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<b>TO:</b>	<b>GENERAL COMMITTEE</b>
<b>SUBJECT:</b>	<b>STREET ADDRESSING POLICY AND PRIVATE STREET NAMING POLICY</b>
<b>WARDS:</b>	<b>ALL</b>
<b>PREPARED BY AND KEY CONTACT:</b>	<b>R. WHITE, PLANNING SERVICES SENIOR BUSINESS PERFORMANCE SPECIALIST, EXTENSION # 4417</b>
<b>SUBMITTED BY:</b>	<b>A. BOURRIE, RPP DIRECTOR OF PLANNING AND BUILDING SERVICES</b>
<b>GENERAL MANAGER APPROVAL:</b>	<b>D. FRIARY GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT (ACTING)</b>
<b>CHIEF ADMINISTRATIVE OFFICER APPROVAL:</b>	<b>M. PROWSE, CHIEF ADMINISTRATIVE OFFICER</b>

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#### **RECOMMENDED MOTION**

1. That the Street Addressing Policy attached as Appendix "A" to Staff Report PLN013-18, be adopted.
2. That the authority to name private streets and pass the associated by-laws be delegated to the Director of Planning and Building in accordance with the Delegation of Powers and Duties Policy
3. That the Private Street Naming Policy attached as Appendix "C" to Staff Report PLN013-18, be adopted.

#### **PURPOSE & BACKGROUND**

##### Report Overview

4. The City of Barrie currently does not have a Street Addressing Policy to set out procedures on how to assign new street names and numbers.
5. The lack of a Policy has created confusion within the development industry on how and why addresses are assigned. The purpose of the Street Addressing Policy is to set a framework for how addresses will be assigned for all new development.
6. In addition to the Street Addressing Policy, staff are proposing a Private Street Naming Policy, the need for which has arisen from large, complicated site plans with a number of buildings that front onto internal private streets, rather than traditional public streets.
7. City staff from Operations, Emergency Services, and Water Operations, Planning and Building Services staff worked collectively on the framework for the policies, to ensure that a coordinated approach that meets the needs of all affected service areas is put in place.

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## **ANALYSIS**

8. A street address is a combination of a street number, followed by a street name, which is used as a unique identifier for a property, building or facility. It is important to provide a solid framework for the assigning of municipal addresses as they are used by municipalities to provide a wide range of services, including emergency services.
9. The City of Barrie is committed to assigning addresses in a simple and consistent manner so that properties can be easily located by any persons or agency. Addressing can be a complicated process, involving a number of different stakeholders. This policy was developed to provide a simple and consistent process for assigning municipal addresses.

### **Process for Assigning Street Numbers**

10. Public street names will be assigned in accordance with the Municipal Naming Policy through the Site Plan Control or Subdivision process. Private street names will be assigned in accordance with the Private Street Naming Policy through the Site Plan Control or Subdivision process.
11. Temporary street numbers will be assigned to any lots or dwelling units created through Site Plan Control or Subdivision, when draft approved. Once the Subdivision or Site Plan is registered, the addresses will become permanent.
12. For dwelling units being added to an existing building/development, street numbers will be assigned upon issuance of a Building Permit.
13. Individuals may apply for a change of street number that will be reviewed by City Staff to determine whether the request can be accommodated. Requests must be made using the application form attached as Appendix "B" and accompanied by the fees outlined in Schedule K of the City of Barrie Fees By-law.

### **Single detached, Semi-detached, Duplex, and Townhouse Dwellings**

14. All dwelling units will be assigned a separate street number, based on the street name (public or private) that the front entryway faces.
15. For dwellings that do not front onto a public street, the private street will be named through the Site Plan or Subdivision approval for addressing purposes.

### **Second Suites and New Dwelling Units**

16. Second suites and new dwelling units created in an existing residential building will be assigned an alphanumeric unit number. This is consistent with current practices and conforms to Emergency Services procedures. Wherever possible, the main dwelling unit (s) shall maintain their current number, and the second suite or additional dwelling units will be assigned Unit A, Unit B, and so on.

### **Residential Buildings where Individual Dwellings Do Not Front on a Street**

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17. Residential buildings will be assigned one main address, off the street that the main pedestrian or vehicular entryway is facing, and each individual dwelling will be assigned a numeric unit number. Examples of these types of developments are apartments or townhouses where the units do not front onto a street.

#### Industrial, Commercial and Institutional Buildings

18. Each industrial, commercial and institutional building will be assigned a street number off the street that the front/main door faces.

