consideration a Street Naming List which would include a brief history or significance of each name being presented.

Street Addressing:

The Village's current House Numbering Bylaw references a very old map on which the street or civic numbers were established. The draft bylaw also builds on what the Village currently has in place by providing clarity with respect to the assignment of numbers based on the fronting street, numbering for duplexes, corner lots, row houses, multi-family residential and commercial properties.

Section 6 of the Bylaw establishes the responsibility of the property owner or developer to ensure that numbering assigned is properly affixed and visible. This is important for emergency services purposes and maintains consistency with the regulations in other municipalities.

Section 7 sets out the design requirements for the street numbers and is consistent with the requirements set out in the House Numbering Bylaw No. 189, 1985 and incorporates some of the requirements established in the Squamish-Lillooet Regional District Civic Addressing Regulatory Bylaw No. 1184, 2010 which was brought forward following the implementation of 911 service in this area. This helps to align the street numbering requirements between the jurisdictions.

The draft bylaw has been presented for review and feedback from the Committee of the Whole.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

The establishment of a Street Naming and Addressing Bylaw meets with Section 39 of the *Community Charter*. There is no legal review required.

IMPACT ON BUDGET & STAFFING

The proposed draft Street Naming and Addressing Bylaw has been prepared in-house and has been incorporated into the daily operations of the Corporate and Legislative Services Department. The preparation of bylaws and supporting reports are considered a part of staff's regular scope of duties and responsibilities and thus will not impact budget or staffing costs.

INTERDEPARTMENTAL IMPACT & APPROVAL

Preparation of the Street Naming and Addressing Bylaw involves consultation and input from the Operations and Development Services Department. Compliance and enforcement of the conditions as set out in the Bylaw, if approved by Council, will be conducted by the Development Services division of Operations and Development Services Department.

Interdepartmental Approval by:	Tim Harris, Manager of Operations & Development Services
--------------------------------	--

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions at this time; however, it should be noted that the street addressing component of the draft bylaw aligns with the street addressing requirements as established within the Squamish-Lillooet Regional District.

ALTERNATIVE OPTIONS

There are no alternative options for consideration at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

Preparation of a Street Naming and House Numbering Bylaw is identified as a priority in the 2017 Corporate and Legislative Services Department work plan.

This project falls under Strategic Priority Three, Excellence in Service: the Village is committed to delivering the highest quality of municipal services within the scope of our resources.

RECOMMENDATIONS

THAT the Committee of the Whole provides direction in relation to the draft Street Naming and Addressing Bylaw.

Attachments:

- Appendix A: Village of Pemberton House Numbering Bylaw No. 189, 1985
- Appendix B: Village of Pemberton Street Names
- Appendix C: Street Naming and Civic Addressing Bylaw No. XXX, 2017

Submitted by:	Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

A By-law to adopt a system of house numbering for the Village of Pemberton.

Appendix A

The Council of the Village of Pemberton, in open meeting assembled acts as follows:

A system of house numbering is hereby adopted for the Municipality of Pemberton, which shall be as shown on the plan attached to forming part of this by-law, known as "Schedule A" of By-law No. 189.

Numbers are hereby assigned to buildings and structures as indicated on the aforementioned plan known as "Schedule A" of By-law No. 189.

Numbers assigned to buildings and structures shall be so placed to be easily read from the highway upon which such building or structure is deemed to front as indicated by the numbers assigned on the aforementioned Schedule "A" of By-law No. 189.

Numbers assigned to buildings and structures may, except as provided in Section 3 hereof, be placed on any part of a building or structure, but no number shall be placed at a lesser height than 1m, or a greater height than 3m from the immediate ground upon which the building or structure is constructed.

The series of digits in each number assigned to a building or structure shall be of uniform size, and may be constructed from any metal, plastic, or other impervious substance, or may be painted, providing such painting is applied in a professional workmanlike manner.

The council may, at its discretion, order that any numbers attached or otherwise applied to any building or structure be removed or replaced if such numbers do not conform with the requirements of this By-law, or if such numbers are incorrect cause confusion, or if such numbers are unsightly.

