

REGION OF OTTAWA-CARLETON  
RÉGION D'OTTAWA-CARLETON

REPORT  
RAPPORT

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Our File/N/Réf.            03 02-99-0009

DATE                        23 September 1999

TO/DEST.                 9-1-1 Management Board

FROM/EXP.                Co-ordinator, 9-1-1 Management Board

SUBJECT/OBJET         **CIVIC ADDRESSING - UPDATE**

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### **REPORT RECOMMENDATION**

**That the 9-1-1 Management Board receive this report for information.**

### **BACKGROUND**

On 12 February 1999, the 9-1-1 Management Board approved the following Motion:

*That a sub-committee be formed comprised of Councillor Cantin, Ross Maxwell, a member of the Regional Municipal By-law Enforcement Committee and a representative from each of the three emergency services to examine present civic addressing practices in Ottawa-Carleton (home and business), with recommendations to the Board, the Corporate Services and Economic Development Committee, Regional Council and local municipal councils and committees.*

To this end, the sub-committee met on 27 May, 24 June and 5 August 1999 to discuss this issue and copies of the Minutes have been appended for your reference. As part of its deliberations, the sub-committee developed a chart which provided a breakdown of the various area municipal civic addressing by-laws, a copy of which has also been attached.

The 9-1-1 Advisory Committee considered this report on 10 September 1999 and agreed the sub-committee should continue to pursue some of the proposed initiatives with area municipalities and various building associations, and work towards the establishment of set standards for a comprehensive by-law.

*Approved by*  
*Rosemary Nelson*

MINUTES

SUB-COMMITTEE ON CIVIC ADDRESSING

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

CAUCUS ROOM

27 MAY 1999

9:00 A.M.

PRESENT

Members: R. Cantin, R. Lavictoire, R. Maxwell, P. McConnell, D. Brousseau  
T. Cameron, P. Couillard

REGRETS

L. Donaldson

Councillor Cantin welcomed members to the first meeting of the Civic Addressing Sub-committee and explained their mandate was to examine present civic addressing practices in Ottawa-Carleton (home and business). The sub-committee was to prepare a brief description of standardized addressing e.g. size, colour, position of sign, et cetera, which satisfies the requirements of all emergency agencies. The committee will make recommendations to the 9-1-1 Management Board, the Corporate Services and Economic Development Committee, Regional Council and local municipal councils and committees.

General discussion at the outset of the meeting included the following comments:

- the City of Ottawa has a Municipal Numbering Officer who enforces numbers on a complaint basis only; the City has some material that might be helpful in this regard;
- it is important to eliminate street name duplication when the Region migrates to PERS; there should also be a move to eliminate the suffixes (street, crescent, drive) of the same name e.g. *Main Street*, *Main Crescent*;
- street naming standards were adopted by Regional Council and Ottawa Council in the 1980's; it was suggested this should be reviewed; it is up to the area municipality to decide on a suffix whereas the Region has to approve the name of the street; *NOTE: The RMOC has the authority to approve all street names, but it only has the authority to change Regional road names, not local roads.*

- reference was made to a continuous road having many names e.g. Scott - Wellington - Rideau - Montreal, et cetera; at some point in time this should be examined;
- the suggestion was made to fine people if they do not display their address number properly;
- for current building practices, addressing should be done correctly; however, there should be a way of correcting existing problems now;
- the Region should contact utility companies to encourage them to comply with its records;
- some street signs indicate which direction the address numbers can be found, thus making it quite easy to locate an address; it is the Region's responsibility to manufacture and install street signs on regional roads;
- visibility is the main issue for fire departments;
- emergency agencies which respond to more than one municipality must cope with the impact of duplicate "Main Streets", for example; in some municipalities outside the Region, the street names are prefaced with the name of the municipality e.g. Winchester Main Street.

Discussion arose on the difficulties which would be faced in changing street names and the legal and cost implications involved in such a process. It was suggested that with enough advance notification, the cost implications should not be as great because they will have ample time to make necessary changes. In terms of mail service, the postal code is the driving force and therefore should not cause confusion.