#### Parks and Open Space

19. Street numbers will be assigned to all parks and open space blocks. The street number will be assigned:
- a) To the vehicular access point; or
  - b) To the largest vehicular access point, where there are multiple; or
  - c) To the active recreation area, where there is no vehicular access; or
  - d) Off of the highest classified street, where there is no vehicular access or active recreation area.

#### General Policies

20. Odd numbers are to be assigned to one side of the street, and even on the other.
21. Where there are no additional addresses available for Infill development, a suffix (A, B, C, etc.) may be used for new dwelling units/buildings.
22. Only one street number shall be assigned per lot for low density development.
23. Street numbers shall be displayed in accordance with By-Law 2004-147.
24. All numbers may be used for street addressing. Perceived "unlucky" numbers shall not be avoided.

#### Naming of Private Streets

25. Section 48 of the *Municipal Act, 2001*, S.O. 2001, c.25 gives authority to a municipality to name a private street after giving public notice of its intention to pass a by-law.
26. Section 227 of the *Municipal Act, 2001* provides that it is the role of the officers and employees of the municipality to implement council's decisions and establish administrative practices and procedures to carry out council's decisions; to undertake research and provide advice to council on the policies and programs of the municipality and to carry out other duties as required under this or any Act and other duties assigned by the municipality.
27. Council adopted the City of Barrie Delegation of Powers and Duties Policy in December of 2007 to establish the general manner in which authority is delegated and to maintain accountability. Delegated authority is typically provided to ensure the efficient management of the municipal

corporation and the ability to respond to issues in a timely fashion. The Delegation of Powers and Duties Policy was most recently updated in 2017.

28. There are periods of time where City Council may not be meeting for several weeks or longer, such as summer recess. In these cases, a by-law would not be passed for the naming of a private street until Council reconvened at the end of the recess, potentially extending application processing time.
29. The current procedure has been to assign one address to a large, multi-unit site and assign individual unit numbers to each dwelling/suite.
30. There is potential impact on Emergency Services response times due to the large number of units, spread across multiple buildings with multiple vehicular access points.
31. Under the new policy, each private street will be named, similar to municipal streets named in a plan of subdivision. Each unit would then be numbered off of the private street, in accordance with the Street Addressing Policy (Appendix "A").
32. Once the by-law is passed, the private street names are legally created and would be incorporated into the City's GIS mapping system. These private streets would be utilized for street addressing and stored in the City's GIS mapping system and used by Emergency Services.
33. A development that does not require a zoning amendment could be approved by staff through the Site Plan process. In these cases, the requirement to bring a staff report forward to Council for the naming of a private street could extend a process which would otherwise be expedient and efficient.
34. By providing the Director of Planning and Building Service with delegated authority to pass by-laws for the naming of private streets, the Site Plan process can continue to be an efficient and effective process while satisfying the requirements of the Street Numbering Policy.
35. Council will continue to approve any potential new street names, which will be brought forward in the form of a Staff Report prior to being added to the Municipal Naming Registry. The Director (with input from the applicant) would then select a street name from the registry for use in the development.
36. Should the applicant wish to use a street name that is not on the Registry, a Staff Report would be required to seek Council approval.
37. By-laws that are passed by the Director of Planning and Building Services will be noted on the following set of City Council minutes, similar to By-laws passed by the Local Planning Appeal Tribunal.

#### **ENVIRONMENTAL MATTERS**

37. There are no environmental matters related to the recommendation.

## **ALTERNATIVES**

38. The following alternatives are available for consideration by General Committee:

**Alternative #1**

General Committee could choose to adopt the proposed policies with changes.

This alternative is available, it is not recommended as the provisions set out in the policy have been developed in accordance with the requirements and recommendations from all City Departments that rely on municipal addresses for day-to-day operations.

**Alternative #2**

General Committee could choose not to approve the proposed policies.

This alternative is available, it is not recommended as this could lead to continued confusion surrounding the provisions and processes for assigning street numbers.

## **FINANCIAL**

39. There are no financial implications for the Corporation resulting from the proposed recommendations.

## **LINKAGE TO 2014-2018 STRATEGIC PLAN**

40. The recommendations included in this Staff Report support the following goals identified in the 2014-2018 Strategic Plan:

- ☒ Well Planned Transportation

Attachment: Appendix "A" – Street Numbering Policy

Appendix "B" – Application Form – Request for Address Change

Appendix "C" – Private Street Naming Policy

**APPENDIX "A"**

**City of Barrie**  
**Street Addressing Policy**

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## **STREET ADDRESSING**

A street address is a combination of a street number, followed by a street name, which is used as a unique identifier for a property, building or facility. It is important to provide a solid framework for the assigning of municipal addresses as they are used by municipalities to provide a wide range of services, including emergency services.

