

Date: February 1, 2021

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Amending Road Names – Fort Frances

The Planning and Development Executive Committee will recall that administration has been tasked with the following regarding the changing of road names within the Town of Fort Frances:

- Develop a road naming/renaming policy
- Develop consultation and educational information for distribution with the first 2021 tax bill
- Research and estimate operational costs associated
- Research process involved with local service providers in the event of road name changes

Policy

Administration has amended the policy with the recommendations provided by PDEC. An application and general process has been included as an appendix to the policy.

Consultation & Education Information

A consultation/education brochure has been approved and has been sent out with the first tax bill of 2021. The consultation/education piece has also been posted on the Town's website.

Operational Costs

If changing the names of Colonization Road East and West is considered, approximately 160-180 tax rolls would be affected. Information has been compiled from the internal departments within the Town to assign an estimated "time allocation" that may be considered to changing this information.

Planning and Development	<ul style="list-style-type: none">• Amending Property Files – 2 minutes per property• Amending Digital Property Files – 2 minutes per property• Amending Permitting Database (CityWide) – 5 minutes per property• Facilitating Naming/Renaming Applications – difficult to forecast at this time
Public Works	<ul style="list-style-type: none">• Amending GIS files (179) – 5 minutes per property• Amending GIS water/sewer/storm/roads/signs (1169) – 5 minutes per component• Relabeling PW property files (179) – 2 minutes per property• Amending PW digital property files (179) – 2 minutes per property• Relabeling misc/noting on Engineering drawings (printed & hanging) (50) – approximately 2 minutes per drawing• Colonization Road East – 6 of the Water Front Cross Shaped Signs<ul style="list-style-type: none">○ \$258 x 6 Signs = \$1548.00 for Colonization Road East• Colonization Road West – 8 Regular Green Street Name Signs<ul style="list-style-type: none">○ \$167.35 x 8 Signs = \$1338.80 for Colonization Road West

IT	<ul style="list-style-type: none"> • No direct impact on IT operations
Administration and Finance	<ul style="list-style-type: none"> • Estimated administrative work as 5-10 minutes per customer
Human Resources	<ul style="list-style-type: none"> • Time allocation difficult to estimate. Probable time impacts related to payroll files, benefit carriers and OMERS.
Community Services	<ul style="list-style-type: none"> • Estimated 9 memberships to be adjusted at approximately 5 minutes per membership

Service Provider Notifications

Research into the process for notifying various service providers and the various steps involved has been conducted and summarized in the notes below. As you can see Bell 911 plays a pivotal roll in almost all cases related to emergency services.

Stakeholder	Initial Comments
Rainy River District Paramedic Services	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to KCAC and Bell 911 on any change - Provide details on any amendments - Mapping to be updated
Fort Frances Fire Rescue	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to KCAC and Bell 911 on any change - Provide details on any amendments - Mapping to be updated
OPP	<ul style="list-style-type: none"> - Costs associated hard to predict - New facility on Colonization Road will require changing of all information associated, including business cards, letter heads, etc. - Internal computer system to be adjusted - GIS and CAD system to be updated. Updated approximately twice a year - Provincial and federal registries and databases to be updated - Court rulings may be required to amend conditional address decisions - OPP dispatching system to be updated - Will need time to change over systems - Rely on Bell 911 to initiate their changes
Bell 911	<ul style="list-style-type: none"> - In the event of road name changes Bell 911 needs to know the old and new street name and the assigned civic numbers if the ranges are changing. If only a portion of a road is changing Bell 911 would need to know what civic numbers that are remaining on the current road name and which ones are changing. - A change notification will need to be completed and submitted by the Town
Kenora Central Ambulance Communications Centre	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to Bell 911 on any change - Provide details on any amendments - Ensure OPP dispatch and GIS updated - Mapping to be updated

Service Ontario	<ul style="list-style-type: none"> - See attached link for information on address change https://www.ontario.ca/page/change-address-drivers-licence-vehicle-permit-and-health-card
Passport Canada	<ul style="list-style-type: none"> - See attached link for information on address change https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/help-centre/general.html
Canada Post	<ul style="list-style-type: none"> - There is no cost for the Town, and CP will provide to the impacted customers free mail redirection for 1 year. - The impacted customers will have to contact all their senders to inform them of their new address. - The Town of course will have to send a letter to each resident informing them of the situation and they should also send CP a copy. - The Town will also have to confirm with CP all the impacted addresses. - When CP does a change in their database (AMS) it could take up to 6 to 8 weeks for customers to be able to see the new info in the CPC public database. - This is not always possible but if the Town is able to provide CP 6 to 8 weeks' notice prior the date the change takes effect then the customers would be able to see their new addresses in the public database once the street name change takes effect.

With the information provided above, administration is seeking recommendation for approval such that the policy will be sent for legal review prior to presenting to Council for final approval. Additionally, at this time, it would be recommended that no application fee be assigned, and that the applications be handled on a cost recovery basis.

Respectfully submitted



Cody Vangel
Chief Building Official & Municipal Planner