

DATE 1 June 2000

TO/DEST. Chairs and Members of Regional Council

FROM/EXP. Acting Chief Administrative Officer

SUBJECT/OBJET **STREET NAMES**  
**INQUIRY FROM COUNCILLOR VAN DEN HAM**

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At the Corporate Services and Economic Development Committee meeting of 16 May 00, Councillor R. van den Ham made the following inquiry:

“When can (the Committee) expect the Chief Administrative Officer’s report on the noxious issue (duplicate street names), that will identify more palatable alternatives?”

On 21 Mar 00, the following directive was given to staff (Council G. Hunter Inquiry #C&E 9-00):

“That the Chief Administrative Officer prepare a report with recommendations on how to achieve street name peace” with a minimum of disruption and minimum cost and with due consideration to safety issues related to 9-1-1.

Staff responded to Councillor Hunter’s inquiry with the memo attached as Annex A.

The Ottawa Transition Board has established a project entitled “Restructuring/Rationalising Naming and Numbering of Street, Buildings and Properties for the New City of Ottawa.” The project leader is Don Brousseau. The project charter for the project is attached as Annex B.

Early in the year, the Chief Administrative Officers identified the issue of street naming and numbering as one which should be dealt with prior to the new City of Ottawa being established. A working group was established under the Planning Commissioners group. However since the establishment of the Transition Board process the Transition Board has established a core team and a Transition sub-committee, the members of which can be found on the last two pages of Annex B.

In short, the responsibility for this project has been taken over by the Transition Team, which according to the time laid out on page 12 of Annex B will be undertaking consultation in June and will have a recommended policy for approval in July. Further consultation on the recommended policy will take place in August and an implementation plan will be prepared in September. Implementation would begin in October.

At their meeting on 29 May 2000, the Transition Board approved two reports dealing with this issue. The first (attached as Annex C) establishes an Ottawa Geographic Naming Board and the second (attached as Annex D) seeks from the Provincial Government the necessary authority for the Transition Board to change street names and numbers.

Jack LeBelle  
Acting Chief Administrative Officer

NT/kl  
Attach. (4)

FILE  
03-00-0044

REGION OF OTTAWA-CARLETON  
RÉGION D'OTTAWA-CARLETON

MEMORANDUM  
NOTE DE SERVICE

Our File/N/Réf. 03-00-0044  
Your File/V/Réf. 03-07-00-0010 -

DATE 2 May 2000

TO/DEST. A/Co-ordinator  
Corporate Services and Economic Development Committee

FROM/EXP. Planning and Development Approvals Commissioner

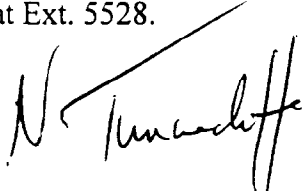
SUBJECT/OBJET **INQUIRY RE: STREET NAME CHANGES**  
**INQUIRY NO. C AND E9 (00)**

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This is a reply to an inquiry made by Councillor Hunter at the Corporate Services and Economic Development Committee meeting of 21 March 2000.

The Transition Board has established a Project Charter to summarize the work that must be completed to solve the issue of duplicate street names within the new City of Ottawa. The project leader for this work is Mr. Don Brousseau who is located on the 5<sup>th</sup> floor. He can be reached at extension 5528. Furthermore, a Transition Sub-Committee on Civic Addressing and Duplicate Street Names chaired by Mr. Brousseau has been established to implement the Project Charter.

For further information on the issue of duplicate street names please contact Mr. Don Brousseau at Ext. 5528.



N. Tunnacliffe, MCIP, RPP

1/1/00  
April 20/00



## PROJECT CHARTER

***Restructuring/rationalizing of Naming and Numbering of  
Street, Buildings and Properties for the new City of  
Ottawa***

# ***Project Charter***

## ***Naming and Numbering of Street, Buildings and Properties***

The work that has to be accomplished by the Transition Board before January 1, 2001 in order to create the foundation for a new city of Ottawa through the restructuring of twelve existing municipalities into one single government has been grouped into approximately 50 distinct projects. Each of these projects is defined through a project charter. The charter serves to clarify the objectives of a particular project and to establish clear expectations in terms of the key deliverables and milestones.

This project charter summarizes the work that must be accomplished in order to amalgamate and enhance naming and numbering of streets, buildings and properties in the New City of Ottawa. The deliverables and milestones identified in this project charter have been rolled into a master Gantt chart/plan that presents a consolidated view of all the work that has to be accomplished under the purview of the Transition Board before the end of its mandate.

### **A. Objective:**

To identify the concerns related to the integration of civic addressing within the new City of Ottawa and develop a policy, strategy and implementation process for the safe and consistent naming and numbering of streets, building and properties to meet immediate transition requirements and future City needs.

