

## REPORT TO THE 911 AD-HOC COMMITTEE

**Date of Report:** October 26, 2015

**Date of Meeting:** October 30, 2015

**Subject of Report:** Further Review – Duplicate R, O and B Roads

**Recommendation:**

Staff recommend to the the 911 Adhoc Committee that it be further recommended to Council:

THAT all “O” and “B” roads in the Ward of Bastard & South Burgess be renamed;

AND FURTHER THAT the duplicate “R” roads in the Ward of Bastard & South Burgess be renamed;

AND FURTHER THAT on said raids the existing branches be individually identified and named as separate private roads;

AND FURTHER THAT the civic address numbers be corrected and established based on the emergency service protocol for all renamed roads and branches;

AND FURTHER THAT the renamings occur in accordance with the Township’s established Private Road Naming Policy;

AND FURTHER THAT Bacchus Island Road and R1 remain status quo;

AND FURTHER THAT the phasing and costing of the renaming process be determined as part of the 2016 budget process.

<b>Report Prepared By:</b>	 Tracy Perrin Development Services Analyst
<b>Departmental Approval:</b>	 Brittany Mulhern Manager of Development Services
<b>CAO Approval:</b>	 Michael Dwyer Chief Administrative Officer

**Context**

At the 911 Ad-Hoc Committee meeting held September 21<sup>st</sup>, 2015, staff were directed to provide further review of the following:

1. Rational for civic address re-numbering
2. Costing for civic address re-numbering vs simply new road names and signage
3. Alpha numeric road names
4. R1 in South Elmsley as it relates to the public road Bacchus Island Road

## CIVIC ADDRESSING DISCUSSION

Additional research was conducted regarding the Committee's request for further rationale related to re-numbering vs not re-numbering the civic addressing on duplicate R, O and B roads/branches within Bastard and South Burgess at the time of renaming. Please note that staff consider that the renaming of any private road will include the renaming of any branches within the said private road as the Township's Official Plan considers private roads to be those rights-of-way which provide access to two or more properties.

There are three main reasons why staff feel it is vital to provide new civic address numbers when renaming all private roads including wayfinding, infilling and being pro-active.

One of the main reasons that proper civic addressing is important is wayfinding and how it relates to emergency services. Emergency service agencies such as fire protection and police are aware of and rely on the 911 civic addressing protocol. The numbering protocol is based on distance and therefore if an emergency call was received the agencies are able to know how far down a road they would need to travel to reach the address related to the emergency call. For instance, if there is a civic address blade that happens to be damaged, buried or missing, but the other numbering is all in sequential order then emergency personnel should be able to find the correct address based on distance. Numbering that is out of order and/or not consistent with the emergency standard numbering system can be confusing to emergency service personnel and may become a safety issue for time sensitive concerns.

Another main reason for civic address renumbering is consistency when infilling for development. Currently, when a new lot is created on a private road in some cases an alpha character must be added or an odd number is used in an even sequence. Staff are placed in the situation of having to decide how to best handle the situation to assign a number recognizing it is 'not perfect'. It is an awkward bandaid operational decision. This is not a policy position staff should be placed in given the importance of a clear and easy to convey address. If renumbering was completed when the road names are addressed, this would no longer be an issue.

The third reason for civic address renumbering is to be pro-active, not re-active. By addressing the issue of renumbering at the same time as renaming the duplicate roads, it corrects the problems all at once and eliminates the possibility of having to correct this in the future which could require a property owner in the future to change their address for a second time. The Township should be pro-active in this regard. Additionally, a clean break from the past civic address would ensure that residents use the new road name and new civic address number when requiring services (such as in an emergency), whereas residents may be more likely to be confused by a 'partial' new address.

Ultimately the staff recommended approach is to sequentially number properties related to their distance from the start of the road. This supports the efficiency of emergency services and allows ordered infilling. Many roads under review do not have this in place. Past practice has been to update this numbering at the time of a road name change to ensure disruption to residents only occurs once.