The committee agreed that to have an efficient address system is good for everyone and this is the message that should be conveyed. The suggestion was made to draw up a list of benefits to be achieved by proper addressing, with the main emphasis being safety.

The question was asked that once the address number is properly installed, what steps can be taken to ensure it is kept visible. Along these lines, T. Cameron questioned whether there should be consistent by-laws; he noted there may be some difficulty getting all the municipalities to do that and further questioned whether it would be likely they would agree to change the name of a street and whether, in fact, the Region can enforce it.

Councillor Cantin suggested that the Region and the municipalities should start thinking about what will happen if this is not improved. R. Lavictoire stated that when the Region moves to PERS, Bell will have to divide emergency services into sections so it is imperative to get the numbers exactly.

There was some discussion about what address would appear at the 9-1-1 call centre if someone calls from a particular school i.e. whether it is the school address or the address of the particular board of education. T. Cameron agreed to investigate because at one point only the billing address of the school board appeared on the screen of the 9-1-1 call-taker. With the amalgamation of the school boards, this may now be different.

The committee briefly discussed the issue of local vs regional enforcing civic addressing and it was suggested that the municipality can advise its residents it is the Region that is initiating this program, and the Region can address any questions and/or complaints. It was felt that the best thing to do for now is to ask municipalities to enforce their addressing by-law. P. Couillard stated it would be interesting to see the variation of such by-laws from the municipalities and it was suggested the area municipality clerks be requested to send a copy of their addressing by-law for the committee's consideration, with a view to selecting the best from each, then taking a comprehensive by-law to the municipalities for review. R. Lavictoire advised that Renfrew County had a good addressing by-law and suggested it could be examined also.

P. McConnell indicated this matter can be made a public awareness issue also and suggested that for those homes where there was difficulty finding the address, emergency personnel can give them a "tear-off" from a pad of paper which explains the difficulty they had finding their home and which would also give them the specific by-law for civic addressing.

Councillor Cantin suggested bringing this message to seniors as part of "International Year of Older Persons" and conveying to them the importance of ensuring their address is visible. It was also suggested by T. Cameron to include that message in the news letter for Meals on Wheels which brings foods to seniors.

Councillor Cantin suggested the committee work toward convincing people of the importance of civic addressing, until such time as the legislation is in place. He further suggested that perhaps this issue can be made part of compliance for occupancy permits. The committee recognized there are existing by-laws to enforce addressing, but agreed there should be some consistency across the Region. The committee agreed to review the local by-laws with a view to creating a comprehensive by-law that would meet the requirements of every municipality. This could then be followed by a public awareness campaign.

D. Brousseau suggested getting the by-law approved by Regional Council and then sending it to the local councils for approval. He opined that if they do not support it, they will be putting their residents at risk. He believed there was a need to establish a terms of reference in order to get the legislation and suggested obtaining a copy of the enabling legislation to ensure that whatever this committee decides in the end, it will know whether the Region will have the authority to enforce a by-law.

It was suggested that the Mayor's Forum might be a good body to approach, the intent being to ensure the municipalities take some ownership for this initiative.

It was suggested this issue be raised with the Regional Fire Chiefs who can explain to local councils the difficulties faced by emergency response teams by poorly-addressed businesses and homes.

It was further suggested that since Chatham-Kent was recently amalgamated, it would be interesting to see how they dealt with the issue of civic addressing.

R. Lavictoire agreed to find some taped recordings of when ambulance crews could not find an address and suggested the police do likewise. If there is a public awareness campaign, perhaps these can be used as examples. T. Cameron agreed to find out if this was an issue for the Municipal Freedom of Information Privacy and Protection Act.

The sub-committee agreed the following information should be reviewed and/or clarified before they could proceed further:

1. Area municipal by-laws on civic addressing, including Renfrew County.
2. What the legal implications are if someone does not have a visible address.
3. An extract of the Ontario Municipal Act which refers to civic addressing.