#### **Expectations:**

To identify and resolve addressing problems and to integrate street names /numbers within the New City to enable emergency operations and others to accurately determine an address and dispatch without confusion or delay.

- To develop a policy for the allocation of municipal addresses that will meet the immediate and long term needs of the emergency and other services (which will be determined through consultation with affected services), residents and businesses of the new City.
- To design the necessary transition measures to allow service delivery on "Opening Day" as well as to draft a by-law(s) to reflect the policies as designed and submit the by-law for adoption.
- The policy will have to be completed at an early stage so that the other project teams (e.g. restructuring of emergency services) can begin to push forward knowing that this issue has been tackled.

- It is also expected that maintenance of existing street names of historic or public significance, unless otherwise deemed a safety hazard, is paramount.
- It is expected that the process undertaken to change names and numbering will be include public consultation.

**Benefits anticipated:**

- Eliminate the confusion that could impede services such as Fire, Ambulance, Police and other less life threatening responses such as Roads, Planning, Water, Sewer, Hydro, businesses and the public..

**B. Key results/deliverables**

**Report on magnitude of issue and best practices**

- Identify the authority and limitations that exist and approvals, if any, required to enable address changes.
- Identify the streets and addresses directly affected and those which absolutely must have name changes.
- Identify the dates of by-law enactment for the affected street names and history/rationale.
- Identify the services (e.g. emergency services) that have operational impacts.
- Identify the specific requirements that are needed for operations to be effectively carried out.
- Identify the major IT systems that will be directly impacted, (e.g.: PERS, MAP, Assessment Roll, Hydro, etc....)
- Identify the specific capabilities and limitations of the IT systems.
- Identify best practices/lessons learned/costs in other transitions.
- Identify preliminary options

## **Communications / Consultation Program**

- Develop package to go to each affected business, household etc...to inform recipients of the issues, preliminary options, solicit written feedback and invite them to town hall meetings.
- Request that the local area municipalities participate in the consultation process providing facilities and expertise as required.
- Town Hall meetings to discuss identified options, record suggestions and (of the technically feasible options) what is acceptable to the community.

## **Recommended Policy**

- Report submitted to Transition Board Member then Transition Board on the recommended Naming and Numbering Policy. Policy to include cost implication with respect to liability and that would include criteria to determine which streets get to keep their original names).
- Develop a policy for the future selection of street names.
- Draft a new civic addressing by-law and submit to the Transition member and Board for adoption.
- Establish the Ottawa Geographic Naming Board and its mandate as delegated by Provincial and Federal legislation including clear direction on the policy and guidelines for its application and dissolution.

## **Targeted consultation program**

- Develop a process for the Facilitation of the targeted consultation.
- Develop a communications package to go to affected businesses and individuals.
- Involve area municipalities in the distribution of communication packages to affected properties and make all necessary arrangements to accommodate the facilitation of Town Hall Meeting.
- Conduct the facilitation process to receive submissions.

- Ottawa Geographic Naming Board to review submissions and hold public sessions to select and approve final changes.
- Final communication to stakeholders of decisions and follow up with implementation plan.

### **Implementation Plan**

- Notify emergency services, service agencies, the owners/occupants directly affected and the general public of the new policy, timing and a directive to make the necessary operational changes and changes to street signs, IT and data base systems, maps, publications, house numbers, etc...
- External Stakeholder notification mechanisms (Canada Post, Bell, Revenue Canada, Ministry of Health (Ont) and Ministry of Transportation (Ont), Media, etc.
- Monitor the implementation plan to ensure that the street signs have been installed and the critical IT systems have been updated by the established due dates.
- Define the resources and costs needed to implement the plan

### **First Wave Implementation**

- Define, notify affected agencies and overview the operational, IT and physical changes needed to be implemented prior to activation of the 911 PERS System.
- Define, notify the affected agencies and overview the operational, IT and physical changes needed prior to the official date January 1<sup>st</sup> as per the plan

### **Subsequent Implementation Phases**

- Develop a strategy and implementation process to address outstanding name and numbering anomalies not otherwise addressed within the first wave.
- Develop an acceptable approval process to deal with requests for name and numbering changes.



