

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - December 7, 2020 at 8:30 AM

MEETING - VIRTUAL MEETING

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1. **Call to Order**
Session #31.
2. **Appointment of Committee Positions**
 - 2.1 Appointment of a Chair & Vice-Chair for the Planning & Development Executive Committee (2 Year Term).
Chair:
Vice-Chair:
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Approval of Previous Meeting Minutes. 3 - 4
5. **In-Camera**
6. **Items Referred from Council**
7. **New Business**
8. **Outstanding Items**
 - 8.1 Site Plan Control Discussion/Amendments.
- No update at this time, referred to next meeting.
 - 8.2 Letter to Town Council from New Fort Development. 5 - 8
 - 8.3 Colonization Road Matter. 9 - 42

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9. <u>Information</u>	
9.1 Mill Demo Information.	43 - 47
9.2 Single Use Plastics Advertising.	48 - 53
9.3 By-Law Enforcement Activities Report (November).	54 - 55
10. <u>Adjourn / Next Meeting Date</u>	
Monday January 4th, 2021.	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #30

November 16, 2020

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the VIRTUAL MEETING on November 16, 2020 from 8:30 a.m. to 9:34 a.m.

PRESENT: J. McTaggart - Chairperson, W. Brunetta - Councillor, D. Judson - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, C. Vangel, CBO/Planner, P. Briere, Committee Secretary, R. Thoms, 93.1 The Border.

1. Call to Order - 0836am

Session #30

2. Disclosure of pecuniary interest and the general nature thereof

None.

3. Approval of Previous Committee Minutes

3.1 Approval of Previous Meeting Minutes.

- Approved as presented.

4. In-Camera

None.

5. Items Referred from Council

5.1 2020 November 9 - R. Breeze Presentation re: Honey Bee Appreciation.

- An overview of the item was provided to the Committee. The Planning & Development Executive Committee is recommending to approve the report as presented.

6. New Business

6.1 2021 User Fees.

- A short overview of the was provided to the Committee. Questions and clarification on items were provided to the Committee and the Planning & Development Executive Committee is recommending to approve the report as presented with some minor housekeeping changes.

6.2 Fort Frances/Aazhogan Renewal Planning Committee – Funding Allocation.

- An overview of the report was provided and after a discussion was had on the item. The Planning & Development Executive Committee is recommending to approve the report as presented.

7. Outstanding Items

7.1 Site Plan Control Discussion/Amendments.

- A verbal update was provided to the Committee that this item will be brought forward during winter season.

7.2 REG CONSENT Letter to Town Council from New Fort Development.

- A verbal update was provided to the Committee advising that we are awaiting an updated letter from New Fort Development.

7.3 REG CONSENT Letter to Mayor & Council from owners of 245 Fifth Street East.

An overview of the item was presented to the Committee. Questions and clarification on items were provided to the Committee and the Planning & Development Executive Committee is recommending that option 1 in the report, to accept the letter as information, with thanks and that the zoning for the subject land remain as is and that the zoning will be reviewed during the official plan review.

8. Information

- 8.1 By-Law Enforcement Activities Report (3rd Quarter).
- Report provided to the Committee. An opportunity for the Committee to ask questions was given and a short discussion on operational constraints was had. The Committee directed Administration to provide the report on a monthly basis and accepted the report as presented.

9. Adjourn / Next Meeting Date - 0934am.
Monday December 7th, 2020.

Executive Committee Chair

Secretary, Planning & Development Executive
Committee

Date: December 7, 2020

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Newfort Developments & Hillside Construction – CIP Funding Request

Newfort Developments and Hillside Construction are working partners on the prospective 18-unit, three storey, residential apartment building that is intended to be constructed at 814 Scott Street in late 2020 into 2021. Their team has made application to the Town of Fort Frances Community Improvement Plan Economic Development Financial Incentive Program. Under this program the following may be considered:

Land Availability	Realty Tax Increment	Building Permit Fee
Sign Permit Fee	Plumbing Fee	Municipal Applicants Fee
Contaminated Site Grant	Building Revitalization	Service Connection
Crossing Fee	Site Development/Grade	Tipping Fees

Town administration staff having been working with this group throughout 2020 in hopes to see shovels hit the ground in late 2020. The Newfort/Hillside groups have worked through several planning applications to achieve the appropriate land use designations for the project to take off. The following table will provide a summary of applications and an approximation of the costs associated.

Application	Approximate Cost
Deeming By-Law	\$969.93
Zoning By-Law Amendment	\$1,800.00
Official Plan Amendment	\$3,000.00
Site Plan Control Agreement	\$1,034.10 + legal tbd
Total	\$6,804.03 + legal tbd

In addition to the planning costs associated, there will be a building permit associated with the works. For the type of development, the permit fee will be based on project value. From our discussions with the developer team, the project value will be in the range of \$3,000,000.00. Based on the 2020 user fee schedule the permit fee will be based on the following:

3.1.4	All Other Construction/Demolition Not Conforming to the Above Fee Schedule		
3.1.4.1	1st \$1,000 of Value		56.65
3.1.4.2	Each Additional \$1,000 of Value or Part Thereof		11.30

$$\text{Permit Fee} = (\$56.65 \times 1) + (\$11.30 \times 2999) + (\$11.30 \times 90) = \$34,962.35$$

It should also be noted that the developers team obtained two demolitions permits for the property to remove the existing commercial/residential building and an on-site accessory building. The total value of these two demolition permits was \$667.95.

The assessed value of the development is unknown at this time, as this will be prepared by MPAC upon assessment of the completed project. Preparing a few scenarios based on the estimated project value can provide the committee with a glimpse of what possibilities may arise from a tax generation point of view.

Potential Assessed Value	2020 Municipal Tax Rate New Multi-Residential = 1.750367%	2020 School Tax Rate New Multi-Residential = 0.153%	2020 Total Tax Rate
\$ 1,000,000.00	\$ 17,503.67	\$ 1,530.00	\$ 19,033.67
\$ 1,500,000.00	\$ 26,255.51	\$ 2,295.00	\$ 28,550.51
\$ 2,000,000.00	\$ 35,007.34	\$ 3,060.00	\$ 38,067.34
\$ 2,500,000.00	\$ 43,759.18	\$ 3,825.00	\$ 47,584.18
\$ 3,000,000.00	\$ 52,511.01	\$ 4,590.00	\$ 57,101.01

The prospective project demonstrates compliance with the following aspects of the community improvement plan:

- 2.3 Selection Criteria
 - o provides for a variety of housing types to meet the demands of the present and future inhabitants of the Town
 - o An assessment of economic growth
- 2.4.1.3 Downtown Core and Waterfront Project Area
 - o The project is located within the defined project area
 - o This project entailed the demolition of a building in desperate need of repair, and will replace with a welcoming facility with enhanced streetscape
- 2.5 Economic Development Financial Incentive Programs
 - o The re-development of vacant and under-utilized properties has been identified as a significant issue in many North American municipalities. These sites often possess substantial redevelopment potential and, in many instances, would result in a significant community benefit if rehabilitated and reused. In addition, the more efficient use of land, increased tax assessment, creation of additional jobs and better utilization of infrastructure would be realized.
 - o It is anticipated that redevelopment in the project areas would complement and strengthen the area as well as support surrounding uses currently in existence.

- General Criteria Met

- The applicant must be the registered owner or tenant of the property or have an equitable interest in the property. An Agent may act on behalf of the applicant with required authorization.
- All applications for assistance under this program will be considered subject to the availability of funding and upon approval of Council.
- The properties must be located within one of the identified Community Improvement Project Areas to which the grant or loan program applies.
- The property shall be developed such that the amount of the work undertaken is sufficient to result in the re-assessment of the property.
- Grants/loans will not be given retroactively to recognize projects that have begun without application to the program. Applications must be received prior to any works being done to the associated building or property.
- Development proposed shall comply with applicable zoning regulations or qualify for zoning amendment to be accommodated.
- The total value of funding under any and all programs to any individual site shall be limited to the total value of the rehabilitation, renovation or conversion undertaken.

It should be noted that this program is administered by the Planning and Development Division and that final approvals are by Mayor and Council. The Planning and Development Executive Committee is asked to recommend or reject the application only, and that discussions for project contribution/in-kind services are conducted by the Committee of the Whole.

With the information provided above, administration believes that that the project satisfies a number of general criteria for the Community Improvement Plan and that if funding is available that the value of contribution in form of in-kind services be discussed and confirmed at a future in-camera session of the Committee of the Whole.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Cody Vangel', with a stylized flourish at the end.

Cody Vangel
Chief Building Official & Municipal Planner

October 21, 2020

To the Fort Frances Mayor and Town Council,

Perhaps the most earnest statement to begin this letter is to say that we have a lot in common. Each of you wouldn't voluntarily opt to spend so many hours here in this room if you didn't really believe that this community – made up of both endearing geography and neighbourly citizens – is moving towards reaching its greatest potential.

We certainly wouldn't be investing our resources here if we didn't think the same. We would be buying real estate in another community. Our demolition of the derelict building which formerly housed the famed Dough & Deli Shoppe at 814 Scott Street was the first step in our redemptive development philosophy.

You see, we're a small development company with plenty of optimism who saw a glaring need for the community and acted upon it. It's no surprise that very need is listed as the first objective on the Town's Official Plan:

1. To provide for a variety of housing types to meet the demands of the present and future inhabitants of the Town

As your group is well aware, achieving that objective cannot happen unless people are willing (and hopefully eager) to see beyond life as it is today. The 18-unit apartment building that will be erected at 814 Scott Street will help the Town make that objective a reality. Our mission is to honour the past, which so many of the town's inhabitants played vital roles in, while taking risks to build something new. That pairs rather nicely with some additional objectives of the Town's Official Plan including:

- adapting to change, attractive development that encourages investment, viability of the Downtown Business Area

You as the Town Council have already made landmark improvements under the Community Improvement Plan and we are proud that our residential building project is home to the Downtown Core and Waterfront Project Area, where we believe the best is yet to come.