The City of Barrie is committed to assigning addresses in a simple and consistent manner so that properties can be easily located by any persons or agency. Addressing can be a complicated process, involving a number of different stakeholders. This policy was developed to provide a simple and consistent process for assigning municipal addresses.

### **1.1 Application of Policy**

This policy shall apply to all Residential, Industrial, Commercial, Institutional, Open Space, and Environmental Protection lands, properties, facilities and buildings within the City of Barrie, both private and public.

### **1.2 Street Naming Process**

Street names shall be assigned by the City of Barrie in accordance with the Municipal Naming Policy and Private Street Naming Policy as follows:

- a) Arterial/Collector Roads shall be named by the City, in consultation with the local Ward Councillor(s), utilizing names approved on the Municipal Names Registry where possible, in accordance with the Municipal Naming Policy.
- b) Local Streets/Laneways shall be named by the City, in consultation with the Ward Councillor(s), utilizing names approved on the Municipal Names Registry or names recommended by the developer, in accordance with the Municipal Naming Policy.
- c) Private Streets shall be named by the Director of Planning and Building Service, by by-law, utilizing names approved on the Municipal Names Registry, in accordance with the Private Street Naming Policy.

### **1.3 Street Numbering Process**

Draft street numbers will be assigned by the City of Barrie:



- a) Following approval of a Draft Plan of Subdivision; or
- b) Following approval of a final set of drawings in the Site Plan process; or
- c) Following the issuance of conditions for a Consent Application; or
- d) When an application for part lot control has been received.

The assigning of draft street numbers within a new subdivision shall occur in conjunction with the approval of street names.

Street numbers shall be officially assigned:

- a) Following the registration of the plan of subdivision; or
- b) Following the registration of the Site Plan Agreement; or
- c) Following the stamping of the deed for Consent Applications; or
- d) Upon approval of an application for part lot control; or
- e) Upon registration of a second suite.

## **1.4 Street Numbering Policies**

### **1.4.1 Assigning Odd and Even Street Numbers**

Odd numbers are to be assigned to one side and even numbers on the other side consistently along the entire section of a street having that same name.

In the event that any given street changes direction, the numbering shall remain continuous from beginning to end.

### **1.4.2 Cul-de-Sacs and Crescents**

Notwithstanding Policy 1.4.1, in the case of crescents or Cul-de-Sacs, street numbers shall remain even on one side, and odd on the other side for the entirety of the street.

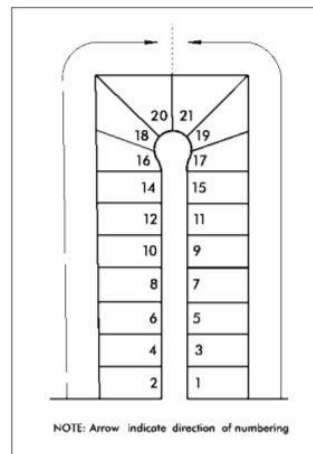


Figure 1: Example of street numbering for Cul-de-Sacs

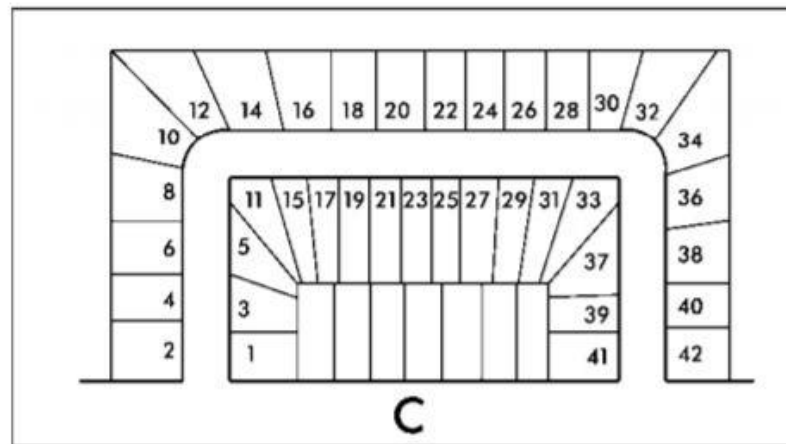


Figure 2: Example of street numbering for crescents

### 1.4.3 Street Numbering on Municipal Boundary Roads

A municipal boundary road is a road that is bordered by two or more different municipalities on each side.

Municipal boundary roads shall be numbered independently from other roads in order to be consistent with the numbering protocol of neighbouring municipalities. In these cases, the street number shall be assigned so that the existing street numbers are continued in sequence.

