

**STAFF REPORT:**      **Planning & Building Services Department**



**REPORT TO:**            **Planning Committee**  
**MEETING DATE:**      **March 02, 2009**  
**REPORT NO.:**         **PL.09.23**  
**SUBJECT:**             **Street Naming Policy**  
**PREPARED BY:**       **David Finbow, Director,**  
   **Planning & Building Services**

#### **A. Recommendations**

**THAT Council receive Staff Report PL.09.23, "Street Naming Policy", and that Council adopt said Policy.**

#### **B. Background**

On September 11, 1995, Council of the former Township of Collingwood enacted By-law No. 95-35 being a By-law to adopt a municipal numbering policy. This Policy states "A formal road naming procedure was not administered as part of the civic addressing system." Town Staff are unaware of any policies that exist within the former Township of Collingwood or former Town of Thornbury related to street naming.

Recently, Town Staff have completed a review of the current process and note that:

1. The current process is not clear to the public;
2. The current process does not address the naming of private roads (Common Element Condominium Roads) be it from a duplication or relevance perspective;
3. The current process does not readily cause the use of street names that are relevant or important to the Community as a whole;

Town Staff have developed a Draft Street Naming Policy for Council's consideration. This Policy will:

1. Clarify the process;
2. Clarify that street names for private roads are subject to the Policy;
3. Create an Inventory of Acceptable Street Names;
4. Include within the Inventory a list of Street Names that are relevant and important to the Community as a whole;
5. Require a minimum of 1 street name within a Plan be from the Approved Street Name List and no less than 50% of all street names to come from the list.

6. Provide flexibility for the use of Other Street Names provided certain conditions are met

Street names will be addressed post Draft Plan Approval by Town Staff in accordance with the Policy if same is adopted by Council.

Town Staff are currently reviewing the Town's Policy related to street numbering and will report on this in the near future.

#### **C. Strategic Plan**

*Preserving and enhancing natural and environmental features, and cultural heritage of the community.*

*Providing a strong, well managed municipal government.*

#### **D. Budget Impact Statement**

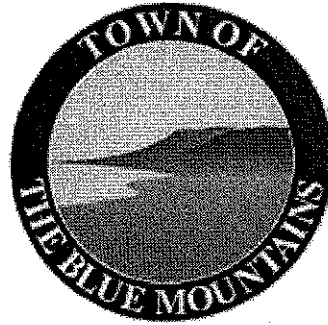
N/A

#### **E. Attachment**

Draft Street Naming Policy

Respectfully submitted:

David Finbow, Director, Planning &  
Building Services/CBO



# **THE BLUE MOUNTAINS STREET NAMING POLICY**

Planning & Building Services Department  
March 2009

## **SECTION 1 - INTRODUCTION**

The function of street naming and numbering is to enable people, and emergency services, to locate properties readily. A uniform system by which to assign street names and numbers, if established by municipalities, would accomplish this objective.

In 1995, the former Township of Collingwood adopted a Policy as it relates to numbering. This Policy was developed in conjunction with the County of Grey and other municipalities and utilizes a six digit number for "rural" properties and a three digit number for more "urban" properties.

At this time, street naming for future public streets are proposed by the proponent and accepted by the Town provided same is not in conflict with other street names in the County. With respect to the naming of private streets, the Town, up until this time, has not had a role with respect to this.

## **SECTION 2 - STREET NAMING AUTHORITY**

- a) The naming of a new public street shall be the sole responsibility of the Town.
- b) The naming of a private street, wherein individual properties are numbered in accordance with the Town's Numbering Policy (and therefore within the Emergency Services directory of individual properties) shall be the sole responsibility of the Town. Examples of private streets that meet this description include those within a Plan of Subdivision or Condominium which contains Parcels of Tied Land ("POTL") (such as is found in Lora Bay East and Georgian Bay Estates).
- c) The renaming of all existing public and private streets shall be the sole responsibility of the Town.

## **SECTION 3 – INVENTORY OF ACCEPTABLE STREET NAMES**

The Planning & Building Services Department shall compile and process all proposed street names for suitability, appropriateness and conformity to the street naming policy of the Town and make recommendations to Council as it relates to same.

