

Apr 20



RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

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[Handwritten signature]
March 19, 1999

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Mr. Louis Digout
CAO
Municipality of Richmond County
PO Box 120
Arichat, NS B0E 1A0

Dear Mr. Digout:

Re: Road Name Changes for E-911 Civic Addressing

On March 17th, 1999 I had the opportunity to meet with representatives from the Emergency Measures Organization (overseers of the E-911 system), Dept. of Transportation and each of the three Counties which fall under the RCBDDPC's jurisdiction for civic addressing.

The main concern addressed was procedure for the changing of road names. It had come to my attention that changes were being made to the databases at the Planning Commission and EMO prior to receiving the appropriate approvals from the Dept. of Transportation. This situation could cause problems in locating residents in an emergency situation if the road name received by the dispatcher is different from that which is posted.

The main goal of the proposed changes to the procedure is to obtain approvals of the road name from RCBDDPC and the Dept. of Transportation prior to a motion being passed by Council. The Dept. of Transportation will also be responsible to inform EMO of when a new road sign is posted. No changes to the EMO database will be made until notice of Council's motion is received and the sign is posted.

Attached is a flowchart describing the proposed procedure (Exhibit A). The first step is for the local councillor to present a petition signed by all residents of the road requesting the change to Council. It was felt by both EMO and Dept. of Transportation that a petition is necessary to document the change in case any inquiries were made about the name change in the future.

The request would be tabled until input had been received from both the RCBDDPC and the Dept. of Transportation. A letter with a copy of the petition is then sent to both agencies which should respond within 21 days. This allows for the request to be addressed at the next Council meeting. An example of such a letter is attached (Exhibit B). If the name is rejected by either party then then request should be sent back to the residents with reasons why it was rejected. If both approvals are received then the change

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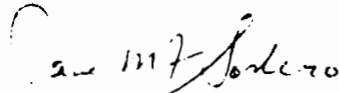
would be passed by a motion of Council, a copy of which should be sent to both the RCBDDPC and the Dept. of Transportation as well as the residents.

I would ask that Council adopt this procedure as a standard for all road name changes - public and private. It is my understanding that elements of this procedure are already in place, however, our concern is to ensure that no changes are made prematurely. In addition, if the procedure is standard across the three counties it will result in better records for all involved.

Also, it was brought our attention at the meeting that residents may contact the Dept. of Transportation directly to request that road signs for public roads be posted. There is no need for a motion of Council. Signs for private roads are the responsibility of the residents but there are guidelines available from the Dept. of Transportation.

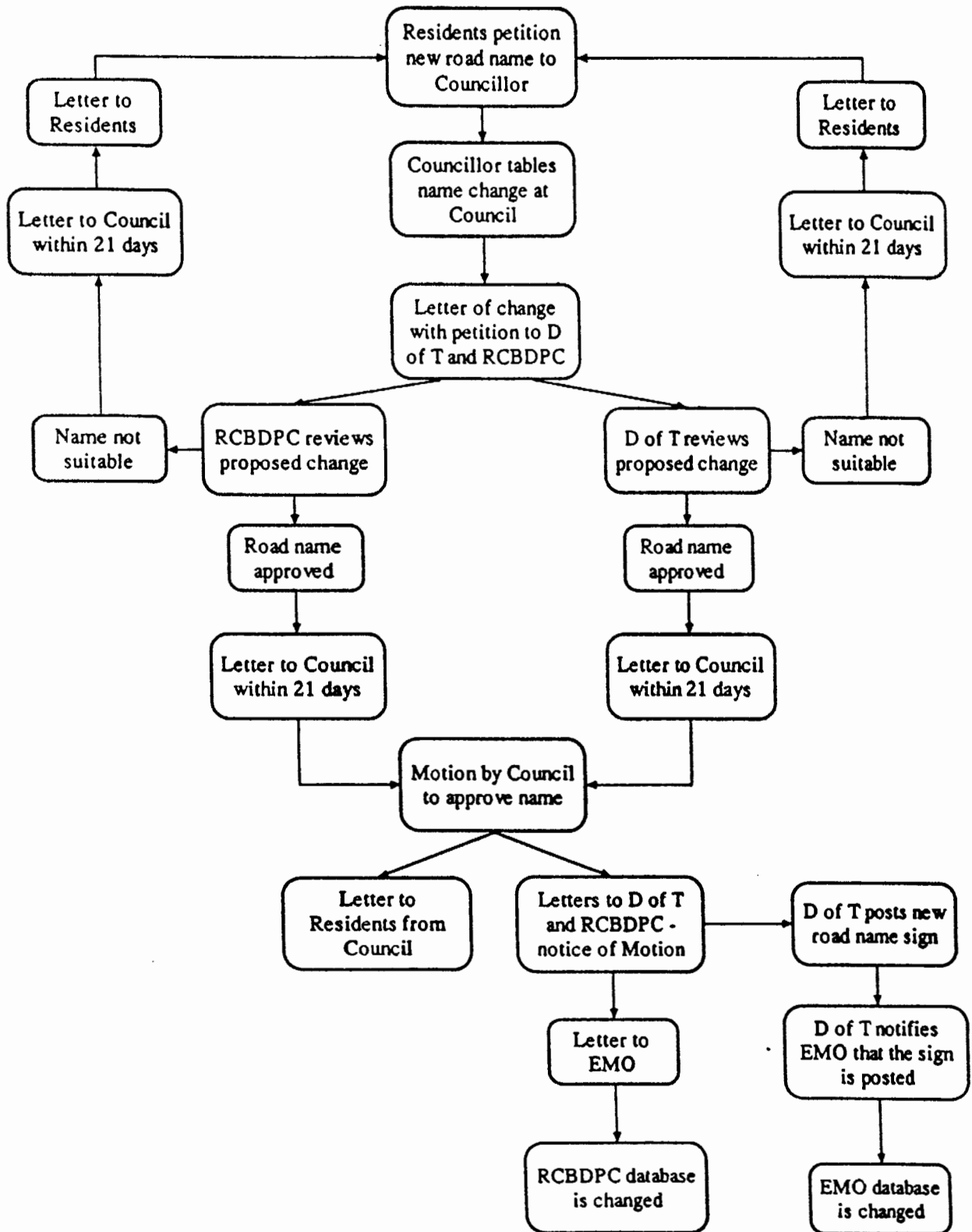
Could you please review this information and let me know if it is suitable and when it may be implemented by Council. If you have any questions about this or any E-911 matter, please call me anytime at 625-1572.

Sincerely,



Jane M.F. Sodero
Planner

Road Name Changes Inverness, Victoria and Richmond Counties



March 18, 1999

Area Manager
Nova Scotia Dept. of Transportation
P.O. Box 100
Port Hawkesbury, Nova Scotia
B0E 2V0

A petition has been presented to Council requesting the following road name change:

from

XYZ Road, Anytown, ? County

to

ABC Road, Anytown, ? County

Please return this form by April 8th, 1999, indicating whether or not the change is acceptable to your agency.

	Transportation	Planning
Accepted	<input type="checkbox"/>	<input type="checkbox"/>
Rejected	<input type="checkbox"/>	<input type="checkbox"/>

Yours truly,

Clerk of the Municipality of the County of

cc. Rural Cape Breton District Planning Commission