As kindly suggested by the Town's Building Inspector, we are writing this letter as a first step in applying for funding under the Financial Incentive Program to offset Town application costs. Please inform us how to proceed further.

George Friesen for New Fort Development

Date: December 7, 2020

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 (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">- Ensure appropriate dispatch entities are informed- Ensure clear means of communications to RRDPS 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 RRDPS on any change- Provide details on any amendments- Mapping to be updated
OPP	<ul style="list-style-type: none">- Costs associated hard to predict

	<ul style="list-style-type: none"> - 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 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 - Requested further engagement - Will need time to change over systems
Bell 911	<ul style="list-style-type: none"> - Seeking information currently
Kenora Central Ambulance Communications Centre	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to RRDPS 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"> - Seeking information currently

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



Date: October 12, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Request to Rename Colonization Road**

The Planning and Development Executive Committee will recall at the June 19, 2017 Council meeting, a request to rename Colonization Road within the Town of Fort Frances came forward. The request was forwarded to Planning and Development Executive Committee with additional input to be provided by the Operations and Facilities Executive Committee.

The Operations and Facilities division have attached a report describing the estimated costs for the Town's signage and labour to change such road signs if the changes occur. These are strictly estimates.

The Planning and Development department has researched to identify the number of properties, including business and residential, that a road name change would affect. The total number of property Roll Numbers that would be affected by a road name change is 222. Of the 222 Roll Numbers, there are 137 individual properties. Out of the 137 properties, 132 residential properties and five are primary business addresses. Home based businesses are not included in the business calculation.

When contacting representatives at Service Canada and Service Ontario, there are no fees for changing personal government identification such as drivers license, health cards or passports. The identification address changes are covered by Provincial and Federal Governments.

Regional Emergency Command Centre does not anticipate any fees for the municipality when a road name is changed. This was investigated by the Fort Frances Fire Department. Bell 911 and Emergency Response would not have fees for map and system data updates.

The Town solicitor was contacted to determine an estimated cost as to what the public would be responsible for cost, if the road is renamed. On a residential property, there is no foreseeable fees or costs when considering property registration fees. These are completed during a sale of a property and would not necessarily be done until the property is sold or transferred to different owners. Legal descriptions are used to determine property information, not mailing addresses. Personal time for completing new applications for address changes would be the only costs. On a commercial or business property there could be fees associated with business name registration and address, which could only be determined on a case by case scenario.

Local residents would have personal identification, memberships and mailing address information that would require to be changed if Colonization Road is renamed. This would be completed by every individual living at a current address at a "Colonization Road" property. To determine a cost for

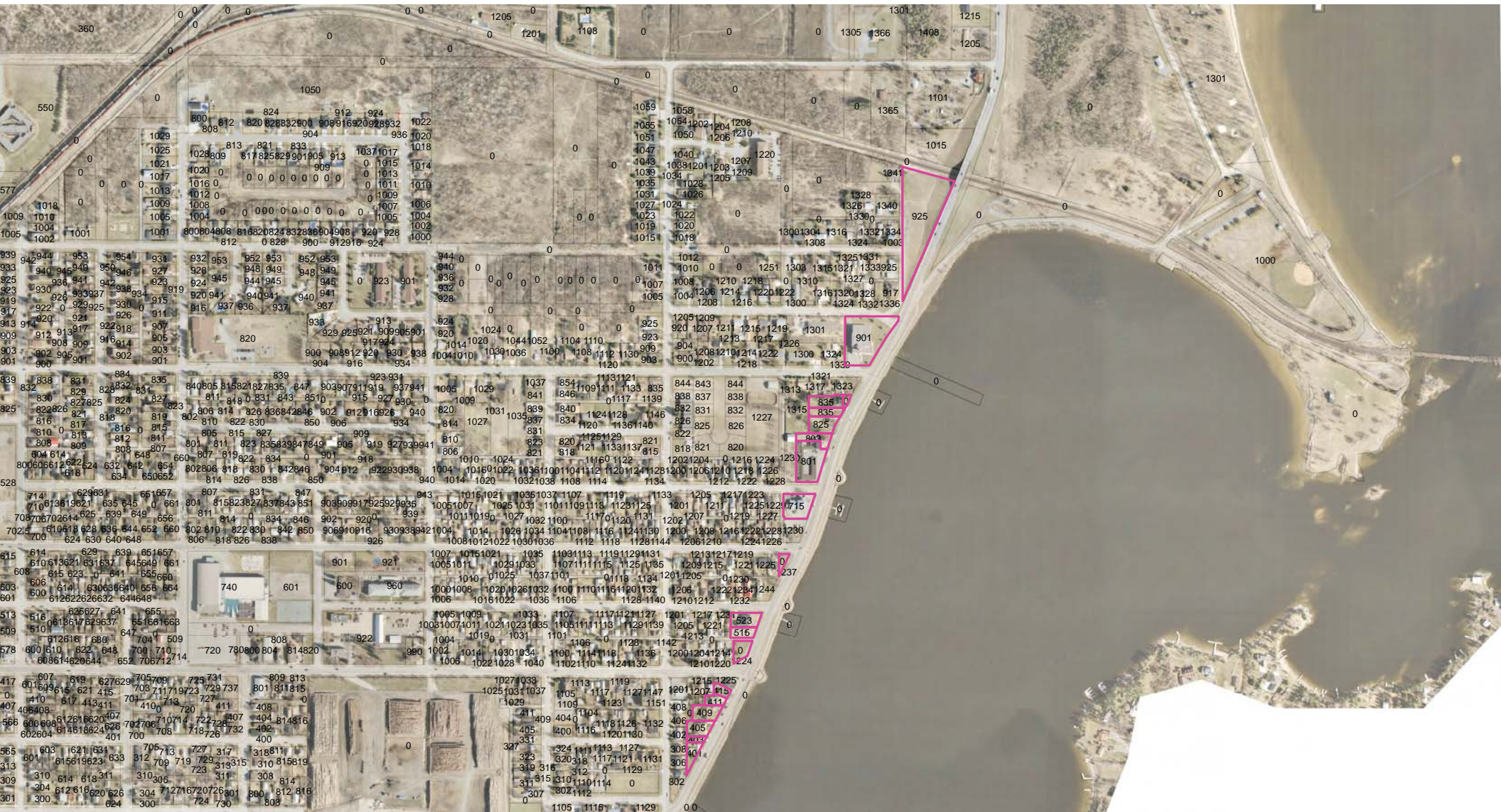
individuals to change personal information is very difficult as it is more of a time loss, than a fee being paid for changes. What is an individual's time worth?

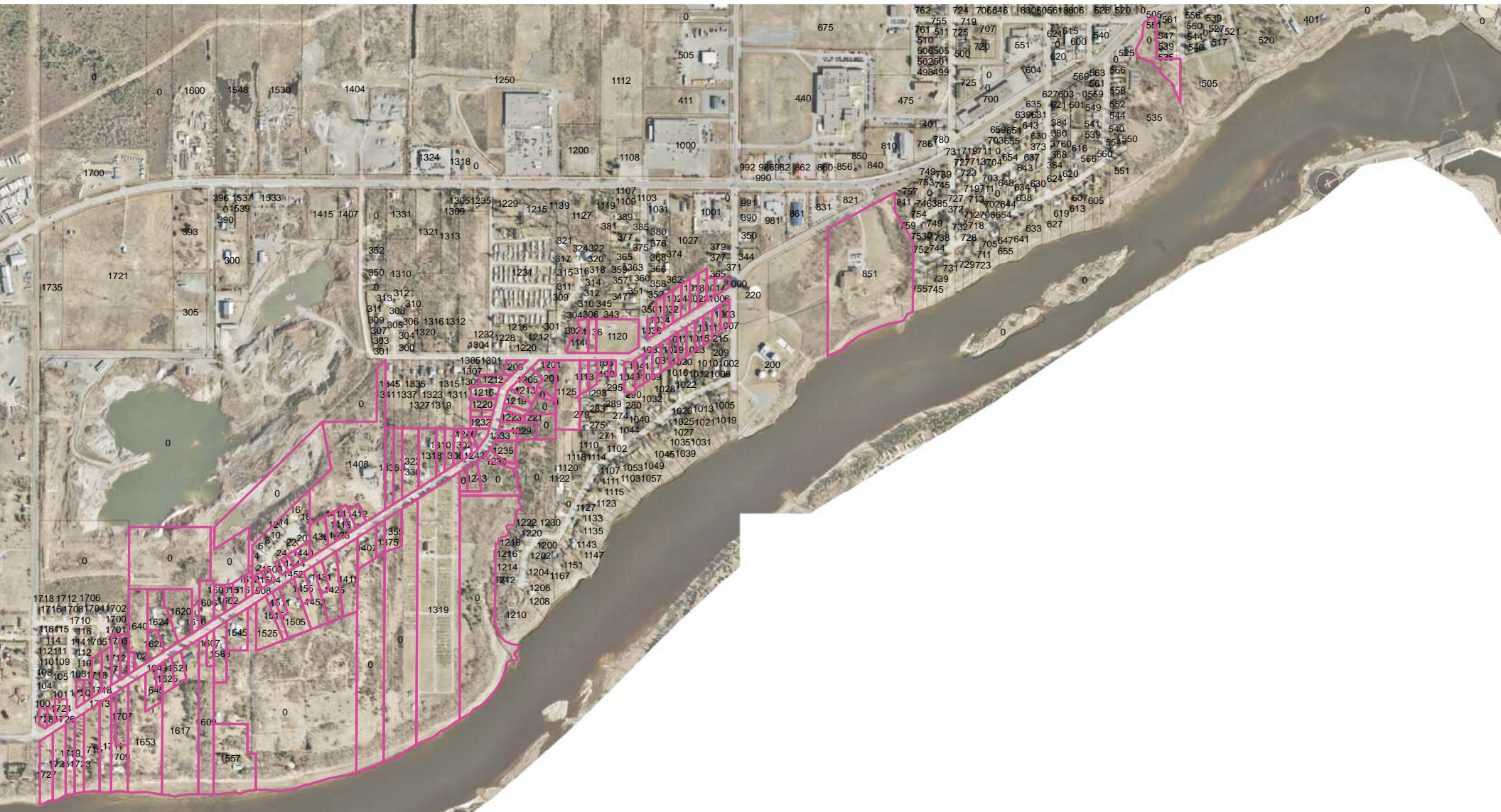
Administration of the Town would need to make address changes for all utility and service invoicing, as well as all property information files in all Town facilities.