## C. Major Milestones

<i>Milestone</i>	<i>Start Date</i>	<i>Completion Date</i>
Project Charters approved and team established	March 15	April 21
Staff Project Team/Confirm Committee Members	April 15	April 30
Report on magnitude of issue and best practices	April 21	May 15
Communications / Consultation Program	April 21	June 9
Recommended Policy Approval	June 9	July 1
Targeted consultation	July 1	August 15
Implementation Plan	August 15	September 1
First wave implementation	September 1	October 1
Subsequent implementation phases	October 1	Ongoing

## D. Project approach

### *Scope.*

- The magnitude of this issue has to be established from the standpoint of what should be considered a “must do item” and other issues that can be addressed within the process. A review of the best practices and lessons learned from other municipal transitions will be conducted. A “business case for change” has to be established. The project leader will have to determine the authority or legislative constraints and any additional authority required to effect the necessary changes.
- Based on the outcome of the "Business Case for Change" there may be a need to develop a policy for urgent name and numbering changes. Service representatives from the Service Rationalization Design groups should be asked to sit on a committee that will ensure that the policy will meet operational requirements. A committee already exists at the municipal level called the *Transition Sub-committee on Civic Addressing and Duplicate Street Names*. This Committee, with some adjustment in membership, could act as a resource to the Design Team. This committee would be tasked with acting as a sounding board for the project leader who will be responsible for developing the policy and other deliverables.

### *Design Team.*

- A design Team will be composed of individuals with the necessary ability to develop policy, by-laws, develop processes for public consultation, conduct public consultation and conduct analysis of results and develop the deliverables.

### ***Issues to be resolved through the process.***

- There are a number of issues that will impact on the name changes and the policy such as what is required to for operational purposes. Can Church St. be changed to Church Boulevard and meet service and community requirements? The addition of North or South to form Fifth North or will current municipal designations remain valid, Dundas Vanier / Dundas Osgoode could be maintained? What are the criteria to determine which of the duplicate streets should keep the original name? Will affected business owners, tenants and land owners be compensated for the changes? Is this an interim measure or is this the process for the long term?

### **Public consultations:**

There will be a need to hold public consultations on several issues such as options to resolve the conflicts and the specific application of any policy, transition measures and by-law(s). The use of public consultations will need to be evaluated very carefully given the time constraints and difficulties of managing this process (e.g., raising expectations that all suggestions can be accommodated). The initial public consultation meetings will receive input on the preliminary options and record any suggested options. It has been suggested that those in attendance who are directly affected complete a questionnaire indicating their preferred option. This input will be used in the analysis when determining the actual policy, by-law and scope of the changes.

The suggested approach is two Town Hall meetings (East and West to have representation from both urban and rural locations) before the policy has been established. The initial consultation would be to give an overview of the concerns, the need for change, to explain any identified options and to solicit input/suggestions.

### ***Development of Policy.***

The design team would take the input from the public consultation together with identified constraints of the emergency services to develop a policy to address the name and numbering changes that are required. The team will develop the new by-laws that will be required for the New City.

### ***Establish the Ottawa Geographic Naming Board.***

The Design Team will also develop the mandate of the Ottawa Geographic Naming Board, the structure, composition and guidelines for them to use in the application of the policy. The role of the Board will be to review/challenge the Design Team policy recommendations, receive submissions from the public and adjudicate same on the proposed changes to specific streets, numbering, building and property identifiers.

### ***Selection process for name changes.***

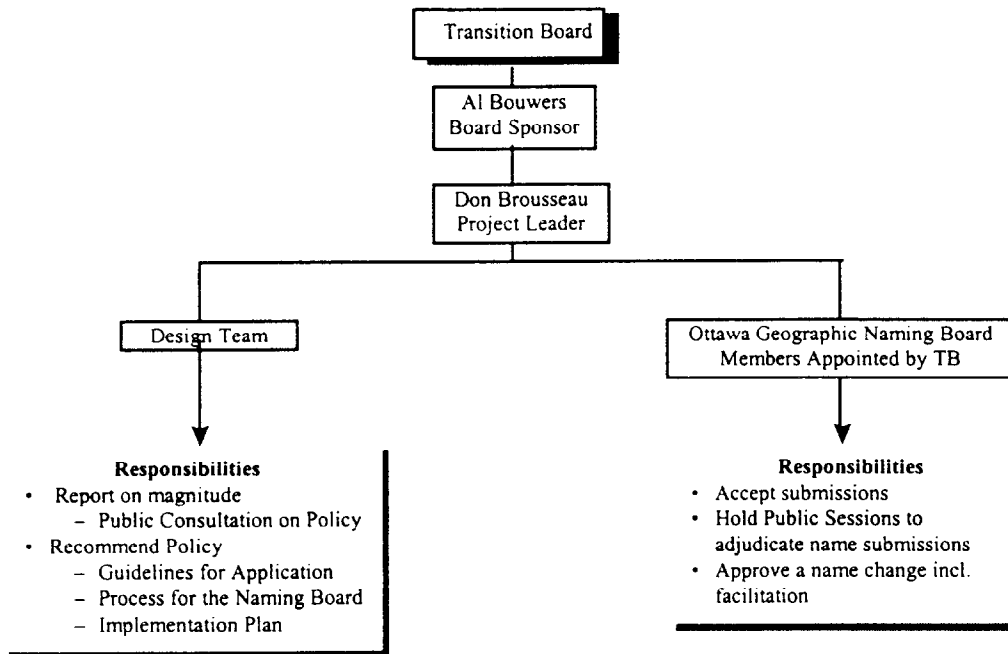
The process suggested is to use a targeted consultation approach to apply the policy, by-laws and specific transition measures with input from the **affected individuals**. There would be facilitated session for the affected individuals to help them develop submissions that meet the criteria and policy. This could take an extended period of time. In recognition of the time-frame, affected individuals on the street could be given a specific period of time to develop new name suggestions and put to a vote within the community to prioritize a short list of acceptable names. The Board will approve a new name or numbering for a street, building or property and then this will be communicated to the affected individuals as well as the time frame for the implementation of the changes in the most appropriate and efficient manner recognizing that there will be financial and other impacts on those that have to comply.