#### NEXT MEETING

24 June 1999

#### ADJOURNMENT

The meeting adjourned at 10:40 a.m.

MINUTES

SUB-COMMITTEE ON CIVIC ADDRESSING

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

CAUCUS ROOM

24 JUNE 1999

9:00 A.M.

PRESENT

Members: R. Cantin, R. Lavictoire, R. Maxwell, J. Littlewood\*, D. Brousseau,  
T. Cameron, P. Couillard

Others: L. Aprile, Planning and Development Approvals Department

\* *In place of P. McConnell*

REGRETS L. Donaldson

MINUTES OF 27 MAY 1999

Don Brousseau suggested the first bullet on page one be amended to read “the City of Ottawa has a Municipal Numbering Officer who *enforces....*”. He further suggested the page should reflect a statement made that “the Region should contact utility agencies to encourage them to comply with its records”. He made note of the fact that developers have been assigning numbers to homes, but lawyers for the homebuyers, in a rush to close, want to describe the units and it becomes confusing as to whether to use the number and street assigned by the developer, or those assigned by the municipality. That would be a concern of the City of Ottawa.

When questioned how rampant a situation this was, D. Brousseau indicated that it becomes confusing for the subdivision if the name is put in as part of site plan approval or as part of the zoning application. He suggested that when the Region approves a comprehensive by-law, something should be sent to the utility companies, encouraging them to work with area municipalities regarding civic addressing, as opposed to any other source of civic addressing. Councillor Cantin suggested influencing the Registry Office to ensure that when a property is registered it names the property and the legal name of the

24 June 1999

property. He suggested sending a letter asking the Registry Office if this is a reasonable approach, noting it would get the lawyers involved too.

With respect to the comment about calling 9-1-1 from schools, Ty Cameron advised that for those who had a PBX, the screen indicated the call was from the location of the emergency and not the billing address of the school board, as was done in the past. While he had not had the opportunity to make a test call, he would do so before the next meeting. Ross Maxwell indicated that the Ottawa Board of Education had a sentrax system which allowed the schools to contact one and other simply by dialing a 4-digit extension. He thought that might be different from the PBX.

Luigi Aprile, Planning and Development Approvals Department suggested clarification of the italicized text on page 1 with respect to the Region's authority for signage. He advised the Region has the authority to approve all street names, but it only has the authority to change *Regional* road names, not those on the local roads, which is the responsibility of the municipality. He confirmed the Region does check for duplication of street names.

**The Sub-Committee approved the Minutes as amended by the foregoing.**

In consideration of the by-laws submitted by the various area municipalities, D. Brousseau distributed copies of the City of Ottawa's "Street Naming Policy" which was approved by City Council on 7 May 1980.

Members agreed that some of the by-laws were very detailed while others were more general in nature. Councillor Cantin reminded members that the mandate of the sub-committee is to ensure addresses are visible for emergency services. However, he believed it would be appropriate for them to make recommendations to standardize how addressing is carried out, should they decide to do so. He suggested the sub-committee review the by-laws and select the best points and come back with a model for civic addressing: for existing and new homes, addresses should be visible and some logic should be used to determine the numbering scheme. Ross Maxwell suggested and the sub-committee agreed that this body should still point out the problem of street name duplication.

P. Couillard suggested establishing a graph which lists the municipalities down one side and a list of various points from the respective by-laws across the top e.g. size, colour, location, et cetera. This would reveal the differences between the municipal by-laws and such a comparison might reveal where the by-laws are lacking between municipalities. He noted that several municipalities have already established civic addresses with signage at the side of the road, but it is the older, more established neighbourhoods of Ottawa where quite often the original house number is still in place and which may be quite small compared with today's more acceptable standard.