I have attached maps of the properties which would be affected by the potential name changing of Colonization Road. The information presented is for Council to consider and further direct Administration.

Originally Signed

Tyson Dennis
Chief Building Official and Municipal Planner





September 6, 2017

Report To: Planning and Development Executive Committee

From: Operations and Facilities Executive Committee

RE: Request Dated June 19, 2017 to rename Colonization Road within the Town of Fort Frances

On June 19, 2017 Mayor and Council received a request to rename Colonization Road within the Town of Fort Frances. This request was referred to the Planning and Development Executive Committee with input from the Operations and Facilities Executive Committee. Since Council received the request additional correspondence has been received both for and against the renaming, which you can find attached. The Operations and Facilities Division has undertaken an inventory of the existing signage on these road segments as well as the signage at the Town facilities currently on Colonization Roads.

From this it was determined that there were 6 standard green street name signs and 7 blue LaVerendrye style signs. A quote was provided by Airmaster Signs and Pryus Direct for replacement signs with the lowest cost taken for each sign type. The following table outlines a cost estimate for the replacement of the street signs within the Town.

6 Green Signs at \$30.40 Each = \$182.40

7 Blue Signs at \$135.00 Each = \$945.00

Subtotal: \$1127.40

HST: \$146.56

TOTAL SIGN COST: \$1273.96

For Labour and equipment, 2 labourers with a 1/2ton truck would be required to complete this work, and it is assumed that it would take 1 hr per sign. This would account for stuck bolts, damaged brackets, etc.

Total Time Required: 13 hrs

2 Labourers at \$42.60/hr = \$85.20/hr * 13 hr = \$1107.60

1 Truck at \$22.15/hr = \$22.15/hr * 13 hr = \$287.95

TOTAL LABOUR COST = \$1395.55

TOTAL SIGN REPLACEMENT COST: \$2669.51

In addition to the cost for the changing of the road signage there is a cost of staff time required to re-label all of the property files, road construction plans currently in the Operations and Facilities Office as well as the GIS Asset Database. This work is not something that can be estimated but there will be staff time dedicated to this task. Further the Operations and Facilities Division operates two facilities addressed Colonization Road and, there is no signage requiring changing on these facilities, however there would be additional staff time to change this information on any billings, insurance, etc.

Administration presents this information for council's consideration at this time.

Respectfully Submitted

Mr. Paul Ryan

Chair, Operations and Facilities Executive Committee

2017SeptRenameColRd

**City of Toronto
Street Naming Policy
(Adopted October 4, 2017)**

1. Policy Statement

Street names are critical for municipal addressing and emergency response purposes. This policy establishes criteria to name or rename a street or assign a ceremonial name to a Street.

2. Definitions

- 2.1 *Ceremonial Naming* refers to assigning a ceremonial name to a Street in honour of an individual, event or an organization that has made a significant and exceptional positive contribution to the City of Toronto, the Province of Ontario or Canada. A ceremonial name is a secondary name and does not replace the official name.
- 2.2 *City* refers to the City of Toronto.
- 2.3 *Draft Plan of Subdivision* is a document that shows the surveyed boundaries, location, size, and streets of a proposed subdivision.
- 2.4 *Duplicate* refers to street names that are identical, not including the street suffix.
- 2.5 *Division Head of Engineering & Construction Services* means the Executive Director of Engineering & Construction Services or his or her designate.
- 2.6 *Economic Development & Culture* refers to the City of Toronto's Economic Development and Culture Division or its successor.
- 2.7 *Engineering & Construction Services* refers to the City of Toronto's Engineering & Construction Services Division or its successor.
- 2.8 *First Responders* refers to Toronto Fire Services, Toronto Police Service, and Toronto Paramedic Services.
- 2.9 *Reference Plan* refers to a plan deposited in the local Land Registry Office and is a graphic representation of descriptions of land, as well as representations of divisions of land under the *Planning Act*.
- 2.10 *Similar Sounding* refers to street names that sound similar in their entirety, not including the street suffix.
- 2.11 *Street* is any existing or proposed public or private street, lane, or walkway within the boundaries of the City of Toronto.
- 2.12 *Street Suffix* refers to words that follow a street name and usually indicate the type of street configuration and or street direction.
- 2.13 *Unnamed Street* refers to any Street or a proposed street on a Reference Plan without an official name and not on a draft plan of a subdivision.

3. Criteria for Naming or Renaming a Street or Assigning a Ceremonial Name to a Street

- 3.1 The City will consider proposals for street naming but is under no obligation to accept a proposal to name, or rename a street, or assign a ceremonial name to a Street.
- 3.2 Street names, including ceremonial Street names should portray a strong positive image and have historical, cultural, aboriginal or social significance or contributions to the community, the City, the Province of Ontario or Canada.
- 3.3 Street names shall not impair the ability of First Responders to respond to emergencies or impair the City's ability to deliver services.
- 3.4 Streets that have been named, renamed, or assigned a ceremonial name within the previous ten years will not be renamed.
- 3.5 Assigning a ceremonial name to a Street will be considered before renaming a Street.
- 3.6 Suffixes for Street names are assigned by Engineering & Construction Services to ensure the appropriate suffix is used to describe the type, function, length and configuration of the Street.
- 3.7 All City costs involved in renaming a Street shall be the responsibility of the applicant.
- 3.8 Street names, including ceremonial names, shall not:
 - 3.8.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a product, service or a particular business;
 - 3.8.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
 - 3.8.3 Result in inappropriate abbreviations or acronyms;
 - 3.8.4 Duplicate or be similar sounding to an existing Street name;
 - 3.8.5 Place the City in conflict with any agreements established in the acquisition or management of the street; and
 - 3.8.6 Make a direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had a legacy or significant contributions to the City of Toronto. Names of recent events or recently deceased individual may be considered after two years.
- 3.9 Street signs must comply with the Corporate Identity Program and the physical location of the sign shall be determined by the City.

- 3.10 Naming or renaming a Street, or assigning a ceremonial name to a Street, on behalf of an individual, event, or an organization requires the written consent of the named party or the named party's representative.

3.10.1 In circumstances where consent has not been received, despite reasonable efforts, the City, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the City.

4. Naming Streets on Draft Plans of Subdivisions

- 4.1 A proposal to name Streets on a draft plan of subdivision is to be made using the Street Naming Application through Engineering & Construction Services and at minimum is to include:

4.1.1 The proposed Street names, including any background information on the names;

4.1.2 A copy of the draft plan of a subdivision; and

4.1.3 Proposed Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.

- 4.2 The Division Head of Engineering & Construction Services will assess proposed Street names for draft plans of subdivisions in accordance with this Policy and consult with the Ward Councillor prior to granting approval.

- 4.3 In the event that the Ward Councillor does not support the proposed name(s), the relevant Community Council, (or City Council if it affects more than one Community Council or has City wide significance), will consider the proposed name(s) in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.

5. Naming an Unnamed Street

- 5.1 A proposal to name an unnamed Street is to be made using the Street Naming Application through Engineering & Construction Services and at minimum is to include:

5.1.1 The proposed name;

5.1.2 Rationale for naming the Street;

- 5.1.3 Documented support from property owners/ residents who directly about the unnamed street or local community members and/or organizations, unless the street is on a Reference Plan;
- 5.1.4 A map or an illustration, including major intersections of the unnamed street; and
- 5.1.5 Proposed Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.
- 5.2 If the proposed name complies with this Policy, the City shall give public notice on its intention to name the street including the proposed name in compliance with Toronto Municipal Code Chapter 162, Notice, Public.
- 5.3 Community Council, (or City Council if it affects more than one Community Council or has Citywide significance), shall consider the proposed name in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.
- 5.4 If the proposed name does not comply with the Policy, the Division Head of Engineering & Construction Services will report to Community Council.

6. Renaming City Streets

- 6.1 A proposal to rename a Street is to be made using the Street Naming Application through Engineering & Construction Services and at minimum is to include:
 - 6.1.1 Rationale for changing the name and significance of the proposed name;
 - 6.1.2 Relevance of the proposed name to the Street;
 - 6.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that about the street;
 - 6.1.4 A map or an illustration, including major intersections of the street to be renamed; and
 - 6.1.5 Proposed Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.
- 6.2 If the proposed name complies with this Policy, the City will provide public notice on its intention to rename an existing street and the proposed name in compliance with Toronto Municipal Code, Chapter 162, Notice, Public

- 6.3 The relevant Community Council, (or City Council if it affects more than one Community Council or has Citywide significance), shall consider the proposed name in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.
- 6.4 If the proposed name does not comply with the Policy, the Division Head of Engineering & Construction Services will report to Community Council.


