

Municipality of Chatham-Kent

Development Services

Planning Services

To: Mayor and Members of Council

From: Ryan Jacques, MCIP, RPP
Director, Planning Services

Date: May 26, 2025

Subject: Request for a Canada Post Mailing Place Name – Mitchell's Bay

Recommendation

It is recommended that:

1. In support of the Mitchell's Bay Area Association to recognize Mitchell's Bay as a Canada Post mailing place name, Council pass the following resolution:

WHEREAS historically the local post office serving the Mitchell's Bay area was located in Dover Centre and the mailing addresses for Mitchell's Bay properties and buildings was R.R. #1 Dover Centre;

AND WHEREAS a geographic area comprising the community of Mitchell's Bay and surrounding area, generally bounded by W Lewis Line, Winter Line Road and Angler Line, continues to be identified by Canada Post as Dover Centre;

AND WHEREAS Canada Post will consider recognizing place names supported by a resolution of Municipal Council for mailing address purposes;

AND WHEREAS the Mitchell's Bay Area Association has requested Municipal Council to support its request for Canada Post to recognize Mitchell's Bay as a place name for mailing address purposes;

THEREFORE BE IT RESOLVED that the Council of the Municipality of Chatham-Kent request Canada Post to recognize "Mitchell's Bay" as a mailing place name for all properties and buildings located in the geographic area defined on the map attached as Schedule A to this resolution.

Background

Historically, the local post office serving Mitchell's Bay and northern Dover Township was consolidated in Dover Centre. The mailing address for Mitchell's Bay was R.R. #1 Dover Centre. Canada Post no longer utilizes the Rural Routes (R.R.) in mailing addresses instead now relies on municipally assigned 911 or civic address numbers to

identify property locations in all areas. To conform to Canada Post guidelines, people and businesses in and around Mitchell's Bay are required to use Dover Centre as the place name in their mailing address. This requirement often leads to confusion in the local area since the settlements of Mitchell's Bay and Dover Centre are several kilometres apart.

Chatham-Kent defines Mitchell's Bay as a Secondary Urban Centre in its Official Plan. All other Secondary Urban Centres have Canada Post mailing place names, including Bothwell, Thamesville, Merlin, Charing Cross and Pain Court.

Comments

Canada Post determines the format of postal addresses, including assignment of a Place Name and Postal Code for the purposes of mail delivery. Canada Post uses the municipally assigned civic address or 911 number to identify the property or building location. In the Mitchell's Bay area, the local civic address or 911 number and road name is used as the property location in the postal address, but the place name is Dover Centre.

Requests can be made to Canada Post to have place names recognized. The requirements for a Canada Post mailing place name recognition requires:

- A defined boundary.
- Civic address numbers for all properties and buildings within the boundary.
- Street names for each street within the boundary.

If the above requirements are met, a formal request can be made to Canada Post to change the place name for a specific area. The request is made in the form of a Municipal Council resolution.

When Canada Post receives a request, the Regional Delivery Planning Manager will proceed to implement the change on a priority basis. The Municipality and those citizens and businesses receiving Canada Post mail service will be given at least 30 days notice of the change taking effect.

Chatham-Kent received a request from the Mitchell's Bay Area Association (MBAA) to for Mitchell's Bay to be recognized as a mailing place name by Canada Post. MBAA canvassed property owners and collected signatures from residents supporting the request. An unverified petition containing 137 signatures was provided to Chatham-Kent. Through the consultation process, less than 5 negative responses were received.

Impact to Property Owners and Tenants/Lessees

Changing the Canada Post mailing place name in Mitchell's Bay has an impact on property owners and tenants or lessees of property and buildings. Similar to when someone's address changes when they move, a Canada Post place name change requires a change of information on personal or private documents and accounts where an address is included. While there are likely to be some fees for certain changes

required, fees are generally low if there are any at all. It is recognized that it is the inconvenience of the change that is more impactful. This requires time to arrange the changes across the many personal or private accounts a person or business may hold. This impact to the public is one reason that place names are rarely changed.

Through implementation, Chatham-Kent will engage neighbours and assist as appropriate. Representatives of Mitchell's Bay Area Association have met with several property owners over the past few months regarding this proposal, so this change is somewhat anticipated, however not necessarily by all property owners in the defined boundary. MBAA attempted to consult all property owners on multiple occasions within the delineated boundary, however consultation with some property owners did not take place.

Council Term Priorities

This report supports the following Council Term Priorities:

			
Deliver Excellent Service	Promote Safety & Well-Being	Grow Our Community	Ensure Environmental Sustainability

Consultation

External

Mitchell's Bay Area Association (MBAA)

A formal request, initiated by MBAA, was submitted to the Municipality on November 14, 2024. A petition containing 137 unverified signatures from property owners was submitted as well as a delineated boundary map.

Canada Post

Canada Post was consulted on the process for this request. If approved, the appropriate documents will be forwarded to Canada Post.

Communication

Communication is proposed to be through the inclusion of this report on the Council agenda and minutes. The report will be provided to MBAA in advance of the Council meeting. If approved, Administration will mail a copy Council's resolution to all property owners within the subject area to notify them of the request.

Diversity, Equity, Inclusion and Justice (DEIJ)

This report does not have implications related to diversity, equity, inclusion or justice.

Financial Implications

There are no financial implications resulting from the recommendation.

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Reviewed by:

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Attachment: Appendix A – Key Map

Appendix A – Key Map