This By-law may be cited as the "Village of Pemberton House Numbering By-law No. 189, 1985".

Read a first, second and third time this 7th day of May, 1985.

Reconsidered and finally adopted this 2nd day of June, 1985.

Shirley Henry
Mayor

Thomas Wood
Clerk

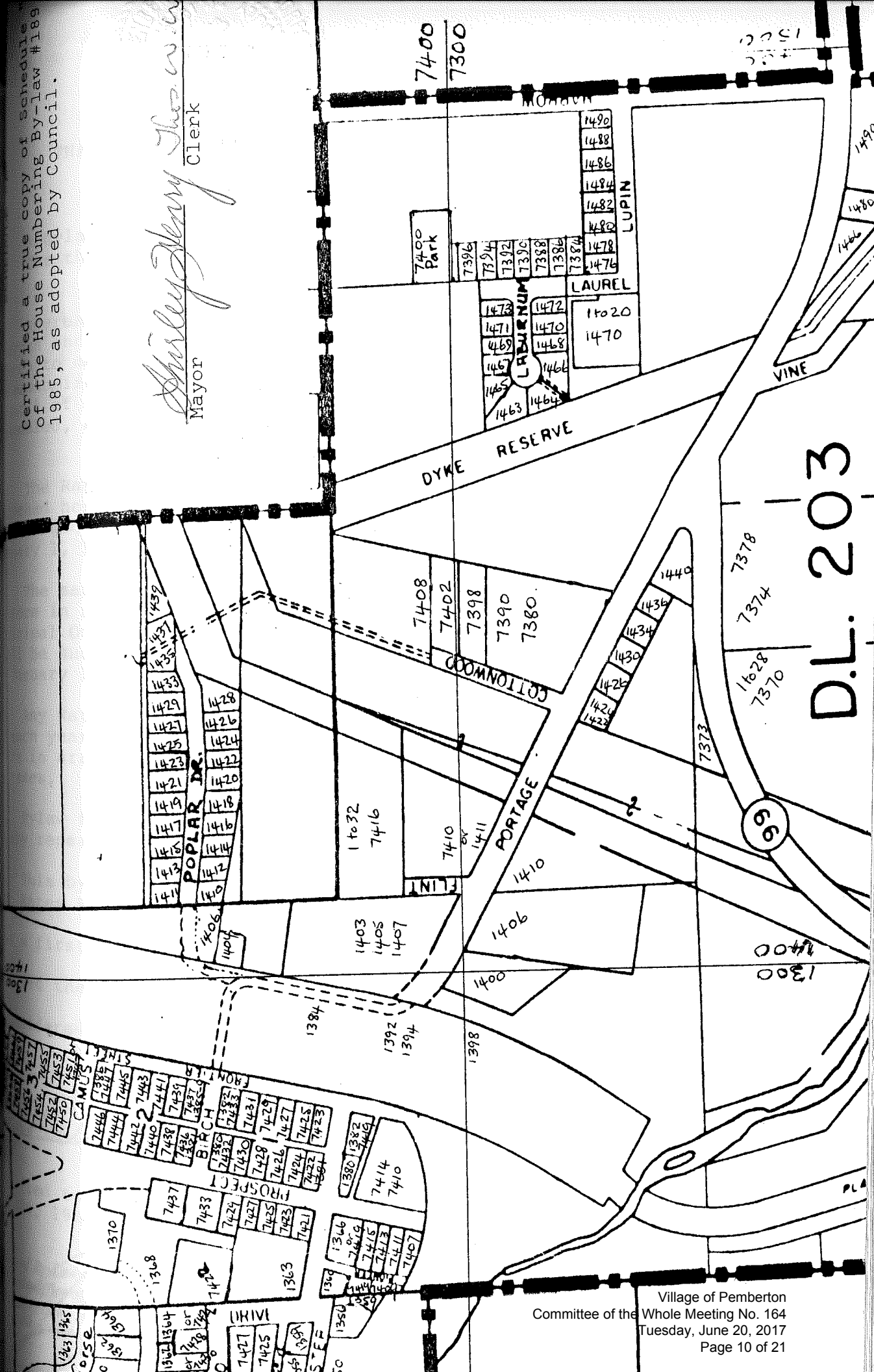
I hereby certify that this is a true copy of the Village of Pemberton House Numbering By-law No. 189, 1985, as adopted by Council.