7. Assigning a Ceremonial Name to a City Street

- 7.1 A proposal to assign a ceremonial name to a Street is to be made using the Ceremonial Street Naming Application through Economic Development & Culture and at minimum is to include:
 - 7.1.1 The Street proposed for the ceremonial name;
 - 7.1.2 Rationale and significance of the proposed name;
 - 7.1.3 Relevance of the proposed name to the Street, community and City;
 - 7.1.4 Documented support from the local community, including but not limited to petitions and support letters;
 - 7.1.5 A map or an illustration, including major intersections of the Street; and
 - 7.1.6 Proposed Ceremonial Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.
- 7.2 The proposed name will be considered by the relevant Community Council, (or City Council if it affects more than one Community Council or has Citywide significance), in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.
- 7.3 In circumstances, where a specific Street or location is not identified, Economic Development & Culture will provide Street location options in a report to Community Council (or City Council if it affects more than one Community Council or has Citywide significance), in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.

8. Related City By-laws and Policies

- 8.1 [City of Toronto Street Naming Policy](#)
- 8.2 [Toronto Municipal Code, Chapter 162, Notice, Public](#)
- 8.3 [Toronto Municipal Code, Chapter 27, Council Procedures](#)
- 8.4 [City of Toronto Individual and Corporate Naming Rights Policy](#)
- 8.5 Street Naming Policy, 2000
- 8.6 [Corporate Identity Program](#)

POLICY

	Policy:	MUNICIPAL STREET NAMING POLICY		
	Department:	Planning, Development and Legislative Services		
	Division:	Planning Services	By-Law No:	2017-90
	Administered By:	Manager of Planning Services	Approval Date:	Sept. 25, 2017
	Replaces:	N/A		
	Attachment(s):	APPENDIX A – Historical Street Name Inventory APPENDIX B – Street Name Request Form		

1. **POLICY STATEMENT**

The Corporation of the Town of Amherstburg is committed to honouring and promoting the heritage and identity of the Town and therefore, the purpose of this Municipal Street Naming Policy, is to provide guidelines and a consistent process for the naming of streets. This policy further protects the reputation and integrity of the Town of Amherstburg and its assets, and ensures a format for uniform development

2. **PURPOSE**

- 2.1. This policy is established to provide guidelines on the naming of streets and roadways in the Town of Amherstburg.
- 2.2. This policy provides a street naming policy that promotes the Town's positive image and identity through the use of street names that are indicative of Amherstburg's unique historical, geographical and cultural characteristics, and that assists in accurately pinpointing the location of properties, and Council's desire to protect the health and welfare of the public, by enabling emergency services to quickly attend to urgent situations.
- 2.3. This policy's intent is to promote the selection of street names that will avoid duplications and promote emergency safety considerations.
- 2.4. This policy establishes a Historical Street Name Inventory list that may be used in the future by Developers and administration in the naming of streets.

3. **SCOPE**

- 3.1. This policy applies to the assignment of names for all new streets within the Corporation of the Town of Amherstburg, in consultation with the adjacent municipalities of the Town of LaSalle and the Town of Essex.
- 3.2. The policy does not apply to County Roads and Highways. The Town of Amherstburg will work with the County of Essex and neighbouring municipalities on the naming of streets.
- 3.3. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO.

4. DEFINITIONS

- 4.1. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the *Municipal Act, 2001*.
- 4.2. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the *Municipal Act, 2001*.
- 4.3. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, in its entirety, the Mayor, Deputy Mayor and five (5) Councillors.
- 4.4. **Developer** in this policy refers to any person or corporation initiating a project where the implementation of new streets is included.
- 4.5. **Essential Services** include, but is not limited to, 911 Emergency Service (Police, Fire, and Ambulance) and Canada Post/federal mail delivery.
- 4.6. **Highway** means a designated or declared provincial highway, and/or street allowances and streets dedicated to the public use of highways under the Municipal Act, 2001.
- 4.7. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 4.8. **Street** means all public and private right-of-ways within the boundaries of the Town, and when referenced in this policy refers to all vehicular paths of travel that may be noted as the following:

a.	Abby	r.	Laneway
b.	Access	s.	Line
c.	Alley	t.	Link
d.	Avenue	u.	Loop
e.	Bend	v.	Mall
f.	Block	w.	Park
g.	Boulevard	x.	Parkway
h.	Centre	y.	Place
i.	Circle	z.	Plaza
j.	Circus	aa.	Road
k.	Court	bb.	Route
l.	Crescent	cc.	Row
m.	Cul-de-sac	dd.	Square
n.	Drive	ee.	Street
o.	Extension	ff.	Terrace
p.	Highway	gg.	Thoroughfare
q.	Lane	hh.	Any other street type as noted by Statistics Canada.

4.9. **Subdivision** means a division of a single parcel of land into smaller parcels or lots by submitting a plan describing the division and obtaining the final approval from Planning Services department and subsequent approval from the Town of Amherstburg Council and the County of Essex.

4.10. **Town** is the Corporation of the Town of Amherstburg.

5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. **GENERAL CONDITIONS**

6.1. In accordance with Sec. 24-68 of the Municipal Act, 2001, Town Council may pass by-laws for assigning street names to municipal streets within the jurisdiction of the Town.

6.2. In addition to such names being established in a by-law, a municipal street within the limits of the Town may be named in a Plan of Subdivision.

6.3. All requests for street names must be made in writing and have a completed Street Name Request Form attached. The requests shall include background information concerning the rationale for the request, geographical association (if applicable), biographical information and documentation providing support for the request. The applicant must assume responsibility for obtaining the support for the request where applicable.

6.4. The Planning Services department shall compile and process all proposed street names for suitability appropriateness and conformity to the street naming policy of the Town. No street name shall be used unless approved by Council. The Planning Services department may refuse a name if it is known to conflict with existing street names at either the local or regional (Essex County) scale.

6.5. The Planning Services department shall maintain a Historical Street Name Inventory and the list of existing street names and all records related thereto. Names that are approved by Council shall be placed on the Historical Street Name Inventory and shall remain on the list for future use. Council may at any time direct that a specific name be used for a specific street.

6.6. **Guidelines to Street Naming**

6.6.1. All streets accessible to vehicles shall be named including a roadway within a mobile home park.

6.6.2. Street names shall be chosen, whenever possible, to recognize the historical significance of figures, groups, neighbourhoods, places, landmarks and events within the Town of Amherstburg that denote:

6.6.2.1. The community's evolution and progress;

- 6.6.2.2. The unique aspects related to the community's geographical locations or other distinct characteristics;
- 6.6.2.3. Figures, events, milestones, and achievements that the community may wish to acknowledge; OR
- 6.6.2.4. Any name not covered under Section 6.6 which has been endorsed by resolution of Council.
- 6.6.3. Street names that represent specific themes are encouraged as they are recognizable for Emergency Services and provide consistency in large developments.
- 6.6.4. Street names should not have more than 20 characters.
- 6.6.5. Names shall assist with emergency response situations by being consistent with street names and geographical locations.
- 6.6.6. Street names should continue across intersections.
- 6.6.7. Street extensions should continue with existing street names.
- 6.6.8. North, South, East and West may be used when a newly created street is an extension of an existing street which cannot be renumbered or for which no municipal numbers are available.
- 6.6.9. Names with spelling that leaves proper pronunciation in question shall be avoided.
- 6.6.10. Two word names shall be avoided.
- 6.6.11. Street names that are hyphenated or use quotes will not be permitted.
- 6.6.12. Street names must not be identical or similar sounding to any existing street name, both within the Town and within adjacent municipalities.
- 6.6.13. Homonyms, or names that are very close in pronunciation to existing street names, both within the Town and within adjacent municipalities, are not permitted.
- 6.6.14. Redundant street type designations are to be avoided (for example, Hall Line Drive).
- 6.6.15. Substantiation is required for proposed street names, such as historical or cultural significance, if there is any.
- 6.6.16. Street names shall not be given in recognition of any living person or used by companies for the purpose of advertising.
- 6.6.17. There shall be no use of awkward, corrupt, discriminatory or derogatory names in regard to race, sex, colour, creed, political affiliation or any other social factors.

- 6.6.18. The Developer/applicant for a new street name shall give special consideration to the names in the Town's Historical Street Name Inventory, unless permission is otherwise granted by Council.

6.7. **Street Type Designations**

- 6.7.1. Only accepted street type designations may be used (see **Street** definition, Section 4.8).
- 6.7.2. Wherever possible the following street type designations are to be followed:
- 6.7.2.1. Streets running in an East/West direction are to be designated as **Streets**.
 - 6.7.2.2. Streets running in a North/South direction are to be designated as **Avenues** or **Roads**.
 - 6.7.2.3. Narrow secondary streets having less than a 15.2 metre / 50 foot right of way, are to be designated as **Lanes**.
 - 6.7.2.4. Wider collector streets, when separated by a planted median, may be designated as **Boulevards** or **Drives**.
 - 6.7.2.5. Dead-end streets less than 305 meters / 1000 feet in length are to be designated as **Courts**.
 - 6.7.2.6. Streets having two (2) entrances in the form of a loop or an 'L' are to be designated as **Crescent**, **Circle**, or **Way**.
- 6.7.3. All street type designations are to be approved by the Planning Services department in consultation with the Fire Department.
- 6.7.4. While exceptions to the street type designations guidelines have occurred as a result of the 1999 amalgamation, these guidelines are intended to reduce or eliminate exceptions especially where they may cause difficulty in navigation within the Town.

6.8. **New Street Naming**

- 6.8.1. The assignment of names for all new streets within the Town requires the submission of a Street Name Request Form to the Planning Services department, for approval.
- 6.8.2. The application must include a list of possible street names, with substantiation and appropriate mapping, illustrating the location of the new streets and their proposed names.
- 6.8.3. All applicants must utilize the Town's Historical Street Name Inventory when naming new streets unless permission is otherwise granted by Council.

- 6.8.4. Council approval and adoption of a by-law is required for the creation of any new street (name) not created through the registration of a plan of subdivision or condominium within the Town.

6.9. **Street Name Signs**

- 6.9.1. Street name signs shall be of such size and shape and constructed of such materials as required by the Engineering and Public Works Department, in compliance the Manual of Uniform Traffic Control Devices and the Ontario Traffic manuals.
- 6.9.2. A street name sign may also include an address range to the street address numbers that are located within a street or any portion of a street.