24 June 1999

R. Maxwell suggested identifying the stakeholders such as builders i.e. if it is a requirement that they put the number on the building, that would be a way to enforce the by-law. While he agreed that homeowners have a responsibility to ensure their address is visible, the same applies to the builder. L. Aprile suggested the point could be made to local municipalities that they include such a condition in new subdivision agreements. They should be informed that civic addressing is a municipal responsibility and if this argument could be made at the local level i.e. that the Region include it as condition of draft subdivision plan approval, the developer would have to ensure the numbering is done appropriately and in accordance with a set standard, before the municipality will give its clearance to the Region prior to the Region's release of the plan of subdivision for registration.

In response to this comment, P. Couillard noted that this then falls back on the area municipality and suggested that if the Region is going to adhere to a standard, it has to ensure the municipalities also have standards. He believed the minimum standard is an issue for the sub-committee to consider as well. L. Aprile believed it may be worthwhile to make a presentation to the Regional Streamlining Committee which is made up of local area municipality representatives and which deals with common issues between the Region and the local municipalities. He believed it may be worthwhile to relay these concerns to them and they can take that information back to their local councils.

D. Brousseau suggested putting together a working group of this committee which would identify the points listed in the by-laws. Items such as "visible from the road in any condition, contrast, address in a fixed position" et cetera, are some of the points that should be included. When questioned what the incentive is for people with existing numbers to change them, Councillor Cantin advised that if there is a standard for civic addressing, the enforcement of such is carried out by the local municipality. If the Region can make enough noise about this issue, employing perhaps the talents of a local personality such as Max Keeping, to convey to seniors and families the importance of ensuring their address can be seen, he felt it would be a step in the right direction. He felt that if the committee could list what would be the ideal situation with civic addressing, it should also list the other encumbrances such as duplicate names but different suffixes, et cetera. He suggested representatives from both planning and emergency services should be involved in this working group.

D. Brousseau made reference to the draft preliminary results document entitled "City of Ottawa Civic Addressing Study Field Observations, Summer 1998-99". The purpose of this document was "to develop acceptable requirements resulting in the enactment of a by-law that will define the minimum standards for the identification of land, buildings and occupants within the City of Ottawa to ensure reasonable and effective visibility from the street for 9-1-1 emergency services." He believed the summary in this report can be used for justification for some of the things the sub-committee has been talking about. In reference to the study, he advised that the City surveyed approximately 700 addresses (commercial, residential, business, et cetera) and identified specific items such as: no



24 June 1999

contrast, no visible address, no illumination, et cetera, and a high percentage of municipal addresses are not visible and almost no businesses want to be identified by their address. He suggested that once the working group establishes some parameters, it can use this survey to rationalize what should be done.

In view of the fact some municipalities have gone certain ways to do something about civic addressing, it was questioned what the legal requirements were and T. Cameron referred to the comment provided by Legal staff at the back of the agenda and opined that if the sub-committee starts to look at enforcement, it will not be done by police, but by by-law enforcement officers. He recognized this will be a fairly onerous task and imagined the outcry from residents if they are told their address is not visible. He believed politicians will have to take the flack in the end. As a councillor, R. Cantin explained that he does not make decisions based on popularity, but because they make sense. He suggested co-op students could work on a municipally-sponsored program which would train them to spot buildings and residences whose addresses are not visible; if they cannot see the number, a note could be left with the homeowner telling them this fact and advising them that the local by-law requires that it be visible from the street. T. Cameron opined, however, that there will be a substantial number of people who will not want to comply and then it all comes back to an issue of enforcement. D. Brousseau suggested it could be on a complaints basis.

P. Couillard stated that the Region did have its "Hard to Find is Hard to Help" campaign last fall and while it was quick and punchy, there was nothing done after the fact to enforce it. He thought the various emergency agencies would have examples of pictures revealing buildings that do not have a visible addresses and suggested copies of these be brought forward for review. D. Brousseau advised he would look into whether the City has similar pictures.

Councillor Cantin suggested getting utility companies involved also, with the suggestion they advise the Region when they cannot find an address. He believed they would see the need for such enforcement as a time-saver for their persons in the field who are spending valuable time trying to verify whether or not they are at the right address. R. Maxwell suggested community groups/papers could also be brought on side.