Village of Pemberton
Committee of the Whole, Meeting No. 164
Thomas Wood
Clerk

Tuesday, June 20, 2017
Page 9 of 21

Certified a true copy of Schedule of the House Numbering By-law #189 of 1985, as adopted by Council.

Whitley Henry
 Mayor
 Clerk



15251
 #189

D.L. 203

96

APPENDIX B

VILLAGE OF PEMBERTON STREET NAMES As confirmed in 2000

STREET NAMES CURRENTLY IN USE

Downtown (2000)

Aster Street (E/W)
Birch Street (E/W)
Cedar Lane (E/W)
Camus Street (E/W)
Frontier Street (N/S)
Pioneer Street (N/S)
Prospect Street (N/S)
Spruce Street (Stopped and Closed)
Walnut Street (E/W)

Glen (2000)

Balsam Street (E/W)
Harrow Road (N/S)
Hemlock Street (E/W)
Laburnum Street (E/W – cul-de-sac)
Larch Street (N/S – E/W)
Laurel Street (N/S)
Olive Street (E/W – dead end)

Aspen Fields (2000)

Alder Drive (E/W - dead end)
Oak Street (E/W)
Poplar Street (E/W – dead end)
Willow Drive (E/W – cul-de-sac)

Benchlands (2000)

Beachwood Street (N/S – cul-de-sac)
Dogwood Street (N/S)
Elmwood Drive (E/W – cul-de-sac)
Fernwood Drive (E/W – dead end)
Greenwood Street (E/W – cul-de-sac)
Eagle Drive (N/S – Approved in 2004)

Pemberton Plateau (2000)

Pemberton Farm Road East
Pinewood Drive
Pinewood Place (cul-de-sac)
Sabre Way (E/W – Approved 2017)

Gateway (2000)

Arbutus Street (N/S – cul-de-sac)
Crabapple Court (E/W – cul-de-sac)
Cottonwood Street (N/S – dead end)
Flint Street (N/S – dead end)
Park Street (E/W – dead end)
Portage Road (E/W)
Vine Road (dead end)

Industrial Park (2003)

Artisan Road (E/W)
Carpenter Road (E/W – through road to cul-de-sac)
Industrial Way (N/S)
Old Mill Road (N/S)
Stonecutter Place (E/W – cul-de-sac)
Timberlane Road (E/W)
Venture Place (E/W – cul-de-sac)

Airport

Airport Road

APPENDIX B

**VILLAGE OF PEMBERTON STREET NAMES
As confirmed in 2000**

STREET NAMES Approved – NOT IN USE

Menzel (Approved in 1995)

APPENDIX C
DRAFT BYLAW FOR CONSIDERATION

VILLAGE OF PEMBERTON
BYLAW No. _____, 2017

A bylaw to regulate street naming and addressing in the Village of Pemberton.

WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign a name or number to a highway within the municipality;

AND WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign numbers to buildings and other structures within the municipality;

AND WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, require owners or occupiers of real property to place building or structure numbers assigned by the Village in a conspicuous place.

NOW THEREFORE, the Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS**:

1. CITATION

This Bylaw may be cited as "Street Naming and Civic Addressing Bylaw No. ____, 2017."

2. DEFINITIONS

In this bylaw the following definitions have the following meanings:

"Address" Means the number assigned to a parcel of land and/or each separate building, unit, or dwelling on a property, including strata property, within the Village of Pemberton;

"Building" Means a structure that is used for or intended to be used for supporting or sheltering persons, animals or property, except those prescribed by regulation as exempted from the British Columbia Building Code;

"Civic Address" Consists of a civic number and a unit number if it is required;

"Civic Number" Means those numbers assigned by the Village for the purposes of numbering building and or properties;

"Council" Means the Council of the Village of Pemberton.