### **Implementation planning:**

Based on the priorities that are established and the scope of the implementation process, i.e permanent name changes or interim name changes only for the transition, an implementation plan will be developed to accomplish the goals by the established dates. A level of priority should be established for the "must do items" for January 2001 and those that could be delayed or resolved at a later date. For example, OC Transpo will have to change all of its maps (in stations, brochures, website) etc...; the GIS system will have to updated; the Tax system with assessment information will have to be updated (this will entail submitting changes to Tetranet as well ), Official Plan and associated Transportation Plans: etc. The implementation plan will have to address the cost and "must do" balance.

## E. Resource infrastructure

### Project organization



1. One project leader (full time) at the outset.
2. The current Transition Sub-Committee on Civic Addressing and Duplicate Street Names that has been established through the CAO's Working Group Process would be the "sounding board". (as required)
3. Design Team - Planning Assistant, IT representative, Research Analyst/ Facilitators, Solicitor (specific input), Street Naming Officer, Municipal Numbering Officer (part-time)
4. Ottawa Geographic Naming Board (part-time)
5. Other Resources - probably from the municipalities to conduct the public consultation and the facilitated sessions. (as required for public meetings)

#### Project Lead role and responsibilities

- Responsible for the collection and review of all relevant information (existing processes, sub-committee reports, best practices, need for change, operational requirements.)
- Work with Communications Team to design and develop communications material.

- Co-ordinate and organize facilitated workshops (with existing municipal committees, external stakeholders, community members etc.) to establish and assess the options.
- Determine which of the other Transition Teams are directly affected, their requirements and timing
- Document results of workshops, follow-up as required with interviews/group meetings and other data collection methods.
- Perform analyses, develop and validate recommendations, cost options, etc.
- Prepare deliverables and present recommendations for the policy and implementation plan.
- Arrange community targeted consultation program and following approval, communicate approved changes to affected owners/tenants and appropriate emergency/services agencies.

## **Design Team**

**Project Leader** - (Full Time) As stated above

**Planning Analyst** - (Full Time) To design public consultation packages, coordinate facilitation of public meetings and Town Hall meetings that will obtain the required information from those affected, whereby the information gathered can be analyzed for statistical summary purposes. To assist in determining the experiences and best practices of other municipalities, document results and prepare a comparative analysis. To undertake other project related duties as deemed necessary.

**IT Representative** - (Part Time) This work is partially done. This person is needed to have input on the systems

**Facilitators** - (As needed) To facilitate Town Hall meeting and workshops as deemed necessary.

**Solicitor** - (Part Time) To define the existing powers and limitations under the enabling legislation regarding street name/numbering changes and, if deemed necessary, pursue the required authority needed to implement the project policies. To draft a new street name and numbering by-law.

**Street Naming and Numbering Officer - (2 part time).** To consult with specific emergency and infrastructure related agencies to determine limitations and viable options for street naming. To develop a matrix on data collected, analyse input, prepare conclusions/summary and assist in the development of preliminary options. To contact other municipalities to determine current procedures/policies and best practices. To assist with the analysis of input provided by emergency and technical agencies, input from the public consultation process and conclusions of best practices review. To assist with the development of final options for submission to the Ottawa Geographic Naming Board.

**Other Resources** - Other required resources as deemed to be necessary through the review process.

## **F. Costs**

The costs that are envisioned include:

- Costs associated with additional staff resources needed for the Working Group
- Costs associated with the organization and facilitation of the Town Hall meetings and other public consultations, eg; mailings, hall rental (if not available within public facilities), hall service staff, advertisements
- Costs of developing and distributing communication material to homeowners, businesses and tenants. (Utilizing volunteer resources where possible)
- Costs of implementing the changes (advertising, mailings, publication/map updates, new road signs, changes to public facility signs, changes to land title deeds, mortgages, etc...for public facilities) and costs related to liability.

## **G. Project stakeholders**

The main stakeholders for this project will be:

- . Al Bouwers who will act as main Sponsor for this project
- . Claude Bennett who is the co-sponsor.
- . Transition Board
- . Project leader and other affected Service Transition Projects linked to civic addressing, e.g.;

  - \_ Communications Strategy and Implementation
  - Information Technology plan and implementation

- . Emergency services, and others like Roads, Hydro, Planning, etc (that will need answers to these issues earlier in their service design).