6.10. **Notification**

The Town shall notify all internal departments, emergency services, agencies/bodies (i.e.) Canada Post) and adjacent municipalities of the assignment of a new street name.

6.11. **Procedures**

Administration has the authority to establish procedures for implementing this policy and to amend those procedures as required in the best interests of the Town with the concurrence of the CAO and Town Solicitor (if required).

7. RESPONSIBILITIES

- 7.1. **Council** has the authority and responsibility to:

- 7.1.1. Approve street names for new and existing streets.
- 7.1.2. Adopt by-laws that are required for the creation of any new street (name) not created through the registration of a plan of subdivision or condominium within the Town.

- 7.2. The **Planning Services Department** has the authority and responsibility to:

- 7.2.1. Coordinate and assign new street names within the Town of Amherstburg.
- 7.2.2. Ensure that all proposed street naming are conducted in accordance with this policy.
- 7.2.3. Duly examine and process subdivision and condominium applications and ensure that proposed street names are selected in accordance with this policy, prior to presentation to Council.
- 7.2.4. Present Council with recommendations regarding the naming of new streets through Council reports and supporting by-laws.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. **Municipal Act, 2001**

APPENDIX A – Historical Street Names Inventory

The Town of Amherstburg's

Historical Street Name Inventory

Benson	McNally	Abbott*	
McLeod	Kolfage	Bell*	
Menzies	Lambert	Gordon*	
Berczy	McEvoy	Grondin*	
Twomey	Patten	Sinasac*	
Sparkman	Inch	Wilson*	
Hough	Cooper		
Mullen	Lukes		
Fraser	Nattress		
Johnston	Landor		
Horsman	Milligan		
McGee or McKee	Rambout		
Leggatt	Dewson		
Davis	Stanton		
Boyle	Pearson		
LaLiberty	Lundy		
Girty	Lambert		
Caldwell	Proudfoot		
Fisher	Teeter		
Cowan	Hobley		

* Note: These names are already used in neighbouring municipalities and should be avoided unless there are no other available name options. Yellow highlighter represents names used in the Town of Essex and red highlighter represents names used in the Town of LaSalle.

APPENDIX B – Street Name Request Form



STREET NAME REQUEST FORM

TOWN OF AMHERSTBURG

Economic and Community Development Department
Planning Services Division
3295 Meloche Road
Amherstburg, Ontario, N9V 2Y8
519-736-5408

Contact Information

Full Name(s): _____

Daytime Telephone: _____

Alternative Telephone: _____

Email: _____

Mailing Address: _____

Date Submitted: _____

Street Name Information

Street Name or Theme Requested	
Background Support	
Geographical Association (Description of Location)	

Further documentation supporting this request can be attached. If the requested street name is for an individual, a letter of support from the family must be attached.

Note: All proposed street names must follow the Street Naming Policy.



CITY POLICY

SECTION: MUNICIPAL GOVERNMENT

NO: MU-AN-01

REFERENCE: COUNCIL

Date: Sept. 30, 2020

**Next Review Date:
Sept. 2024**

TITLE: Municipal Asset Naming Policy

1.0 Purpose

Street names are critical for municipal addressing and emergency response purposes.

City properties are an important fabric of the community and their names contribute to creating a culture and identity within the City of Dryden.

The name of a City property or street can reflect the unique location or geography of where the asset is located, recognize the exceptional contributions of individuals or organizations to the City of Dryden, the Province of Ontario or Canada, recognize significant historical events or recognize the region's Indigenous people and culture.

This policy establishes the criteria and process to name or rename a street or City property or to assign a ceremonial name to a Street or City property.

2.0 Definitions

2.1 *Ceremonial Naming* refers to assigning a ceremonial name to a Street in honour of an individual, event or an organization that has made a significant and exceptional positive contribution to the City of Dryden, the Province of Ontario or Canada. A ceremonial name is a secondary name and does not replace the official name.

2.2 *City* refers to the City of Dryden.

2.3 *City Property* refers to any City owned real property or related assets, including, but not limited to, community centres, recreational facilities,

water/wastewater treatment plants and parks. Additionally, unless otherwise stated in the Policy, any reference to City Property in this Policy includes Property Features.

2.4 *Draft Plan of Subdivision* is a legal document that shows the surveyed boundaries, location, size, and streets of a proposed subdivision.

2.5 *Duplicate* refers to names that are identical or similar sounding in their entirety.

2.6 *First Responders* refers to Dryden Fire, Police and Paramedic Services.

2.7 *Honourific Naming* is officially naming or renaming a City property on behalf of an individual, event or organization to recognize the significant positive contributions made by an individual or an organization to the City of Dryden, the Province of Ontario or Canada.

2.8 *Naming* is officially assigning a name to, or renaming, a City street, property or a property feature.

2.9 Property Features refers to significant amenities or assets within or on a City Property, including but not limited to, playgrounds, sports fields, gazebos and ice pads.

2.10 *Reference Plan* refers to a plan deposited in the local Land Registry Office and is a graphic representation of descriptions of land, as well as representations of divisions of land under the *Planning Act*.

2.11 *Similar Sounding* refers to street names that sound similar in their entirety, not including the street suffix.

2.12 *Street* is any existing or proposed public or private street, lane, or walkway within the boundaries of the City of Dryden.

2.13 *Street Suffix* refers to words that follow a street name and usually indicate the type of street configuration and or street direction.

2.14 *Unnamed Street* refers to any Street or a proposed street on a Reference Plan without an official name and not on a draft plan of a subdivision.

3.0 Criteria for Naming or Renaming a Street or Assigning a Ceremonial Name to a Street

- 3.1 The City will consider proposals for street naming but is under no obligation to accept a proposal to name, rename or assign a ceremonial name to a Street.
- 3.2 Street names, including ceremonial Street names should portray a strong positive image and have historical, cultural, Indigenous or social significance or contribution to the community, the City, the Province of Ontario or Canada.
- 3.3 Street names shall not impair the ability of First Responders to respond to emergencies or impair the City's ability to deliver services.
- 3.4 Streets that have been named, renamed, or assigned a ceremonial name within the previous ten years will not be renamed unless Council takes this on under extreme situations.
- 3.5 Assigning a ceremonial name to a Street will be considered before renaming a Street.
- 3.6 Suffixes for Street names are assigned by the City to ensure the appropriate suffix is used to describe the type, function, length and configuration of the Street.
- 3.7 All City costs involved in renaming a Street shall be the responsibility of the applicant. Where the City initiates the renaming of a Street, the City shall bear the associated costs.
- 3.8 Street names, including ceremonial names, shall not:
 - 3.8.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a product, service or a particular business;
 - 3.8.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
 - 3.8.3 Result in inappropriate abbreviations or acronyms;
 - 3.8.4 Duplicate or be similar sounding to an existing Street name;

- 3.8.5 Place the City in conflict with any agreements established in the acquisition or management of the street; nor,
- 3.8.6 Make a direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had legacy or significant contributions to the City of Dryden. Names of recent events or recently deceased individuals may be considered after two years of the date of the event.
- 3.9 The physical location of Street signs shall be determined by the City.
- 3.10 Naming or renaming a Street, or assigning a ceremonial name to a Street, on behalf of an individual, event, or an organization requires the written consent of the named party or the named party's representative.
 - 3.10.1 In circumstances where consent has not been received, despite reasonable efforts, the City, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the City.

4. 0 Naming Streets on Draft Plans of Subdivision

- 4.1 A proposal to name Streets on a draft plan of subdivision is to be made using the Street Naming Application through the City's Building and Planning Department and at minimum is to include:
 - 4.1.1 The proposed Street names, including any background information on the names;
 - 4.1.2 A copy of the draft plan of a subdivision; and,
 - 4.1.3 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.

- 4.2 The Chief Building Official will assess proposed Street names for draft plans of subdivisions in accordance with this Policy and consult with various City departments prior to granting approval.
 - 4.3 In the event the various City departments don't support the proposed names, City Council will consider them.
-

5.0 Naming an Unnamed Street

- 5.1 A proposal to name an unnamed Street is to be made using the Street Naming Application through Building and Planning Department and at minimum is to include:
 - 5.1.1 The proposed name;
 - 5.1.2 Rationale for naming the Street;
 - 5.1.3 A map or an illustration, including major intersections of the unnamed street; and,
 - 5.1.4 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 5.2 The Chief Building Official will consult with various City Departments regarding the proposed Street name.
- 5.3 If the proposed name complies with this Policy, the City will provide Public Notice of its intention to name the street including the proposed name.
- 5.4 Following sixty (60) days Public Notice, City Council shall consider the proposed name.
- 5.5 If the proposed name does not comply with this Policy, the Chief Building Official will advise the person (people) proposing it.

6.0 Renaming City Streets

- 6.1 A proposal to rename a Street is to be made using the Street Naming Application through the Building and Planning Department and at minimum is to include:
- 6.1.1 Rationale for changing the name and significance of the proposed name;
 - 6.1.2 Relevance of the proposed name to the Street;
 - 6.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent (75%) of property owners that abut the street. At the discretion of municipal staff, this requirement may be waived and the application presented directly to Council;
 - 6.1.4 A map or an illustration, including major intersections of the street to be renamed; and,
 - 6.1.5 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 6.2 The Chief Building Official will consult with various City Departments regarding the proposed Renaming, including the City CAO Office.
- 6.3 If the proposed name complies with this Policy, the City will provide Public Notice of its intention to rename an existing street including the proposed name.
- 6.4 Following sixty (60) days Public Notice, City Council shall consider the proposed name.
- 6.5 If the proposed name does not comply with this Policy, the Chief Building Official will advise the person (people) recommending it.