“Developer”	Means the party or contractor who has the authority to act on behalf of and represent the Owner in carrying out works and services under this bylaw.
“Development Services”	Means a division of the Village of Pemberton’s Operations & Development Services Department.
“Manager”	Means the Manager of Operations and Development Services for the Village of Pemberton.
“Owner”	Means the registered owner in the records of the Land Title Office and includes strata property.
“Unit Number”	Means a qualifying description used to distinguish a group of buildings or dwellings with the same civic number.
“Street”	Means a highway, road, lane or other public thoroughfares.
“Village”	Means the Village of Pemberton.

3. STREET NAMING

Streets are named in accordance with the following criteria:

A. General Provisions

- i. Street names shall be required of every access that serves at least three dwellings and or business establishments or combination thereof except in mobile home parks;
- ii. All streets shall be known by the same name for the entire length, except where the street crosses a base line or geological barrier such as a river or dyke;
- iii. The application of street name(s) in any area of the Village must not repeat one (1) name with multiple suffixes;
- iv. The Village shall have the right to name or rename all private roads, access or easements and Village owned streets.

Comment [sf1]: Example: Snowbird Lane, Snowbird Boulevard, Snowbird Drive etc.

B. Street Name Categories

The proposed street names within the Village of Pemberton must be reasonably easy to spell and pronounce, have no adverse connotations and are:

- i. Names that reference local pioneers, flora and fauna, native plants and local animals;

Comment [sf2]: The categories have been established based on past resolutions of Council.

Comment [sf3]: Council resolutions in the following years: 1972, 1973, 1998, 2003

- ii. Have significance to the history of Pemberton;
- iii. Names of Pemberton residents who have achieved remarkable success in their field at the local, provincial, federal or international levels; or connected to the community as a whole: and
- iv. Specifically for the Industrial Park, have the name themed on industry;
- v. Based on the Street names established in the Street Naming Listing as approved by Council.

Comment [sf4]: Sections ii and iii have been added for consideration by the Committee of the Whole

Comment [sf5]: Council Resolution from 2003

Comment [sf6]: Proposing that a Street Naming List be further developed and would form the basis of new street names based on the criteria above.

1. Street Name Suffixes

Suffixes may be determined based on the street type; and are applied to the following types of streets:

Avenue (Ave)	A through local street, collector or arterial carrying east-west or north-south traffic
Boulevard (Blvd)	Arterial or collector carrying east-west or north-south traffic
Crescent (Cr)	Street or minor collector curvilinear in nature and shaped like a crescent
Court (Ct)	A non-through street (cul-de-sac)
Drive (Dr)	A non-through street (cul-de-sac)
Lane (Ln)	Service or access street behind a limited number of homes and/or businesses
Place (Pl)	A non-through local street (cul-de-sac)
Road (Rd)	A rural connector street
Street (St)	A through local road, collector or arterial serving carrying east-west or north-south traffic
Way (Wy)	Street or minor collector

C. Street Naming Process

- i. All street name proposals are processed through Development Services;
- ii. A written request is submitted to Development Services, as part of the subdivision and/or strata development approval process, including;
 - a. A list of at least three (3) names for each street, a brief, but complete, explanation as to the reasons for the proposed name (s);
 - b. the street name category, as set out in subsection 2, how the proposed name applies;
 - c. a map identifying all the streets with the associated proposed names.
- iii. The Manager is authorized to approve the assignment of a street name(s).

- iv. Notwithstanding subsection (iii), where a street naming proposal is submitted under Section 3 (B) (ii) and (iii), the Manager will submit the street naming proposal, and the recommended street name, for Council's consideration and approval.
- v. All costs associated with the design, fabrication and installation of street signs within a new development are borne by the Developer.

4. RENAMING STREETS

A. Reasons for Renaming Streets:

- i. On a case by case basis, for duplicate or similar name situations;
- ii. Where a street or street realignment connects streets with different names to form one continuous street; or
- iii. Where Council deems it appropriate to rename an existing street.

B. The following information is collected for all requests concerning the renaming of streets:

- i. Historic significance of the existing street name and the length of time each existed;
- ii. Total number of street addresses on the street affected;
- iii. Current land use at each address;
- iv. In-stream development applications on the street affected; and
- v. Existing and planned road systems for the affected area(s).