. Businesses, Homeowners and occupants that will be impacted by this project.

### G. Deliverable acceptance procedures

Each deliverable will be submitted as a draft to the Project Sponsor (responsible Board member) for a content review and to the Project Office for a quality assurance review. A draft of the policy should be presented to Board members for approval at least 1 week before the official due date. Upon approval a final policy will be disseminated to operational areas and affected businesses, homeowners and occupants affected.

### H. Communications Matrix (RACI chart)

Project Leader: Don Brousseau															
Deliverables	Month										Stakeholder Group				
	M	A	M	J	J	A	S	O	N	D	C	H	C	I	
1. Report on magnitude of issue and best practices			*									R			
2. Communications / Consultation Program				*								R		C	
3. Recommended Policy Approval					*							R	A	C	I
4. Targeted Consultation						*						R	A	C	I
5. Implementation Plan							*					R	A	C	I
6. First wave implementation								*				R	A	C	I
R – Responsible; A- Accountable; C – Coordination; I - Information															

Signatures:

Board Sponsor: A. Bouwers

Date:

Co-Sponsor: C. Bennett

Date:

Project Leader: Don Brousseau

Date:

# Consultant Proposal to include the following

II

## A. Purpose

To design, manage and provide facilitation services in consultation with the Design Team for the different phases of the public consultation process for the Street Naming and Numbering Committee of the Transition Team.

## B. Terms of Reference and Scope

### Phase 1 One Day Workshop

Mr. Ron Desroches, VP Interventions, RANA International will design and facilitate a day long workshop on May 24<sup>th</sup> in consultation with the Design Team to develop criteria to decide which street names should retain their names and which ones must change. Workshop participants will also review and revise the Region's existing street naming guideline as required for the use of the Design Team and for the future use of the new City of Ottawa. The resulting criteria and guidelines will then be tested and, if necessary, will be revised to ensure that they are practical and applicable.

The workshop will be facilitated by Ron Desroches with the assistance of two other facilitators (Sandy Hosker from City of Ottawa and 2<sup>nd</sup> to be provided by RANA International)

An As It Was Heart Report will be prepared by RANA and submitted to the Design Team within 5 working days of the workshop.

### Phase 2 Public meetings (3)

Mr. Desroches will design a communications strategy and facilitation process for the three public meetings in consultation with the Design Team. RANA International will provide 9 facilitators for each of the three public meetings which Mr. Desroches will facilitate.

An As It Was Heart Report will be prepared by RANA for each of the public meetings and will be submitted to the Design Team within 5 working days of each of the three public meetings.

### Phase 3 Town Hall meetings (# to be determined)

Mr. Desroches will design the consultation framework and facilitators required for the yet to be determined number of town hall meetings throughout the Region. These town hall meetings will receive the comments regarding the street naming options proposed by the Design Team. It is anticipated that there will be breakout sessions, which will be facilitated, at each of the town hall meetings to discuss public comments and answer questions.

It is expected that a framework will be developed to ensure that the comments received from the public are consistently packaged together for each of the duplicate street names to ensure that they can be easily referred to by the Design Team.



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**Transition Sub-Committee On Street Naming and Numbering**

<u>NAME</u>	<u>AGENCY</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
<u>Don Brousseau</u>	<u>Project Leader</u>	<u>580-4751-5528</u>	<u>580-4761</u>	<u>Don.Brousseau@ottawatransition.on.ca</u>
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<u>Don Proulx</u>	<u>City of Ottawa</u>	<u>244-5300-3172</u>	<u>244-5422</u>	<u>proulxd@city.ottawa.on.ca</u>
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<u>Murray MacLean</u>	<u>Village of Rockcliffe</u>	<u>749-9791</u>	<u>749-0127</u>	<u>macleanmu@rmoc.on.ca</u>
<u>John Ingraham</u>	<u>Twp of Rideau</u>	<u>692-3301</u>	<u>692-3901</u>	<u>Ridfire@magma.ca</u>
<u>Eric L'Heureux</u>	<u>City of Vanier</u>	<u>747-2520-2515</u>	<u>747-2833</u>	<u>vanier@lstar.ca</u>