### 1.4.4 Street Number Gapping

At street intersections and along curves, street numbers will be gapped appropriately to ensure consistency with the address numbers on the opposite side of the street. Addresses should generally match on both sides of the street in order to maintain a consistent addressing scheme.

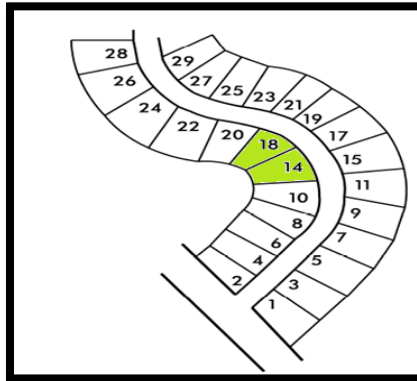


Figure 3: Example of street number gapping on curves

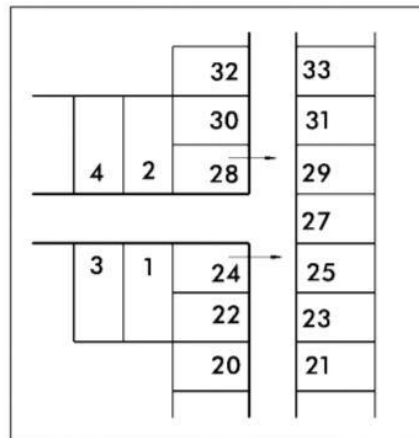


Figure 4: Example of street number gapping at intersections

#### 1.4.5 Street Numbering for Infill Development

Some areas of the City of Barrie may be desirable for infill development. In some cases, there may not be sufficient street numbers for the lots or dwellings being created. In these cases, the newly created lots or dwellings shall be assigned a street number with a suffix (A, B, C, etc.).

Figure 5: Example of street numbering on infill developments



#### 1.4.6 Reserving Street Numbers for Future Development

In areas where it is known that a street will be continued or a block will be developed in the future, street numbers will be reserved based on the lot frontage required for the highest and best use permitted in the Zone. These numbers will be reserved until future development occurs and will be assigned in accordance with policy 1.3.

Zone	Best and Highest Use	Lot Frontage Required
R1	SDH	22 m
R2	SDH	15 m
R3	SDH	12 m
R4	SDH	10 m
R5	Street Townhouse	4.5 m
RM1	Semi-detached/Duplex	9 m/17 m
RM2	Street Townhouse	6 m
RM3	Back to Back Townhouses	5.5 m
RA1	Three or more unit dwellings	24 m
RA2	Three or more unit dwellings	30 m

Figure 6: Matrix for reserving street numbers for future development

#### 1.4.7 Assigning Street Numbers for Public Utilities

Pumping stations, hydro substations, and storm water management areas (SWM's) require that a street number be assigned to all access points fronting on a municipal road, and is based on the following hierarchical criteria:

- a) The entrance from the same street as the neighbouring pump house/ utility building/accessory structure; or
- b) The primary entrance(s) for vehicular or pedestrian access.

Furthermore, the numbering of pumping stations, hydro substations, and storm water management areas (SWM's) must be assessed on a site specific basis with consideration for existing site conditions, such as topography and vegetation. It is therefore important to consult with applicable departmental staff to determine the most appropriate exits and/or access points to be assigned a street number, and if additional numbers are required for any secondary access points.

#### **1.4.8 Assigning Street Numbers to Parks and Open Space Blocks**

Parks and open space blocks require that one street number be assigned to a park or open space block, based on the following:

- a) The street number will be assigned to the vehicular access point to the park or open space block.
- b) Where there are multiple vehicular accesses, the largest vehicular access point/parking area shall be used.
- c) Where there is no vehicular access or parking area, a street number will be assigned to the active recreation area.
- d) Where there is no active recreation area, a street number will be assigned off the highest classified street (Arterial, collector, local, etc.) abutting the park or open space, in accordance with the policies contained within this document

#### **1.4.9 Street Numbering for Corner Lots**

Corner lots shall only be assigned one street number, which will be assigned based on the Street that the front door of the building faces. Where possible, street numbers shall be reserved should the orientation of the building change.