C. Street Renaming Process:

- i. Street renaming proposals are processed through Development Services and will be subject to Street Renaming Application Fee as set out in Schedule A.
- ii. Proposed street renaming must use names conforming to the Street Naming Criteria set out in Section 3;
- iii. Resident(s) or Developer(s) proposing a renaming shall make a written submission to Development Services that includes the following information:
 - a) A Street Renaming Proposal which includes the new name and outlines the rationale for the request;
 - b) A petition signed by a minimum of two-thirds of the owners of property directly affected by the proposed street name change;

- iv. Resident(s) or Developer(s) proposing a renaming may also be required to hold a Public information Session in regard to the proposed renaming and implementation to seek the input from the community at large if deemed necessary by the Manager;
- v. Development Services will submit a Street Renaming Proposal for Council's consideration and approval, including the information gathered from the proponent, a summary of input received during the Public Information Session, and the recommended street name;
- vi. As part of implementation, a minimum one (1) months' notice of a street renaming must be provided to Owners and Occupiers affected by the street renaming;
- vii. Street naming will not take place during the following periods: April 15 to July 1 and November 1 to January 15.
- viii. Any Resident(s) or Developer requesting the renaming will bear the costs of reimbursement for up to one (1) year of change address service with Canada Post for Owners and Occupiers affected by the changed street name.
- ix. All costs associated with the notification to the public, staff coordination and attendance at the public information session as may be required, new street sign design, fabrication and installation of those signs, if renaming is approved, shall be borne by the applicant or cost recovered by the Village as noted in Schedule A.

Comment [sf7]: These dates are set aside as April 15-July 1 is tax season and November to January is when BC Assessment undertakes its review.

5. CIVIC ADDRESSING

A. Authority

- i. It is the authority of the Village to assign civic addresses to all properties and buildings associated with the property;
- ii. The Village may assign, change, or reassign civic addresses where necessary to resolve potentially confusing numbering, discontinuities or irregularities, and to ensure an adequate supply of civic addresses for existing and future development;
- iii. The Manager is authorized to allocate numbers to buildings and structures within the Village and may designate a member of Development Services to undertake his/her responsibilities for street numbering under this Bylaw;
- iv. The Manager is authorized to make minor changes, alterations, or additions in the display of numbers, including, but not limited to requiring additional reflective signage to indicate the location of buildings in multiple building developments.

B. Civic Address Requirement and Assignment

- i. Every property and principal building/dwelling, constructed or placed on any lot, or part of a lot, in the Village, must be assigned a number by the Manager or his/her designate for that purpose.
- ii. The assignment of civic addresses will be based on the fronting street;
- iii. A building on a corner lot is addressed off the street to which the front door faces;
- iv. A duplex dwelling is given one civic address based on the fronting street and each dwelling is given an "A" or "B" suffix;
- v. Row houses are given separate civic addresses for each unit;
- vi. Addressing for multi-family residential properties are off the street to which the primary driveway serves the particular building or multi-family residential property and civic and unit numbering for Multi-family residential properties shall be established at the discretion of the Manager;
- v. A civic address change may be requested by the Owner or Developer for any property subject to an administrative fee set out in Schedule A. The proposed new addresses are provided by Development Services and options will be discussed with the Owner and Developer;
- vi. Discretion may be used by the Manager when addressing a dwelling without a clear street frontage or front door location;

6. AFFIXING BUILDING NUMBERS

1. Every property owner or Developer of a building, commercial or multi-family residential complex which is assigned a number must supply and affix, or caused to be affixed, the assigned number in a conspicuous place on the building or display it elsewhere on the property where it can be easily be seen from the driveway entrance;
2. Every property owner must ensure that the building number assigned remains in perpetuity, be securely attached to the building, fence or other structure, and to remain plainly visible and legible from the street, and must replace, repaint or otherwise maintain the number as required from time to time to maintain its visibility and legibility;
3. For detached accessory suites with access from a lane, the assigned number must be affixed where it can be easily seen from the lane;
4. For large commercial or multi-family developments, adequate directional signage detailing building and unit numbers, must be affixed where it can be easily seen from the fronting street;

5. Civic Numbering must be affixed within ninety (90) days of receiving notification from the Village;
6. If any owner fails to comply with the requirement to supply and attach or to maintain a building number the Village may, after having notified the owner of its requirements, supply the building number, enter on the land and attach the building number, or enter on the land and maintain the building number, as the case may be, including by altering buildings or other structures or vegetation on the land to render the number visible, and recover the cost of doing so from the owner. The Village may recover any unpaid costs in the same manner and with the same remedies as property taxes.

