

Date: December 7, 2020

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Amending Road Names – Fort Frances

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The Planning and Development Executive Committee (PDEC) will recall at the November 23, 2020 regular Council session the discussion of amending road names within the Town of Fort Frances, more specifically around amending the name of Colonization Road at this time. PDEC may also recall similar discussions that took place back in the fall of 2017 where the item was previously discussed without any formal amendments taking place.

Attached with this report are supporting administration reports that were tabled in 2017. These reports are for information only as the data and information collected is subject to change from 2017 to 2020.

Through very preliminary research regarding changing roadway names, it was found that many municipalities across the province have adopted specific policies for these matters. A variety of these policies have been attached for reference for the Committee. These policies set out a list of criteria and considerations that are to be considered when naming and renaming roadways within their respective municipalities. PDEC may wish to consider having a similar policy crafted for the Town of Fort Frances to set out guiding principles for undertaking such name changes within the Town.

The following table will provide insight to preliminary discussions or research conducted into various stakeholders that may experience an impact on this name change. It should be reiterated that these were only preliminary discussions and that it is recommended to further engage these groups as this process carries on.

Stakeholder	Initial Comments
Rainy River District Paramedic Services	<ul style="list-style-type: none"><li>- Ensure appropriate dispatch entities are informed</li><li>- Ensure clear means of communications to RRDPS on any change</li><li>- Provide details on any amendments</li><li>- Mapping to be updated</li></ul>
Fort Frances Fire Rescue	<ul style="list-style-type: none"><li>- Ensure appropriate dispatch entities are informed</li><li>- Ensure clear means of communications to RRDPS on any change</li><li>- Provide details on any amendments</li><li>- Mapping to be updated</li></ul>
OPP	<ul style="list-style-type: none"><li>- Costs associated hard to predict</li></ul>

	<ul style="list-style-type: none"> <li>- New facility on Colonization Road will require changing of all information associated, including business cards, letter heads, etc.</li> <li>- Internal computer system to be adjusted</li> <li>- GIS system to be updated. Updated approximately twice a year</li> <li>- Provincial and federal registries and databases to be updated</li> <li>- Court rulings may be required to amend conditional address decisions</li> <li>- OPP dispatching system to be updated</li> <li>- Requested further engagement</li> <li>- Will need time to change over systems</li> </ul>
Bell 911	<ul style="list-style-type: none"> <li>- Seeking information currently</li> </ul>
Kenora Central Ambulance Communications Centre	<ul style="list-style-type: none"> <li>- Ensure appropriate dispatch entities are informed</li> <li>- Ensure clear means of communications to RRDPS on any change</li> <li>- Provide details on any amendments</li> <li>- Ensure OPP dispatch and GIS updated</li> <li>- Mapping to be updated</li> </ul>
Service Ontario	<ul style="list-style-type: none"> <li>- See attached link for information on address change  <a href="https://www.ontario.ca/page/change-address-drivers-licence-vehicle-permit-and-health-card">https://www.ontario.ca/page/change-address-drivers-licence-vehicle-permit-and-health-card</a> </li> </ul>
Passport Canada	<ul style="list-style-type: none"> <li>- See attached link for information on address change  <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/help-centre/general.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/help-centre/general.html</a> </li> </ul>
Canada Post	<ul style="list-style-type: none"> <li>- Seeking information currently</li> </ul>

Attached with this report is also a list of considerations that property owners may require to contact to notify a change of address. This is simply for information only. At this time it cannot be confirmed if any or all of these may have associated costs to change said addresses.

Administration is seeking direction from the Committee to ensure the appropriate route is being sought and that time allocated to the matter is effectively used in developing a solution. Some general questions below will assist discussion to better determine a path forward.

## **WHO**

- Who does the committee want to reach out to on this matter?
  - o Property owners along Colonization Road segments only?
  - o All residents of the Town of Fort Frances?
  - o Surrounding out of Town stakeholders?
  - o Emergency service providers.

- Who will select the new name(s)?
- Who will be responsible for any associated costs?

### **WHAT**

- What do you envision this outreach looking like?
  - o Asking about concerns?
  - o Conducting a survey for/against change?
  - o Conducting a survey on proposed name?
- What do we want to ask?
- Should a policy be developed prior to initiating this change?

### **WHEN**

- What does the Committee envision for a timeline on this matter?
  - o Consultation with stakeholders should be considered in the timeline

### **WHERE**

- Where will additional information be available on this matter?

### **WHY**

- The 'why' behind this matter is understood

### **HOW**

- How will outreach be conducted?
  - o Survey?
    - Mail out with water bill?
    - Post online?
  - o Committee?
  - o Information notice?
  - o Advertise in local newspaper?

At this time, the primary internal costs to the Town appear to include, but not be limited to:

- Changing of street signage
- Divisional clerical works to re-label property files, associated drawings, billings, insurances, GIS updates, etc.
- Staff time included in facilitation
- Materials and programs in facilitation

With the information provided above and attached administration seeks direction from the Committee on which direction to proceed.

Respectfully submitted



Cody Vangel  
Chief Building Official & Municipal Planner