While he did not think there could ever be 100% compliance, P. Couillard thought that the area municipalities should redo their by-laws so there is consistency across the Region, with the suggestion to form a joint component between the sub-committee, the Region and the local municipalities and with some public education to explain the reasons for this initiative.

D. Brousseau suggested committee members review the by-laws and pass on to the co-ordinator their suggestions as to what information they feel should be included on the graph.

24 June 1999

Councillor Cantin suggested circulating the survey referred to by D. Brousseau with respect to address visibility.

L. Aprile made a reference to an example of two streets in the City of Nepean whose names sound exactly the same, but are spelled differently. He acknowledged that similar sounding names are sometimes missed if the Regional data base does not pick it up, which happened in this case; however, the local data base also did not pick up the similarity. He indicated that he had conveyed to the municipality this may cause problems, but passed on this query to A/Inspector Cameron for further review. T. Cameron advised that if a call is made to 9-1-1 from a home on either street from a land line, it is not a problem because the data would come up on the call-takers screen. However, if the call is placed via a cell phone and the individual calling does not know the correct spelling of the street, then it could cause problems. L. Aprile indicated that one of the streets is fairly new with very few people actually living there yet. He agreed now is the best time to change the name and he indicated he would convey this message to the municipality.

The sub-committee agreed that the working group would consist of Don Brousseau, Peter Couillard, Richard Lavictoire and Ross Maxwell. They agreed to meet on 8 July at 9:00 a.m. in the Caucus room to prepare a graph of the by-laws.

The map from Chatham Kent was passed onto the working group for review.

#### ADJOURNMENT

The meeting adjourned at 10:20 a.m.

MINUTES

SUB-COMMITTEE ON CIVIC ADDRESSING

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

CAUCUS ROOM

5 AUGUST 1999

9:00 A.M.

PRESENT

Members: R. Cantin, T. Cameron, R. Lavictoire, J. Littlewood\*

REGRETS

D. Brousseau, L. Donaldson, P. Couillard, R. Maxwell

\* *In place of P. McConnell*

MINUTES

**The Sub-Committee approved the Minutes of 24 June 1999 as submitted.**

In relation to the location of address numbers on buildings as seen from the street, Councillor Cantin explained his intention to talk to an expert in vision to determine at what distance someone with normal eyesight can clearly see an address from. T. Cameron suggested it was especially important to ensure address numbers are visible and legible for emergency people.

J. Littlewood advised that one of the big problems currently being experienced by fire services is situations where people are living in new buildings which have not had numbers assigned. He remarked that enforcement is a big problem and questioned at what point should people be allowed to move into a building during the construction phase and at what point does the building have to be identified with an address.

With respect to the latter comment, Councillor Cantin suggested a letter be sent to the Ottawa-Carleton Home Builders Association (OCHBA) on behalf of the 9-1-1 Management Board to make them aware of this problem.

R. Lavictoire noted that the by-law in the County of Renfrew is very clear and concise on this matter and when the local municipalities review the chart depicting the details of their respective by-laws, it will be clear to them where their by-laws may be lacking.

Councillor Cantin suggested the letter to the municipalities would probably be more readily accepted if it came from the 9-1-1 Management Board and suggested the letter include information on what difficulties emergency services have been and are facing with perhaps some examples e.g. no numbers on the building, homes occupied before being completed, similar sounding street names, et cetera. It might also include suggestions for a comprehensive by-law. He recognized the steps taken by municipalities with rural components to sign properties properly, but noted this system does not continue into the village proper. He agreed there is much improvement needed in the built-up areas. He suggested the letter also be sent to the Building Owners and Managers Association (BOMA), the Board of Trade and all municipal Chambers of Commerce with a request for feedback from these associations.

It was suggested the letter stress the fact that this is for public safety, keeping in mind the Region is moving to PERS in the very near future.

J. Littlewood asked that he be given an opportunity to bring this letter forward to the Regional Standards Committee on which he and/or Perry McConnell sit.