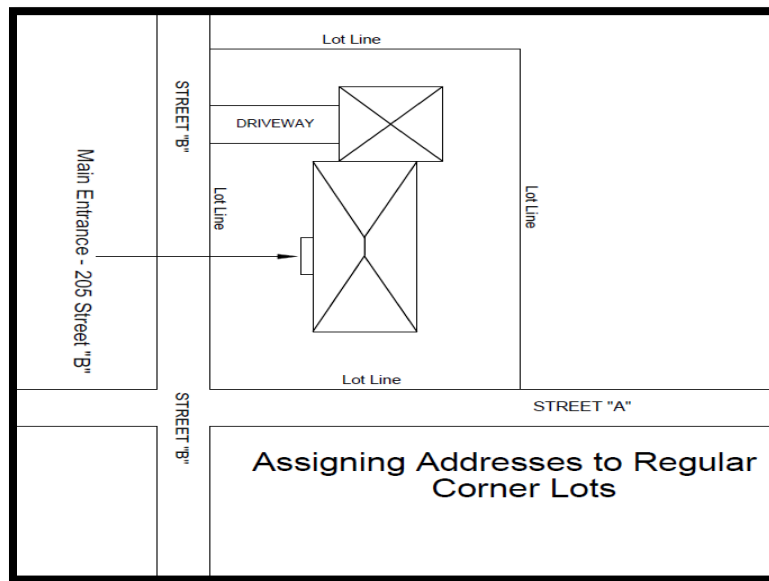


Figure 7: Example of street numbering of corner lots

#### **1.4.10 Street Numbers per Residential Lot**

Where a residential lot contains one dwelling unit, only one street number shall be assigned to the lot and building.

#### **1.4.11 Displaying a Street Number**

All street numbers shall be displayed in a manner that is consistent with the City of Barrie Street Numbering By-Law 2004-147. It is the responsibility of the owner or occupant to ensure that the street number is located on a wall of the building or on a sign, in such a manner that it is visible from the street at all times.

#### **1.4.12 Avoiding street numbers**

All numbers shall be included in the addressing of a street. Numbers that are perceived to be unlucky or culturally significant will not be avoided.

### **1.5 Residential Street Numbering**

#### **1.5.1 Single Detached, Duplex, Semi-detached and Street/Block/Cluster Townhouses**

For single detached, duplexes, semi-detached dwelling and townhouse developments, an individual street number will be assigned to each dwelling unit off of the street that the main entryway faces.

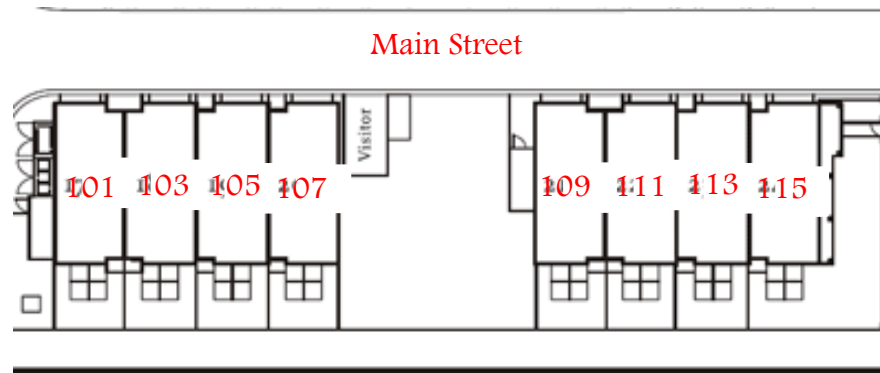


Figure 8: Example of street numbering for low density residential.

### 1.5.2 Second Suites

Upon registration, a second suite shall be assigned an alpha unit street number based on the street number of the principal unit. If the main unit has an address of 101 Main Street, the second suite shall be addressed 101 Unit A Main Street.

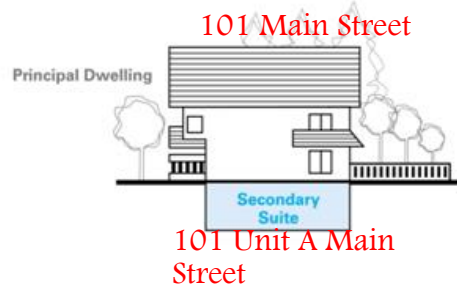


Figure 9: Example of street numbering for second suites.

### 1.5.3 Additional Dwelling Units

For each new unit created in an existing residential building, a new alpha unit will be used. The address will be assigned upon issuance of a building permit (101 Unit A Main Street, 101 Unit B Main Street, and so on). Some examples may include Single Detached Houses that are converted into “triplexes”, “fourplexes”, etc.

### 1.5.4 Back-to-Back Townhouses

For back-to-back townhouses, a street number will be assigned for each dwelling unit, based on the street that the entry way faces. Where the entryway does not face a roadway, the units will be addressed off of the street the entire building faces.