7.0 Assigning a Ceremonial Name to a City Street

- 7.1 A proposal to assign a ceremonial name to a Street is to be made using the Street Naming Application through the Building and Planning Department and at minimum is to include:
 - 7.1.1 The Street proposed for the ceremonial name;
 - 7.1.2 Rationale and significance of the proposed name;
 - 7.1.3 Relevance of the proposed name to the Street, community and City;
 - 7.1.4 Documented support from the local community, including but not limited to petitions and support letters;
 - 7.1.5 A map or an illustration, including major intersections of the Street; and,
 - 7.1.6 Proposed Ceremonial Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 7.2 The Chief Building Official will consult with various City Departments regarding the proposed Ceremonial Name.
- 7.3 If the proposed Ceremonial Name complies with this Policy, it will be considered by City Council.
- 7.4 In circumstances where a specific Street or location is not identified, the Chief Building Official will provide Street location options in a report to City Council.

8.0 Criteria for Naming or Renaming a City Property

- 8.1 The City will consider proposals to name or rename a City property but is under no obligation to accept a proposed name.
- 8.2 The duration of the property name is at the sole discretion of the City and may be revoked or the property may be renamed.
- 8.3 Names of City properties will portray a strong positive image of the City of Dryden, have geographic, historical, cultural, Indigenous or social significance to the location of the property, and may recognize significant contributions made by individuals or organizations to the City of Dryden, the Province of Ontario or Canada.
- 8.4 Property names shall not impair the ability of First Responders to respond to emergencies or impair the City's ability to deliver services.
- 8.5 City properties that have been named or renamed in the previous ten years will not be renamed.
- 8.6 All costs involved in renaming a City property shall be the responsibility of the requestor(s).
- 8.7 Names of City properties shall not:
 - 8.7.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a development, product, service or a particular business;
 - 8.7.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
 - 8.7.3 Result in inappropriate abbreviations or acronyms;
 - 8.7.4 Duplicate another named City Property;
 - 8.7.5 Unduly detract from the character, integrity of the community or aesthetic quality of the property or unreasonable interference with its enjoyment or use; and,

- 8.7.6 Make direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had a legacy or made significant contributions to the City of Dryden. Names of recent events or recently deceased individuals may be considered after two years.
- 8.8 Naming or renaming a City property, on behalf on an individual event or organization requires the written consent of the named party or the named party's representative.
 - 8.8.1 In circumstances where consent has not been received, despite reasonable efforts, the City, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the City.
- 8.9 The design and content of the signage for City properties must comply with the other City signage and the physical location of the sign(s) shall be determined by the City.

9.0 Naming New City Properties

- 9.1 The City of Dryden shall propose up to five names to name a new City property, including for a City property on a draft plan of a subdivision or a property acquired or developed by the City.
- 9.2 The Chief Building Official will consult with the public on the proposed names, except where the proposed property name is based on a location or a name of a street.
- 9.3 Proposed property names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, on in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 9.4 The Chief Building Official will submit the top three names along with a recommended name for consideration by City Council.

10.0 Renaming a City Property including Honourific Naming

- 10.1 All proposals for renaming a City property must be made using the City Property Naming Application (forms attached) process through the Chief Building Official's office and at minimum is to include:
- 10.1.1 The proposed name and relevance to the City property;
 - 10.1.2 Rationale for changing the name and significance of the proposed name including significant contributions to the City of Dryden, Province of Ontario or Canada for proposals to name a City property on behalf of an individual or organization;
 - 10.1.3 Documented support for the local community, including but not limited to, petitions and letters of support;
 - 10.1.4 A map or illustration, including the address of the City property; and,
 - 10.1.5 Proposals to rename a City property that portrays Indigenous significance or contributions or proposals to rename a City property after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 10.2 The Chief Building Official will consult with City staff and may conduct additional public consultations to determine public support for the proposed renaming.
- 10.3 The Chief Building Official will bring forward the proposed name(s) for consideration by City Council.

History			
Approval Date:	Sept. 30, 2020	Approved by:	By-law 4774-2020
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

Address Change – List of Considerations

Service Ontario
Ontario photo card
Home internet, TV & phone provider
Financial Institutions
Hydro One or any other electricity or gas providers
Your Insurance policies
Ontario Works (Financial and Unemployment Assistance)
Canadian Pension Plan (CPP)
Old Age Security (OAS)
Employment Insurance (EI)
OSAP Loans and Bursaries
Mobile phone provider
Rewards Programs
Magazines and Newspapers
Charities you support
Canada Savings Bond
Ontario Savings Bond
Ontario Disability Support Program (ODSP)
Canada Revenue Agency
Elections Canada
Elections Ontario
Outdoor card
Streaming and online services
Canadian Firearms Program (CFP) of the Royal Canadian Mounted Police
Pharmacist
Employer
Dentist
Library
Municipality
Graduates/Alumni associations
University/College
Car manufacturer
Car dealership
Medical clinic
Union
Professional association
Nexus Card

Date: December 7, 2020

Report To: Planning & Development Executive Committee

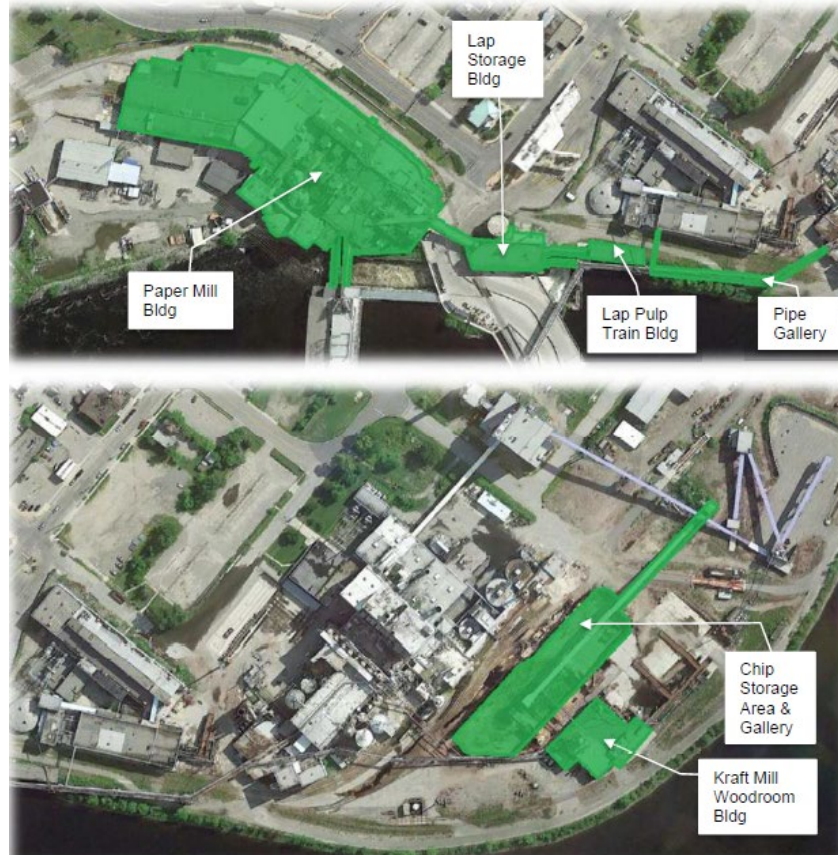
From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Mill Demolition Project Update

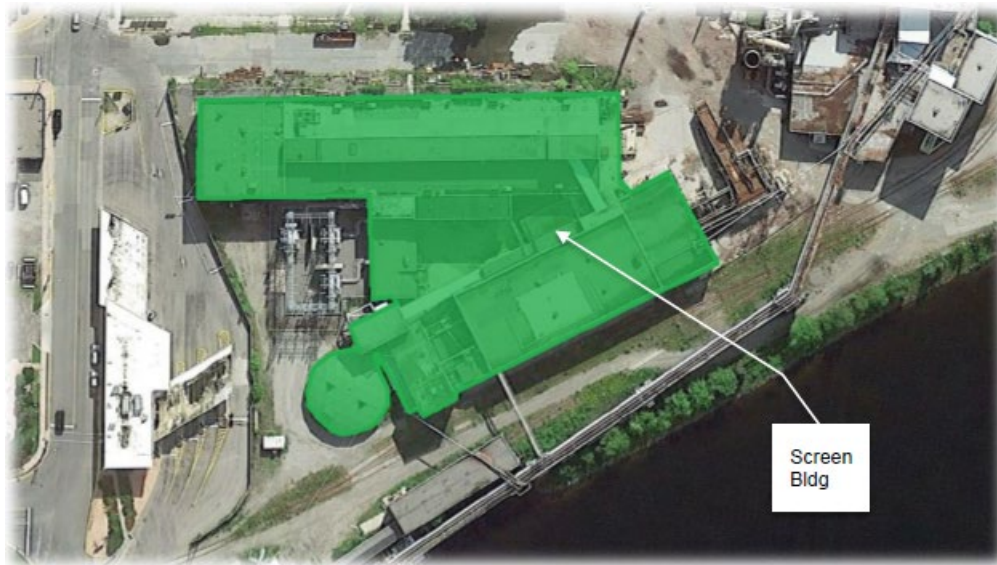
Summary

Application has been made by an authorized agent on behalf of 2670568 Ontario Limited (locally referred to as Riversedge Developments) for the demolition of multiple structures across the locally known Fort Frances mill property. The primary demolition project is anticipated to be conducted in four stages spanning approximately 18 months. In addition to the primary large-scale demolition scope there is expected to be multiple smaller scale demolition projects which will primarily consist of removing pre-manufactured steel structures from site, some of which may be relocated within the Town of Fort Frances. The four main phases of the demolition can be visually identified on the attached site plans and consist of the following:

Phase 1 – Papermill, LAP storage building, LAP pulp train building, associated pipe galleries and conveyors and the kraft woodroom building



Phase 2 – Screen building



Phase 3 – Kraft mill building



Phase 4 – Biomass (expected, though no plans submitted to date)

Project Update

To date of writing this report Phase 1 and 2 demolition permits have been issued to the authorized agent (demolition contractor).