7. MEASUREMENT AND DESIGN REQUIREMENTS

1. For all buildings all assigned numbers must be:
 - i. No less than one (1) meter and no more than three (3) meters from the ground upon which the building or structure is constructed;
 - ii. Visible from the street and clear from any vegetation or other obstructions;
 - iii. If reflective material is used then each number must be at least 6.5 cm in height;
 - iv. If reflective material is not used, then each number must be at least 15 cm in height;
 - v. Of a dark colour where placed on a light background or of a light colour where placed on a dark background;
 - vi. Numbers must be displayed as numbers not text.
2. For buildings which are greater than ten (10) metres from the street or where numbers are not visible from the street, the following applies:
 - i. In addition to the civic address on the building, a duplicate set of numbers must be permanently displayed beside the driveway at the intersection with the street to which the civic number applies;
 - ii. The numbers must meet the requirements as outlined in Section 7.1.
3. If more than one property or building is accessed via a common driveway;
 - i. Individual civic numbers and/or unit numbers must be clearly posted on each building as described in Section 7.1
 - ii. Each civic address must be displayed at the street as outlined in Section 7.2;
 - iii. If a driveway branches to provide access to more than one property, numbering meeting the requirements of Section 7.1 shall be displayed at each point of intersection to indicate which driveway leads to which address;
 - iv. Section 7.3 (iii) does not apply if the buildings are accessed via signed strata roads.

Comment [sf8]: Using current bylaw requirements from BL 189, 1985 and aligns with SLRD Addressing bylaw 1124, 2009
Intent is to remain consistent between jurisdictions.

8. Alteration of Civic Address

1. No owner of a building or property will display or cause to be displayed any other number other than the civic number or unit number which has been assigned by the Village;
2. No person shall alter, renumber or change any civic address without first receiving permission from the Village.

9. POWERS OF THE MANAGER

1. The Manager may make incidental rules and regulations not inconsistent with this bylaw, as amended from time to time.
2. The Manager may exempt a Developer or Owner from providing some or all of the information as set out in this bylaw, as amended from time to time.
3. The Manager may levy fines for any contravention of this Bylaw, as amended from time to time.

10. OFFENCE

1. Any person who contravenes, violates or fails to comply with any provision of this bylaw, suffers or allows any act or thing to be done in contravention or violation of this bylaw or fails or neglects to do anything required to be done under this bylaw is deemed to have committed an infraction of, or an offence against, this bylaw; and is liable on summary conviction to a fine of not more than ten thousand dollars (\$10,000) and each day such an infraction is caused, or allowed to continue, constitutes a separate offence.

11. SEVERABILITY

1. If any section, subsection, clause, sentence, clause, definition, phrase, map or other portion of this bylaw is held to be invalid for any reason by a court or competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the bylaw.

12. REPEAL

House Numbering Bylaw No. 189, 1985 is hereby repealed.

READ A FIRST TIME this day of , 201__.

READ A SECOND TIME this day of , 201__.

READ A THIRD TIME this day of , 201__.

ADOPTED this day of , 201__.

Mayor
Mike Richman

Corporate Officer
Sheena

**Schedule A
FEES**

	Bylaw Section	Fee
Street Renaming Application Fee	Section 4 (C) (i)	\$150.00
Civic Address Change Application Fee	Section 5 (B) (iv)	\$150.00
Notification and staff time associated with the Public Information Session	Section 4 (C) (iv)	Based on actual costs and recovery of staff time, wages and benefits
Design, fabrication and installation of new Street Signs as renamed	Section 4 (C) (iv)	Based on actual costs and recovery of staff time, wages and benefits plus parts and material

DRAFT