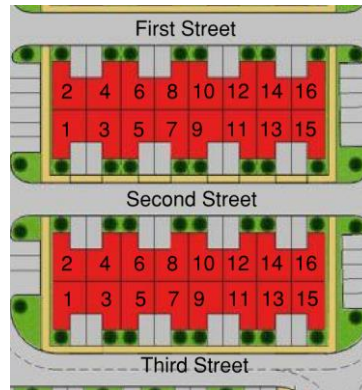


Figure 10: Example of street numbering for back-to-back townhouses

### 1.5.5 Stacked Townhouses

For stacked townhouses developments, a street number will be assigned to each dwelling unit based on the street that the entry fronts onto. Address will be assigned, beginning at one end of the block, and proceeding to the other end, with addresses being assigned consecutively to each entryway.



Figure 11: Example of street numbering for stacked townhouses

### 1.5.6 Apartment Building/Residential Where Units do not Front on a Street

Residential buildings where individual units do not front on a street shall be assigned one main street number, based on the street that the main entryway faces. Each unit within the building will be assigned a number unit number (Unit 101 – 101 Main Street, Unit 102 – 101 Main Street, and so on).



Second Floor, 101 Main Street



Figure 12: Example of street numbering for apartments

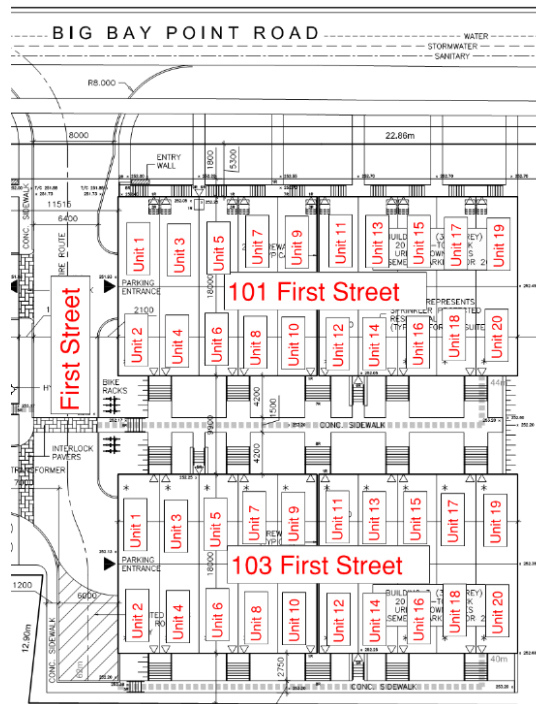


Figure 13: Example of street numbering for back-to-back townhouses that do not front onto a street

## 1.6 Commercial, Industrial or Institutional Developments

Each individual building within a commercial, industrial or institutional development shall be assigned a street number based on the street the main/front entrance faces. Individual suites within the building may be assigned a suite numbers (101 Main Street, Suite 1) at the discretion of the owner of the property.

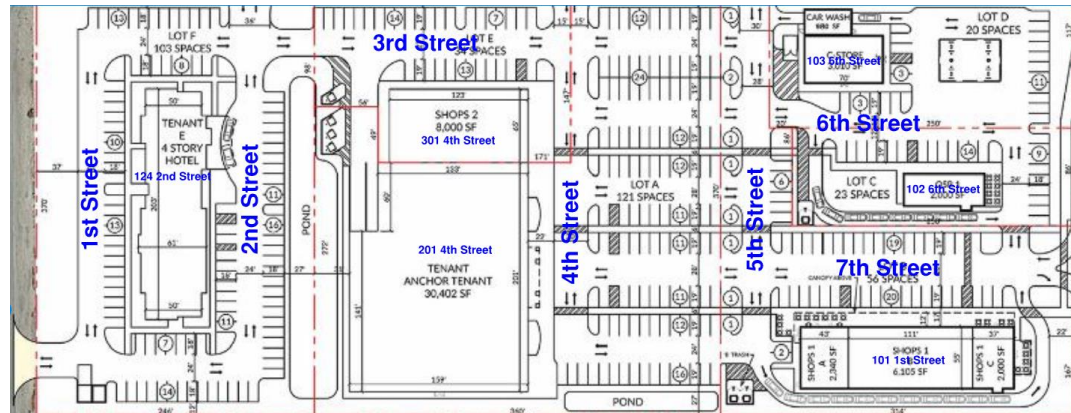


Figure 14: Example of street numbering for commercial, industrial and institutional developments

## 1.7 Policies for Changing a Street Number

A street number change shall be considered on a case-by-case basis only. Individual requests to change a street number may be accommodated provided that there is the opportunity to do so based on existing address conditions in the area. In order to accommodate the change of a street number, applicants shall submit an application form to the City of Barrie, at Service Barrie. Once submitted, the request will then be reviewed by City staff. If the request is approved, a notification will be sent to the owner, applicable departments, and external agencies for their records.