## COSTING

The Committee also requested further information in regards to the different costing associated to civic address renumbering versus simply new road and branch names. The costing below is based on all "O" and "B" roads in Bastard and South Burgess being renamed and the duplicate "R" roads in Bastard and South Burgess being renamed.

**Costing Assumptions:** Costs are based on approximately \$120 per road sign and \$32 per civic address sign for materials and installation. Costs beyond the road and civic address signs include staff time for letters to residents, compilation of suggested road names, preparation of reports and

by-laws and reporting to various agencies. In the case of re-numbering additional staff time is required to assign the new civic address numbers.

#### **Costing for Road Names, Branches and Civic Numbers**

Bastard and South Burgess R Roads:	123 properties, 9 main roads and 22 branches \$7656
Bastard and South Burgess O Roads:	39 properties, 6 main roads and 3 branches \$2328
Bastard and South Burgess B Roads:	16 properties, 2 main roads with 2 branches \$992
Additional Staff Time:	approximately \$5000
<b>Approximate Total:</b>	<b>\$16,000</b>

#### **Costing for Road Signs and Branches, but no Civic Numbers**

Bastard and South Burgess R Roads	9 main roads and 22 branches \$3720
Bastard and South Burgess O Roads	6 main roads and 3 branches \$1080
Bastard and South Burgess B Roads	2 main roads and 2 branches \$480
Additional Staff Time:	approximately \$1000
<b>Approximate Total:</b>	<b>\$6,300</b>

#### **Additional Considerations**

The financial review above does not outline potential project phasing, nor does it consider the potential of additional staffing requirements or tendering the work program to a third party to implement on contract. Depending on phasing options it is unclear if existing staff would be able to implement the prioritized options or if additional contract staff would need to be hired to roll out the program in a timely manner. For example, the Township of South Frontenac has a part time employee dedicated to a civic addressing correcting program. The cost estimates are therefore very approximate and are subject to change.

#### **OTHER ROAD ISSUES**

##### **Bacchus Island Road and R1**

Staff were asked to further research the issue of Bacchus Island Road and R1 in South Elmsley. The private road on Bacchus Island is legally named R1. In general staff believe this is a resident education issue as residents should be encouraged to use their correct address of R1 and not refer to Bacchus Island, Bacchus Island Road or in some cases Lakeview Drive. Ultimately there should be limited confusion related to R1 except in the cases of the misuse of improper names.

##### **Alpha Numeric Road Names**

Staff were also asked to further research the issue of alpha numeric road names such as R12A, R12B and R12C. Currently there are 25 alpha numeric road names associated to the "R", "O" and "B" roads in Bastard and South Burgess and South Elmsley. 12 of these are branches off of the associated numbered road (for instance B5A and B5B are branches off of B5), however the remaining 13 are considered distinct private roads.

- South Elmsley Alpha Numeric Road Names:
  - Distinct Roads: B3A, B11A, R4A, R6A, R7A, R8A
  - Branches: B5A, B5B, B6A, B6B, O5A, O5B, O7A, O7B, O8A, O8B, O11A, O11B
- Bastard and South Burgess Alpha Numeric Road Names:
  - Distinct Roads: R12A, R12B, R12C, R22A, R30A, R37A, R39C

Although these roads are not technically duplicate road names themselves these road names can be confusing and should be changed to reduce this confusion. While the Committee had requested staff to specifically review the R12A, R12B and R12C alpha numeric road names, staff suggest that should these three specific road names be changed, all alpha numeric road names should also be changed.

The current cost of renaming these roads is unknown as staff have not been able to identify the number of branches off these roads or the number of properties that may be impacted. Should the committee request further review of this issue, staff would be able to research the roads further and provide a costing review at a future meeting.

### **RECOMMENDATION**

Staff recommend to the the 911 Adhoc Committee that it be further recommended to Council:

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