**PROJECT CHARTER – NAMING AND NUMBERING OF STREETS,  
BUILDINGS AND PROPERTIES**

**CORE TEAM MEMBERS**

<b>Member</b>	<b>Phone</b>	<b>E-mail</b>	<b>Fax</b>
Luigi Aprile	560-6058 - 1234	<a href="mailto:aprilelu@rmoc.on.ca">aprilelu@rmoc.on.ca</a>	560-6006
Don Brousseau	580-4751 - 5528	<a href="mailto:Don.Brousseau@ottawatransition.on.ca">Don.Brousseau@ottawatransition.on.ca</a>	580-4761
Brenda Guy	821-1107-265	<a href="mailto:Brenda.guy@twp.osgoode.on.ca">Brenda.guy@twp.osgoode.on.ca</a>	821-4359
Jennifer Jackson	560-6025 - 1438	<a href="mailto:jacksonje@rmoc.on.ca">jacksonje@rmoc.on.ca</a>	560-1383
Rose Kung	244-5300 - 3124	<a href="mailto:kungr@city.ottawa.on.ca">kungr@city.ottawa.on.ca</a>	244-5601
Paul Maloney	560-6058 - 1931	<a href="mailto:maloneypa@rmoc.on.ca">maloneypa@rmoc.on.ca</a>	560-2123
Don Proulx	244-5300-3172	<a href="mailto:proulxd@city.ottawa.on.ca">proulxd@city.ottawa.on.ca</a>	244-5422

**OTTAWA TRANSITION BOARD**  
**CONSEIL DE TRANSITION D'OTTAWA**

**REPORT**  
**RAPPORT**

Our File/N/Réf. 3801-03  
 Your File/V/Réf.

DATE May 19, 2000

TO/DEST. Ottawa Transition Board

FROM/EXP. Project Leader  
 Naming and Numbering of Streets, Buildings and Properties

**SUBJECT/OBJET OTTAWA GEOGRAPHIC NAMING BOARD**

**RECOMMENDATION**

**That the Ottawa Transition Board establish an Ottawa Geographic Naming Board (OGNB) to consider and approve recommendations relating to required street name and civic number changes for the new City, as set out in the Naming and Numbering of Streets, Buildings and Properties charter and as further set out in this report, for a period not to extend beyond December 31, 2000 unless otherwise deemed necessary by the Council of the new City of Ottawa; and,**

**That as part of the Recommended Policy component of the charter, a new consolidated civic addressing by-law detailing the regulations for the naming and numbering of streets, buildings and properties be drafted and submitted for consideration and approval.**

**BACKGROUND**

The objective of the Naming and Numbering project is to identify concerns related to the integration of civic addressing within the new City of Ottawa and to develop a policy, strategy and implementation process for the safe and consistent naming and numbering of streets, buildings and properties to meet the immediate transition requirements and future City needs.

The project will involve the identification of duplicate street names, specific related concerns, viable options, limitations from the perspective of emergency services, operational needs with input from area municipalities and general service agencies. There will be a public consultation process to solicit input from those directly affected. Alternatives will be considered that will render the identified streets safe by virtue of either a clear change in the name or the introduction of an identifier that will make the name unique through the use of such elements as, for example, a change in prefix or suffix.

To ensure that the approval process is comprehensive and fair for the owners and occupants affected, it is felt that a formal approval process be established. In this regard, street names that

must be changed would be evaluated based on specific criteria (currently being developed). Criteria being considered would include such factors as safety, history, approvals, land use, volume of owners/occupants affected, etc.) Changes deemed necessary may include such options as a change in the suffix, addition of a prefix, a change in the numbering sequence or a completely new street name. Options considered acceptable for specific streets will be taken back to the community at a number of Town Hall meetings. Subsequently, recommendations will be finalized.

At this point, it is felt that an independent Ottawa Geographic Naming Board should consider the specific recommendations. It is also felt that the members of the OGNB should include representation from the critical emergency agencies, area municipalities, members of the business and residential communities, and the Project Leader. Recommendations considered by the OGNB would be reviewed in the context of the street naming criteria and guidelines as set out in the Policy report to be approved by the Ottawa Transition Board prior to the first meeting of the OGNB. Meetings of the OGNA would be open to the public where those directly affected would have an opportunity to speak. Decisions by the OGNA would be final and binding. In this regard, under Municipal Act enabling legislation there is no appeal process.

It is recommended that the OGNB be structured as follows:

Six members with two alternates.

Principle members would include:

- Project Leader
- Emergency Services Representatives (2)
- Rural Municipality Representative (1)
- Business/Residential Community Representatives (2)

Alternate members;

- Project Team Members (2)

Note: Ottawa Geographic Naming Board members may change as the new City of Ottawa evolves

Meetings would be convened at the call of the chair with the specific time and location to be determined by the members. Due to the critical project milestones, the meetings would be held on consecutive days/evenings during the week until all the publics have been heard and the final decisions rendered

Following the public hearings, the OGNB would be dissolved and the approval process for street naming, name changes and civic addressing, as set out in the policy report and by-law (as approved by the Ottawa Transition Board), would be the responsibility of the new City of Ottawa Council commencing January 1, 2001.