T. Cameron remarked that the majority of area municipalities have a law for non compliance, but there did not appear to be any enforcement of this by-law.

Councillor Cantin suggested taking advantage of free advertising space on the sides of OC Transpo buses and Regional trucks to further advertise the importance of ensuring all addresses are visible.

The Sub-committee suggested the following standards be included in the comprehensive by-law for civic addressing:

#### Street Naming Conventions

No duplication, similar sounding names or names difficult to pronounce  
Address range indicators on street name sign  
“Streets” should run north-south and “avenues” should run east-west

#### Addresses - Rural

(address numbers on sign blades on posts)

Signed at street/driveway within 5' of property line \*  
Visible from both sides i.e. perpendicular to the road  
Made of reflective material

Background should be either green or blue  
Numbers to contrast with background  
Numbers not less than 3" high  
Sign blade should be sized to accommodate the numbers  
Sign post should be between 4' - 6' above ground  
Sign should be kept free of obstructions at all times

- \* The sub-committee requested verification with respect to what minimum distance would be allowed if a sign post is to be erected 5' from the property line when there is a lot of land between the road and the property line e.g. a ditch. *NOTE: Environment and Transportation staff advise that no specific minimum distance is required.*

#### Built-Up Areas

(address numbers on buildings)

Urban, subdivisions, villages\*

The number should be visible and legible from the street at all times  
It should be free from obstructions at all times  
The number should contrast with background  
Only numeric numbers - no cursive, roman numerals, et cetera  
Located on the part of the house closest to the road  
Appropriately sized numbers in relation to distance of house from road  
Apartment building entrance doors should be identified by letters such as A, B, C, etc

- \* The sub-committee suggested Planning staff provide a definition of "urban" and "rural", and what is considered to be a built-up area. *NOTE: While specific definitions are provided in the Regional Official Plan, Planning staff suggested the distinction be that if the address can be seen from the road (regardless of whether it is commercial, residential, et cetera) it would be appropriate to keep the number on the dwelling/building. If the number is not visible from the road, a sign blade should be erected at the roadside.*

Commercial ("on street" developments e.g. businesses along Richmond Rd. in Westboro)

Visible and legible from the street at all times  
Address on every door even multi-door addresses  
Any public entrance in multi-access buildings to be identified with a number or letter

Councillor Cantin suggested that J. Littlewood conduct a sampling of 20-30 buildings to determine which ones have more than one entrance and if there is an address and/or access that is different from one side of the building to the other e.g. 240 Sparks has entrances from four different streets.

Large Commercial Development (e.g. St. Laurent Shopping Centre)

Main door should be signed as “A” with every other entrance identified by a letter in a clockwise direction (to the right) from the main entranceway.

Entrances at different levels can be labeled accordingly i.e. 2A, 2B

It was suggested that a map on or near these doors depicting the inside of the mall would assist emergency personnel to quickly locate the emergency. It was also suggested obtaining feedback from the security people at malls because they may already have a system in place for locating people.

It was suggested that *all* parking areas be identified with lettering, numbering or a colour scheme to identify floor level and specific area. There was general agreement that parking areas required further discussion before the committee could make specific suggestions.

Councillor Cantin agreed to prepare the draft letter and forward it to the sub-committee for review and comment. The letter would only make reference to urban and rural areas, with the commercial areas to be addressed at a later date.

#### ADJOURNMENT

The meeting adjourned at 11:00 a.m.

**PRESENT BY-LAWS  
AND POLICIES**

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MUNICIPALITY	Assigned / Admin'd by & Date Signed	Compliance & Enforcement	Starting From	Direction	ODD #	EVEN #	Setback	Colour & Contrast	Size & Height	Size & Orientation	Col & Cor
<b>City of CUMBERLAND</b>	Chief Building Officer  13 Feb 78	Law for Non- Compliance (60 Days)									
<b>City of GLOUCESTER</b>	Director of Planning & Development  17 Jul 89 1 Jul 99	Law for Non- Compliance					50 feet	Visible	Min. 3"	From road @ front line 4-6 ft High # on blade min. 2"  2x-sided	
<b>Township of GOULBOURN</b>	Clerk  6 Oct 86	Law for Non- Compliance (30 Days)	North & east limits of Twp.	N ➤ S 1000- 4300  E ➤ W 5200- 9000	North & east sides	South & west sides					