- Phase 1
 - The northwesterly portion of phase 1 is relatively untouched by the demolition contractor currently. Contractor is awaiting project staging prior to commencing in this area.
 - The contractor has taken down 90% of the kraft mill woodroom building and chip storage area and gallery as shown above.
- Phase 2
 - Through discussions with the contractor they believe they are approximately 80% complete in terms of taking the associated structure(s) down.
- Phase 3
 - No demolition activities to report. Awaiting final requirements prior to issuing Phase 3 demolition permit.
- Phase 4
 - No application or information submitted to date.

Miscellaneous

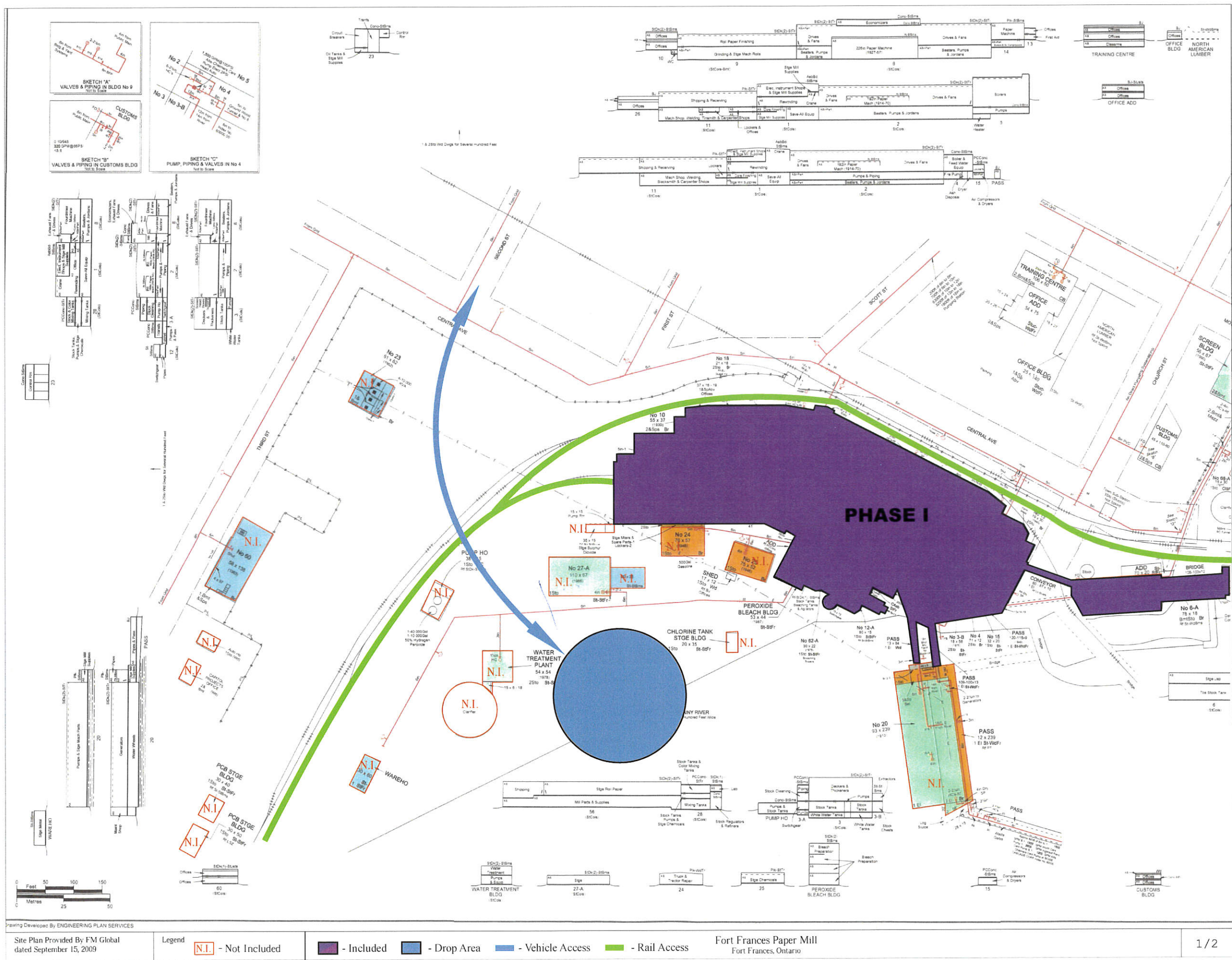
Two smaller scale demolition permits have been issued for the removal of two pre-manufactured steel buildings. One of which has been relocated and reconstructed within the Town.

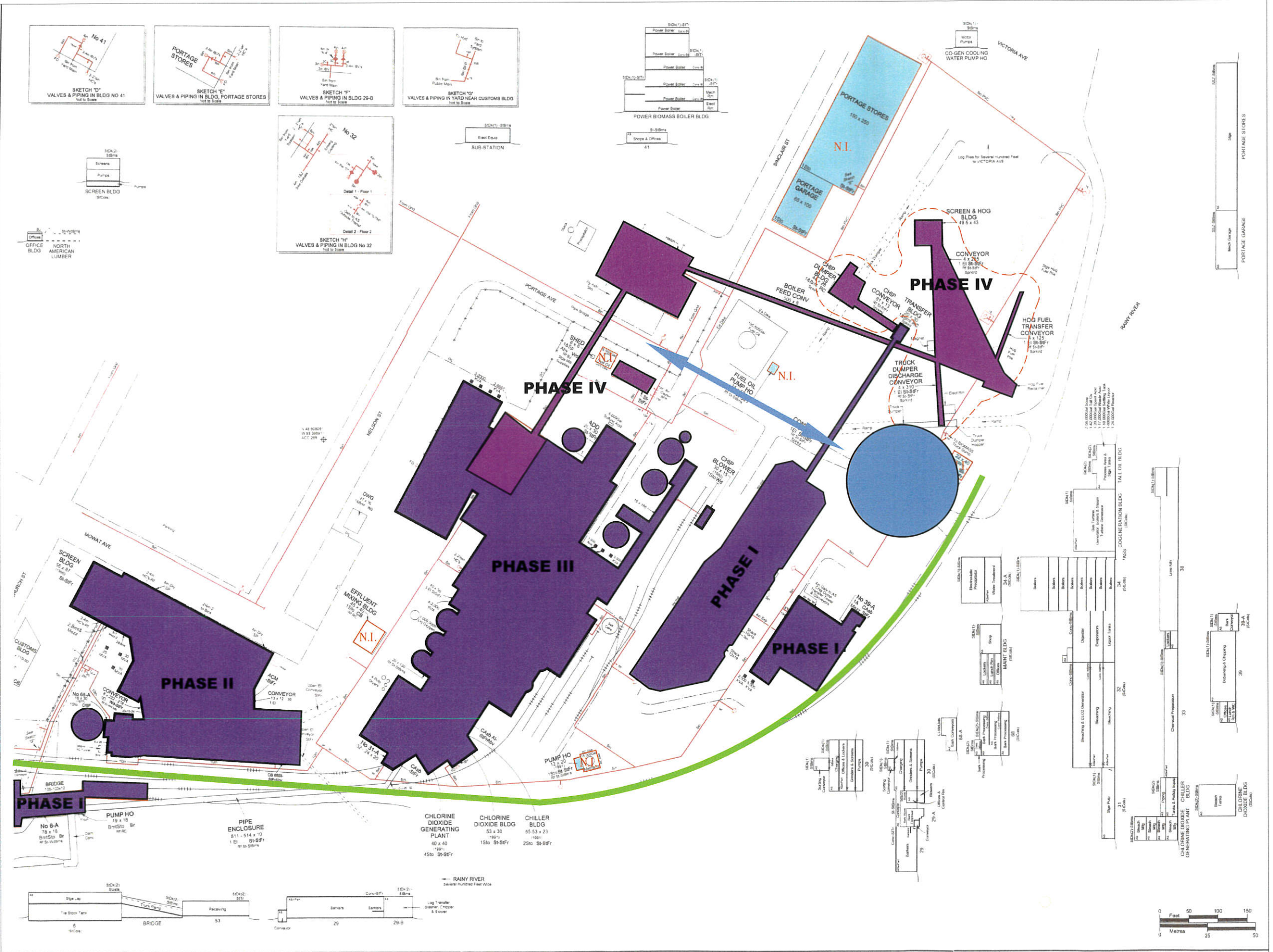
Recommendation of this report is not required as it is for informational purposes only.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Cody Vangel', with a stylized flourish at the end.

Cody Vangel
Chief Building Official & Municipal Planner





December 2, 2020

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities
Planning and Development Executive Committee

From: Craig Miller, P.Eng., Environmental Superintendent
Patrick Briere, MLEO/Alternate CEMC/Public Information Officer

SUBJECT: Bylaw 11/20 – Ban on Single Use Plastics

On January 27, 2020, Mayor and Council passed Bylaw 11/20, a ban on single use plastics with exceptions as noted in the bylaw.

The bylaw is set to take effect on January 1, 2021 with enforcement set to take effect on January 1, 2022.

Patrick Briere and I have been working with local media to develop a public awareness campaign for this bylaw. It is a multi-faceted approach utilizing various forms of media, including:

- Advertising in the Fort Frances Times Bulletin, Thursday edition. This edition is circulated to all residents in town, free of charge. A sample of the ad that will run is attached.
- Advertising on 93.1 The Border. Daily ads will run 3-4 times per day until January and then continue with educational ads in the summer and fall 2021. A new campaign will commence in December 2021 and January 2022 focusing on the start of enforcement. The script for the radio ad is attached along with the schedule.
- Advertising on social media (the Town's Facebook page and Twitter account). These will be awareness campaigns utilizing the ads that the Fort Frances Times has created.
- Both the Fort Frances Times and 93.1 The Border will run news stories this month to highlight the bylaw coming into effect.
- An information insert will be included with the January water bills from the Town that would be mailed out in January 2021 and would be very similar to the ad published in the Fort Frances Times.
- The Town of Fort Frances website will have the relevant pages updated to raise awareness with respect to bylaw 11/20.