The following criteria shall apply to evaluate any request to change a street number:

- a) Where there is adequate spacing in the existing numbering scheme to accommodate the proposed request;
- b) Where there no is opportunity for future infill development that would require street numbers to be reserved; and
- c) Where Emergency Services would have any concern with the proposed request.

Where a change in street number has been approved, it shall be the responsibility of the property owner to ensure that the old number is replaced with the new number, as assigned.

## 1.8 Street Numbering for New Plans of Subdivision

Street numbers for Plans of Subdivision shall be assigned, as a temporary street number, immediately following Draft Plan Approval. Street numbers shall be assigned to all lots in accordance with the provisions of this policy. The GIS Department with the City of Barrie will place this temporary street number on the GIS mapping for the City of Barrie.

When a Plan of Subdivision is registered, City staff will send a confirmation letter to the property owner and the City's list of interested agencies. The GIS Department will move the address from the temporary layer to the permanent layer on the City's Geographic System.

The City's Municipal Law Enforcement Officers shall ensure that the proper street number is posted in accordance with this policy and the applicable Subdivision Agreement.

## **1.9 Street Numbering for Site Plans**

Temporary street numbers shall be assigned by the Planning and Building Services Department after the final set of plans have been approved and signed off by all required departments/agencies. A permanent street number shall be assigned once the site plan or condominium has been registered with the Land Registry Department with the province of Ontario. Street numbers shall be assigned in accordance with this document.

## **1.10 Agreements**

Where a building is subject to special provisions related to a Site Plan Agreement or Subdivision Agreement, the provisions of the said agreements shall prevail.

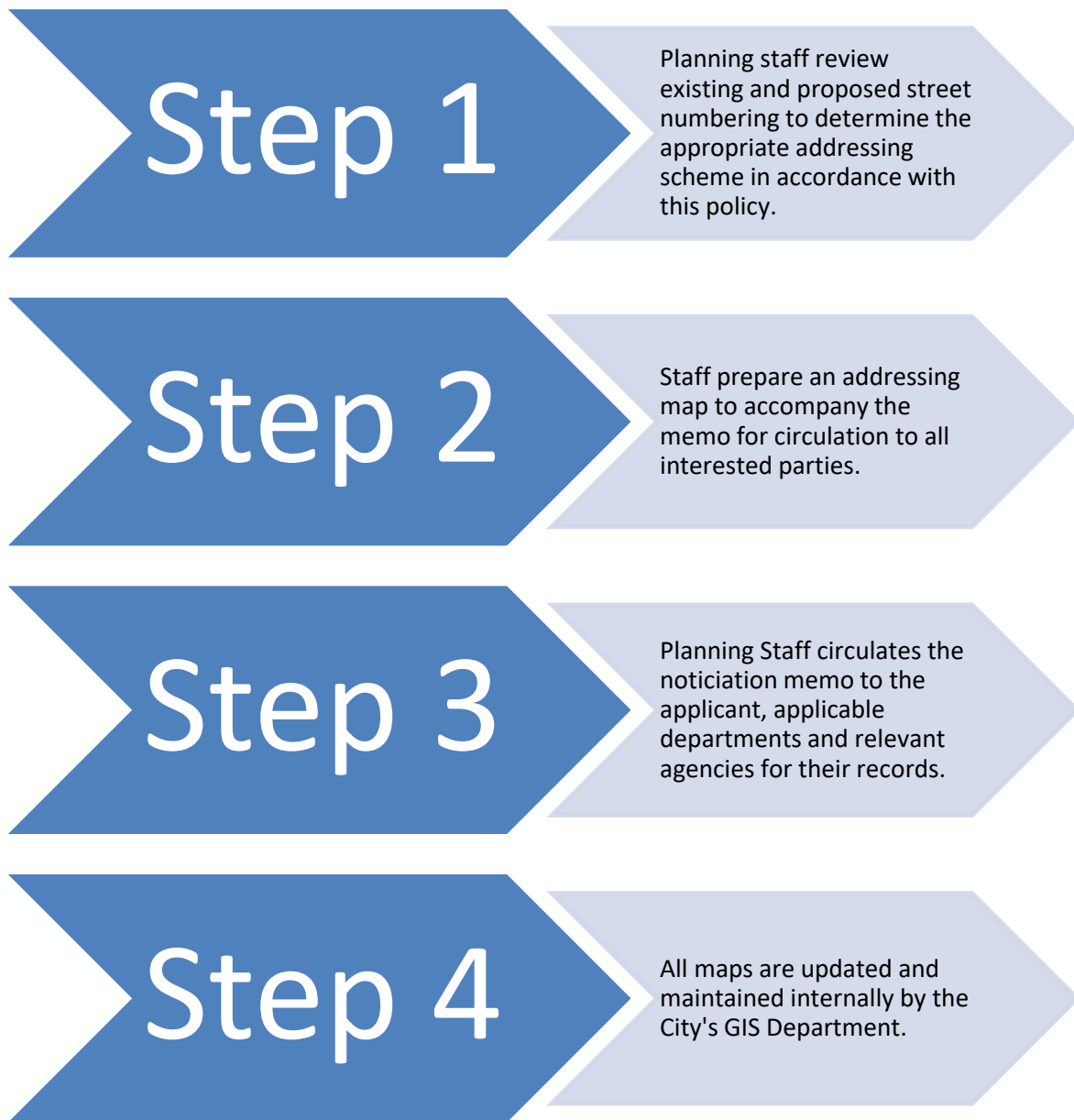
## **1.11 Street Numbering Notification**