Since the number of meetings will be dependant on the recommended changes as set out through the study process and the membership of the OGNB will include both representatives from the

Project Team and outside agencies, the Ottawa Transition Board would be responsible for determining appropriate compensation.

*Submitted by*

*Don Brousseau*

*Project Leader*

*Naming and Numbering of Streets, Buildings and Properties*

## Ottawa Transition Board

Motion Number \_\_\_\_\_

Moved by A. Bouwers

Seconded by

WHEREAS it has been recommended that as part of the Naming and Numbering of Streets, Buildings and Properties Charter, an Ottawa Geographic Naming Board with representatives from the emergency services, area municipalities, members of the business/residential communities and the Project Leader be established to consider recommended street name and numbering changes as part of the targeted consultation component; and,

WHEREAS an Ottawa Geographic Naming Board must be established to consider specific recommendations, related rationale, input from the public and to render final decisions, prior to advising emergency services, operational agencies, those directly affected and the general public of the necessary changes; and,

WHEREAS the Ottawa Geographic Naming Board will be an independent body to consider study conclusions and recommendations, and submissions from the owners and occupants directly affected; and,

WHEREAS a new by-law reflecting the decisions of the Ottawa Geographic Naming Board must be drafted and approved;

THEREFORE BE IT RESOLVED THAT The Ottawa Transition Board establish an Ottawa Geographic Naming Board (OGNB) to consider and approve recommendations relating to required street name and civic number changes for the new City, as set out in the Naming and Numbering of Streets, Buildings and Properties charter and as further set out in the report for a period not to extend beyond December 31, 2000, unless otherwise deemed necessary by the Council of the New City of Ottawa; and,

BE IT FURTHER RESOLVED THAT as part of the Recommended Policy component of the charter, a new consolidated civic addressing by-law detailing the regulations for the naming and numbering of streets, buildings and properties be drafted and submitted for consideration and adoption.

“CARRIED”/“LOST”

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Claude F. Bennett, Chair

**OTTAWA TRANSITION BOARD**  
**CONSEIL DE TRANSITION D'OTTAWA**

**REPORT**  
**RAPPORT**

Our File/N/Réf.            3801-03  
Your File/V/Réf.

DATE                        May 23, 2000

TO/DEST.                  Transition Board

FROM/EXP.                Project Leader - Naming and Numbering of Streets, Buildings and  
Properties

SUBJECT/OBJET         **AUTHORITY TO ENABLE STREET NAME AND NUMBER  
CHANGES**

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**RECOMMENDATION**

**That the Ottawa Transition Board solicits from the Provincial Government the necessary authority to make decisions related to street name and numbering changes deemed necessary as a result of the conclusions and recommendations from the Naming and Numbering Charter and the decisions of the Ottawa Geographic Naming Board.**

**BACKGROUND**

One of the objectives of the Street Naming and Numbering Charter is to ensure that, following amalgamation, all of the existing street names currently duplicated within the area municipalities will be clearly unique for emergency services and the general public. The task is of primary concern to the 911 Emergency Services and the new PERS (Property Emergency Response Service) system, due to be launched in the second quarter of 2001.

The 9-1-1 Management and Advisory Boards have both passed strong recommendations that the issue of duplicate street names be dealt with as soon as possible so that emergency response not be possibly compromised by a mistaken dispatch or multiple dispatches to ensure a response to the right address. The introduction of 9-1-1 PERS technology has been a long-term project by Bell and the Region (in co-operation with the Emergency Service Boards of the various area municipalities as part of the Joint Powers Agreement) and which will be further enhanced as the recommendations of the Ottawa Geographic Naming Board are implemented.

The first key result of the project deliverable on the Magnitude of Issues has been to clarify whether there is sufficient authority to implement the mandate of the charter. In this regard, to determine whether the charter has the ability to supersede existing legislation that until January 1, 2001 (under Section 210 of the Municipal Act) has delegated the authority to make street name changes to the individual municipalities. To assist in this determination, the solicitor for the project Design Team and the solicitor for the Board (Vice and Hunter) were requested to investigate this matter. As outlined in the attached correspondence, it would appear that the City of Ottawa Act and the existing regulations currently provide no authority for the Transition



Board to address the issue of civic addressing. In addition, it is their opinion that the Board is not in a position to pass by-laws related to civic addressing.

Other amalgamated Municipalities were contacted. However, since most other municipalities were not faced with either the impending implementation of the 911 PERS system or, due to time constraints, did not choose to initiate street name changes until after the new City Council was in place, special legislation was not pursued.

The project Design Team has been continuing with the background research to determine the magnitude of the project, a strategy for public consultation and the development of criteria that will be used to evaluate each of the affected street names. In this regard, the objective when developing conclusions and recommendations will be to create minimal disruption for those affected.