These communications are set to start the week of December 7th, 2020 and will continue through until January 2021. A reminder campaign will be launched in the summer and fall of 2021 and a campaign highlighting enforcement will commence in the 4th quarter of 2021.

We believe that this will be an effective approach and will reach a wide range of the population driving local education and awareness of bylaw 11/20.

Respectfully submitted,



Craig Miller, P.Eng.
Environmental Superintendent



Patrick Briere
MLEO/Alternate CEMC/Public Information
Officer

Attached:

- Sample ads for the Fort Frances Times Bulletin
- Script for ad on 93.1 The Border
- Ad schedule for 93.1 The Border

It is estimated that a town the size of Fort Frances could send nearly 2 million plastic bags to the landfill each year.

Single-use plastics, it's time for change.



On January 27th, 2020, Mayor and council of the Town of Fort Frances passed By-Law No. 11/20, a ban on plastic bags, and single use food packaging.

This By-Law comes into effect on Friday January 1st, 2021.

The new regulations are clearly set out and do include a number of specific exemptions. Here are the details;

PART 2: REGULATIONS

- 2.1 **Ban of Plastic Bags.** Except as provided in this by-law, no Business shall sell or provide a Checkout Bag to a Customer that is a Plastic Bag.
- 2.2 **Reusable Bags Allowed.** No Business shall deny or discourage the use by a Customer of the Customer's own reusable bag for the purpose of transporting items purchased or received by the Customer from the Business.
- 2.3 **Ban of Single-Use Food Packaging.** No Business shall sell or provide Single-Use Food Packaging to a Customer for the purpose of transporting, containing or facilitating the consumption of Prepared Food or Beverages received by the Customer from the Business.
- 2.4 **Exceptions.**
 - (1) Section 2.1 does not apply to a bag used to:
 - (a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
 - (b) package loose small hardware items, such as nails, nuts, and bolts;
 - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
 - (d) wrap flowers or potted plants;
 - (e) protect prepared foods or bakery goods that are not pre-packaged;
 - (f) contain prescription drugs received from a pharmacy;
 - (g) transport live fish;
 - (h) protect clothing or other linens after professional laundering or dry-cleaning;
 - (i) package medical supplies and items used in the provision of health services;
 - (j) protect tires that cannot easily fit in a reusable bag; or
 - (k) collect and dispose of pet waste.
 - (2) Sections 2.1 and 2.3 do not limit or restrict the sale of bags (including Plastic Bags) or Single-Use Food Packaging intended for use at the Customer's home or business, provided the items are sold in packages of multiple quantities and are not utilized or distributed in the manner restricted by Sections 2.1 and 2.3.
 - (3) Section 2.3 does not prohibit a Business from providing a Customer with a plastic drinking straw upon individual request, provided that plastic drinking straws are not made available by the Business by default or made accessible for Customer self-service. When requesting a plastic drinking straw, the Customer does not need to specify a reason for needing a plastic drinking straw in order to receive one. Nothing in this by-law obligates a business to carry plastic drinking straws for use by Customers.

If you have questions please contact
the Town of Fort Frances By-Law Department
at 274-5323, ext. 1218.





Client: Town of Fort Frances

Slug: Single Use Plastics

Writer:

Cart #:

Starts:

Ends:

Instructions:

It is estimated that a town the size of Fort Frances could send nearly *two million* plastic bags to the landfill *each* year. It's time for a change!! Earlier this year the Mayor and Council of the Town of Fort Frances passed a By-Law banning plastic bags and single use food packaging. This ban comes into effect Friday, January 1st, 20-21. The new regulations encourage you to start using alternatives to plastic before enforcement begins in 2022. For more info, contact the Town of Fort Frances By-Law Department at 274 53 23, extension 12-18.

	Proposed: 2020-12-02 Ph: Fax:	<h2 style="margin: 0;">CFOB</h2>	Revised: 2020-12-02 12:45:25 PM Ref: 5295 Page: 1
Client: TOWN OF FORT FRANCES - FF		Agency: Direct	AE: TRIMBLE, KATY
Product: Single Use Plastics ByLaw		Contact: Craig Miller	Assistant:

Campaign Summary									
Demo: A25-64		P.O. #:		Contract Total: \$1,680.00					
Market: Fort Frances									
Total Occ: 168									
Aud Source: (1) FL11									
Number of Weeks: 8									
Campaign Dates: 2020-12-07 to 2021-01-03 [4 wk(s)]; 2021-01-04 to 2021-01-31 [4 wk(s)];									
Comments: Prime(Rtgs): Mo-Su 6:00 pm-11:30 pm 0%.									

Proposed Schedule															
Days	Hours	Program	Rate(\$)	Rtg	Aud (000)	Len (m:ss)	Dec.				Jan.				Ttl Occ.
MTWTFSS							7	14	21	28	4	11	18	25	
Mo-Su	06:00 - 19:00	RP 6A - 7P	\$20.00	0.00	0.0(1)	0:30	14	14	14	14					56
[DSA: M=2, T=2, W=2, Th=2, F=2, Sa=2, Su=2]															
Mo-Su	06:00 - 19:00	RP 6A - 7P	\$0.00	0.00	0.0(1)	0:30	14	14	14	14					56
[DSA: M=2, T=2, W=2, Th=2, F=2, Sa=2, Su=2]Non-Profit Matching ads															
Mo-Su	06:00 - 19:00	RP 6A - 7P	\$20.00	0.00	0.0(1)	0:30					7	7	7	7	28
[DSA: M=1, T=1, W=1, Th=1, F=1, Sa=1, Su=1]															
Mo-Su	06:00 - 19:00	RP 6A - 7P	\$0.00	0.00	0.0(1)	0:30					7	7	7	7	28
[DSA: M=1, T=1, W=1, Th=1, F=1, Sa=1, Su=1]non-profit match															

Source: Estimates, Based on Numeris-NMR Meter Data, Audience in thousands. CPR's based on exact ratings while Display Ratings have been rounded off.

BORDER

Proposed: 2020-12-02

Ph:

Fax:

CFOB

Revised: 2020-12-02 12:45:25 PM

Ref: 5295

Page: 2

Client: TOWN OF FORT FRANCES - FF

Agency: Direct

AE: TRIMBLE, KATY

Product: Single Use Plastics ByLaw

Contact: Craig Miller

Assistant:

Campaign Summary

Demo: A25-64

P.O. #:

Contract Total: \$1,680.00

Market: Fort Frances

Total Occ: 168

Aud Source: (1) FL11

Number of Weeks: 8

Campaign Dates: 2020-12-07 to 2021-01-03 [4 wk(s)]; 2021-01-04 to 2021-01-31 [4 wk(s)];

Comments: Prime(Rtg): Mo-Su 6:00 pm-11:30 pm 0%.

Month (Calendar)	# of Occ	Ttl Imp (000)	Total Gross
Dec,2020	100	0.0	\$1,000.00
Jan,2021	68	0.0	\$680.00
			\$1,680.00
Total	168	0.0	Total Net \$1,680.00

In way of acceptance, the parties affix their signature to this booking, thereby affording it the same legal terms and qualities as a sales contract. Taxes, if applicable, are extra.

Signature of Client_____
Signature of Sales Rep_____
Signature of Sales Manager_____
Date_____
Date_____
Date

Date: December 4th, 2020

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: November Activities for By-Law Enforcement Department.

Please see the below information for the month of November activities for this department.

Operational Constraints

- 1 officer in department March 2020 – January 2021.

November 2020

Animal Pound Statistics

Impounded Dogs	2
Impounded Cats	0
After Hours Visits	9
Total Shelter Visits for Month	27

Monthly Parking Statistics

Tickets for Month	4
Police Issued	0
Final Total	4

Daily Activities completed by By-Law Officers

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment.
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones, Calendar Parking, Parking Lots).
- Fine Box Collections.
- Treasury Staff Escort to Bank & Post Office (1st 1/2 of month).

Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Weekly Mileage for Civic Centre Vehicles.
- Emergency Management COVID-19 Response.
- Emergency Management Annual Compliance Submission Review with OFMEM.
- JHSC Activities & Monthly Inspection.
- Maintaining Cleaning Solution in Civic Centre Vehicles.
- PDEC Secretary Duties.
- Deliver Cheques for Treasury.

- Flag Raisings & Replacements.
- Water Leak at Shelter (daily monitoring & emptying bucket).
- Performance Review & Daily Activities reporting to CAO.
- Monthly Activities Reporting to PDEC.
- Emergency Management Operation Walleye Meeting (Cross Border Exercise).
- OFMEM Sector Leads Meeting & PEMCC Meeting Attended.
- Quarantine Fence Installed at Shelter.
- Sidewalk & Bike Path Discussion with Councillor Wiedenhoeft & P.W.
- Alberton Request Services Review.
- OAPSO Chapter Meeting Attended.
- 2021 User Fee Budget Review.
- Honey Bee Proclamation Request.
- Verified Demolition permit for property with CBO/Planner.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Single Use Plastics	4
Parking	11
Animals	14
Business Licensing	11
Property Standards (Includes Landlord/Tenant)	13
Taxi	4
Cannabis	1
Sign Permits	2
Snow Vehicles	1
Flag Pole Request	1
Zoning	2
Waste Management	4
Basketball Nets	1
Heavy Trucks	3

Respectfully submitted,

Original Signed By

Patrick Briere, CMM III, Property Standards Professional
MLEO/Public Information Officer, Planning & Development Division
PH: 1-807-274-5323 ext. 1218
pbriere@fort-frances.com