The City of Barrie's list of interested agencies requesting notification is maintained and amended from time to time by the Planning and Building Services Department.

## **1.12 Effective Date**

This Policy shall come into full force and effectiveness once adopted by Council.

## **1.13 Appendix - A**





<b><u>MUNICIPAL ADDRESS CHANGE APPLICATION FORM</u></b>	
<b>A. <u>OWNER'S INFORMATION</u></b>	
Name:	
Mailing Address:	
Telephone:	E-mail:
<b>B. <u>SUBJECT PROPERTY/BUILDING</u></b>	
Current Municipal Address:	
Legal Description:	
Reason for Change Request:	
Proposed Municipal Address:	
<b>C. <u>SUBMISSION REQUIREMENTS</u></b>	
<input type="checkbox"/>	A completed Municipal Address Change Form
<input type="checkbox"/>	The prescribed fee
<input type="checkbox"/>	A site plan depicting the location and entryway of the building to be addressed (required for properties with more than one building subject to municipal addressing).

# **City of Barrie**

## **Private Street Naming Policy**

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## PRIVATE STREET NAMING POLICY

- 1.1 Application of Policy
- 1.2 Private Street Naming Process
- 1.3 Private Street Naming Policies
  - 1.3.1 *Assigning Private Street Names*
  - 1.3.2 *Suffix of Private Street Names*
  - 1.3.3 *Private Street Signs*
- 1.4 Street Naming Notification
- 1.5 Effective Date

For the purposes of this policy, “private street” means any road, laneway or other vehicular access to or from any land, building or structures but does not include a driveway. A “private street” may include part of a parking lot.

Large, complicated sites can create confusion when addressing each building, leading to concerns from emergency services and other City departments when it comes to the location of specific lands, buildings or facilities. By naming private streets, the City of Barrie is able to simplify the addressing on these large sites.

## **1.1 Application of Policy**

The provisions of this policy shall apply to privately owned and maintained streets in the City of Barrie.

## **1.2 Private Street Naming Process**

Private street names will be assigned:

- Following approval of a Draft Plan of Subdivision; or
- Following issuance of conditions for Site Plan.

Notification of the naming of a Private Street will be given in accordance with the *Municipal Act* and the City of Barrie’s Public Notice By-law.

Once the notification period has ended, the Director of Planning and Building Services will pass a by-law and provide it to the Legislative and Court Services Department to be numbered and retained in accordance with the City of Barrie’s Record Retention Policy.

The By-law will be noted on the following City Council Minutes.

## **1.3 Private Street Naming Policies**

### **1.3.1 Assigning Private Street Names**

Names shall be assigned to private streets, by Planning and Building Services Staff with the support of Emergency Services and other City departments.

Names shall be selected from the City of Barrie Municipal Names Registry. A by-law shall be passed by the Director of Planning and Building Services for the naming of a private street in accordance with Section 48 of the *Municipal Act, 2001, S.O. 2001, c. 25*.



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### **1.3.2 Suffix of Private Street names**

Names of private streets shall use the suffix of "Lane" in accordance with the Municipal Naming Policy.

### **1.3.3 Private Street Signs**

Private Street Signs will display the street name and include the word "Private" below the street name for clarity.

The cost for the installation and maintenance of a street name sign for a private street shall be the responsibility of the property owner.

## **1.4 Street Naming Notification**

The City of Barrie's list of interested agencies requesting notification is maintained and amended from time to time by the Planning and Building Services Department.

Notification

## **1.5 Effective Date**

This Policy shall come into full force and effectiveness once adopted by Council.