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MUNICIPALITY	Assigned / Admin'd by & Date Signed	Compliance & Enforcement	Starting From	Direction	ODD #	EVEN #	Setback	Colour & Contrast	Size & Height	Size & Orientation	Col & Cor
<b>CITY OF KANATA</b>	Corporation  9 Mar 99						Within the road allowance adjacent to abutting lot	Visible and legible			
<b>CITY OF NEPEAN</b>	Chief Building Officer  26 Sep 96 (amended by By-law 99-98 on 1 Oct 98)	Law for Non- Compliance	See Schedule A of By- Law		North & east sides	South & west sides	On building if less than 50 ft from front lot line, on signpost at front of lot line if building is more than 50 ft from front lot line	Visible and legible, durable and weatherproof	not less than 3"	between 3 ft and 4 ft above ground, 3ft from driveway & edge of property line	white/s number a reflect green backgro double
<b>Township of OSGOODE</b>	Corporation  7 May 96 (amended by By-law 51-96 on 21 May 96)	Law for Non- Compliance	North & west limits	N > S 1000- 4900  W > E 5000- 9999	North & east sides	South & west sides	45 m /150ft  1 m / 3 ft Residential & Village Areas 30 m /100 ft.  From road & driveway 1 m / 3 ft.	Min 4"  Different- coloured background	Min. 5' high 5-6 ft. above ground	5"x18"  Placed btw 5-6 ft	2x-Side Min 4" Green Visible both direction from ro drivewa
<b>CITY OF OTTAWA</b>	Department of Planning and Development  Co-ordinated with master index  10 Jul 88	Law for Non- Compliance	West of Rideau Canal  East of Rideau Canal	Starts @ north & east limit E > W N > S  Starts @ north & west limit W > E N > S	North & east sides  North & east sides	South & west sides  South & west sides					



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MUNICIPALITY	Assigned / Admin'd by & Date Signed	Compliance & Enforcement	Starting From	Direction	ODD #	EVEN #	Setback	Colour & Contrast	Size & Height	Size & Orientation	Col & Cor
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<b>Township of RIDEAU</b>	Chief Bldg Officer 7 Nov 88 (amended by By-law 51/97 on 11 Aug 97 to install number signs)	Law for Non- Compliance (60 days)		E ➤ W 1000- 4800 N ➤ S 5000- 7850	North & east sides	South & west sides				# on Blade 5cm 2x-Sided 13 x 30cm 2x-Sided 1-1.3m on Post	12 gaug mini U channe Primed Painted Green
<b>VILLAGE OF ROCKLIFFE PARK</b> (Does not have a municipal by-law).											
<b>City of VANIER</b>	Chief Bldg. Inspector  31 Jan 48 (amended on 5 Feb 95 by By-Law 772)	Law for Non- Compliance	Rideau River  Beech- wood Ave.	E ➤ W  N ➤ S	North  East	South  West	On building		Min. 4"		
<b>TOWNSHIP of WEST CARLETON</b>	Corporation  9 Dec 98 (By- law 61-98)	Law for Non- Compliance					From road Max. 3 m. Driveway Max. 2 m.			Min. 3" #'s  Post 2' under and 4' above	White o green

<b>RENFREW COUNTY</b>	Municipal staff (Clerk responsible to notify agencies upon new or changed address numbers)	Law for Non- Compliance (60 Days)	South & east of county bound- aries				30 ft	Numerical White/ Silver reflective Rt side of Door 4-6 ft or Rt side of wall if NO door at 5-7 ft Not on Door	Min 4"	4-5.5 ft (1.2-1.7m) Above grade	Reflect Dark G Backgr  Horizon 2x-side
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