However, in an attempt to resolve a recent critical matter for the 911 PERS system (concerning three street names currently duplicated within the same municipality), staff met with the Townships of Osgoode and Rideau City Councils. Unfortunately, neither of the municipalities was willing to participate in the public consultation process or to consider new street names for the critical streets affected. Some options were offered for consideration and the authority of the Transition Board to make street name changes was questioned. The general public through correspondence has expressed similar views.

In view of this initial reaction by the community, it has become clear that unless the Board is provided with the needed authority to make changes deemed necessary, the implementation of the charter objectives with regard to eliminating the potential for confusion both for emergency services and the public at large prior to the establishment of the new City boundaries, may not be possible.

In light of the above, it is felt that to secure the necessary enabling legislation is paramount to the Board's ability to provide a safe environment within the established timelines.

*Submitted by  
Don Brousseau  
Project Leader  
Naming and Numbering of Streets, Buildings and Properties*

May 17, 2000  
File No. 2000-044

Ottawa Transition Board  
111 Lisgar Street  
Ottawa, ON K2P 2L7

Attention: Mr. Don R. Brousseau

Dear Mr. Brousseau:

**RE: Civic Addressing**

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J. Peter Vice, Q.C.

William R. Hunter

Brenda M. Vice

Marc R. Labrosse

D. Gregory Meeds

Further to our recent meeting with yourself and Jennifer Jackson, we have reviewed the provisions of the *City of Ottawa Act* and the existing regulation, and discussed this matter further with Ms. Jackson, and provide the following opinion.

The *City of Ottawa* provides no authority for the Transition Board to address the issue of civic addressing. The functions of the Board as set out in s.19 relate to controlling the decisions of the old municipalities that may have significant financial consequences for the city and developing business plans for the city and its boards in order to maximize the efficiency and costs savings of the new structure. The powers and duties of the Board flow from regulations relating to the matters referred to in s.19. It is difficult to conceive that the issue of civic addressing ties into the functions of the Board as set out by the Act. Accordingly, the Act does not give the Board any jurisdiction to pass by-laws or make decisions with respect to civic addressing.

Section 37(2) of the Act provides that the Minister may make regulations providing for any transitional matter that, in the opinion of the Minister, is necessary or desirable *for the effective implementation of this Act*. The "implementation of this Act" relates to the primary functions of the Board as set out in s.19, which functions would not encompass civic addressing. Accordingly, in our view it is unlikely that the Minister would consider passing a regulation with respect to civic addressing as it is beyond the scope of the Act.

We appreciate the fact that the limitations on the Board's jurisdiction will make the required fall name changes difficult, however, barring the inclusion of this

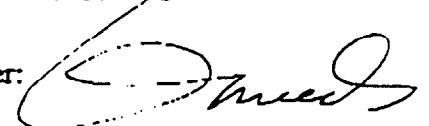
issue within Bill 62, or an amendment to the Act to include civic addressing as a transitional issue, the Board cannot at this time make a decision or pass a by-law with respect to street name changes.

Trusting the above is satisfactory, but do not hesitate to contact our offices should you have any questions.

Yours very truly,

**VICE & HUNTER**

per:



**D. Gregory Meeds**

DGM/uc  
By fax

cc. Jennifer Jackson, RMOC Legal

## Ottawa Transition Board

### Motion Number \_\_\_\_\_

Moved by A. Bouwers

Seconded by

WHEREAS the primary objective of the Naming and Numbering of Streets, Buildings and Properties Charter is to develop policies that will ensure safe and consistent street naming and numbering to meet immediate transition requirements and future City needs; and,

WHEREAS the Project Leader is required to submit recommendations to the Ottawa Geographic Naming Board that may include changes to existing street names and/or civic numbers; and,

WHEREAS the Ottawa Geographic Naming Board will be required to make final decisions concerning street name changes and to enact implementing by-laws; and,

WHEREAS the solicitor to the Ottawa Transition Board has advised that, until the amalgamation to one City is complete, the existing enabling legislation and authority to pass related by-laws rests with the area municipalities; and,

WHEREAS through the initial stages of the study review process it has become clear that without the definitive authority to require changes deemed necessary by the Ottawa Geographic Naming Board there will be a general resistance and an anticipated unwillingness on the part of the community as a whole to make the necessary changes; and,

WHEREAS the ability to begin implementing the policies of this charter, i.e. to ensure clear and safe property identification in particular for the 911 emergency services within established timelines, is dependent upon the ability to require needed name and/or numbering changes; and,

THEREFORE BE IT RESOLVED THAT the Ottawa Transition Board solicits from the Provincial Government the necessary authority to make decisions related to street name and numbering changes deemed necessary as a result of the conclusions and recommendations from the Naming and Numbering Charter and the decisions of the Ottawa Geographic Naming Board.

“CARRIED”/“LOST”

\_\_\_\_\_  
Claude F. Bennett, Chair