The Planning & Building Services Department shall maintain an "Approved Street Name List" that shall contain the names of those streets which have been approved by Council.

## **SECTION 4 – OTHER STREET NAMES**

Street names other than those found on the "Approved Street Name List" may be entertained and approved by the Town, at the Town's sole discretion, provided such names are not found to be in conflict with other street names within the Town or County of Grey.

## **SECTION 5 – STREET NAME APPROVAL/ASSIGNMENT PROCESS**

- a) The process for approving a street name(s) is as follows:
- i. The Planning & Building Services Department receives a written request by the proponent of a name(s) which includes the proposed street name(s) and a brief but complete explanation for the name (for the related fee, see the Town's Tariff of Fees By-law).
  - ii. Name(s) are checked for similarities and duplications in the Town and County Index.
  - iii. Name(s) which do not currently exist anywhere in the County are circulated to the County Planning Department and County Emergency Services Department for comments to ensure that similar names are not currently being considered in other municipalities.
  - iv. If a name is not acceptable to those circulated, the Planning & Building Services Department shall refuse the name.
  - v. Planning & Building Services Department staff submit the names(s) to Council for approval at the same time as the Draft Plan of Subdivision/Condominium Report comes forward. Staff will include a recommendation as to which of the categories set out in Schedule "A" on which such name shall be placed on the "Approved Street Name List". The name, when associated with a Draft Plan, shall be reserved for use in that particular project.
  - vi. Upon approval by Council, the street name is placed on the "Approved Street Name List" and is available for use. If a proponent's request is approved by Council, the name may be reserved for use with the proponent's project.
- b) The process for assigning an approved street name to a proposed street is as follows:
- i. The proponent reviews the "Approved Street Name List" for street name(s) selection, including any names approved by Council specifically for use within the proponent's project.
  - ii. A minimum of one street name and no less than 50% of all streets in the proposed development must be chosen from the first six priority categories of the "Approved Street Name List". Such names are then reserved for the proponent's project and must be used therein.

## **SECTION 6 – COUNCIL DESCRETION**

Council may, at any time, direct that a specific street name be used for a specific street.

## **SECTION 7 – GENERAL POLICIES FOR APPROPRIATE STREET NAMES**

- a) **Names Honouring Those Who Have Served or Given Their Life in Public Service**

The Town will facilitate the naming of streets after Town residents who have lost their lives while serving within the Canadian Armed Forces or those who

have served in the same Armed Forces. In addition, the Town may also include the name of those who lose their lives in the service of the public through either the Ontario Provincial Police or the Town Fire Department with the consent of his/her immediate family.

Special signage containing the Poppy symbol is to be used for all Veteran Street names.

**b) Names Honouring Individuals for Community Service, Local Historical Reasons, National Reasons or International Reasons**

Council may approve, or a proponent may request the approval of, a name for a street which identifies a specific individual. Generally such a name will be of historic importance to the Town or be a name which is of importance either nationally or internationally or lastly be a name of a person who has been of public service to the Town or broader Community. A written description of the individual's contribution to the Town, or broader Community explaining why the honour should be given, shall be submitted by the proponent. Planning & Building Services staff shall research names proposed by Council. The consent of his/her immediate family is required.

**c) Names that reflect the Municipality's Agricultural and/or Recreational Heritage/Nature**

Council may approve, or a proponent may request the approval of, a name for a street which reflects the Municipality's agricultural and/or recreational heritage/nature. A written description of the proposed name and its linkage to the area shall be submitted by the proponent. Planning & Building Services staff shall research names proposed by Council.

**d) Other Names**

Other appropriate street names are names that promote pride in the Town, acknowledge local heritage and history, and recognize unique features and geography.

- i. Proposed names should meet one of following:
  - o Commemorate local history, places, events, culture
  - o Strengthen neighbourhood identity to reflect the character of the area
  - o Recognize native wildlife, flora, fauna, natural features
  - o Recognize communities that contribute to the public life of the Town

Street names that represent specific themes are encouraged as they are easily recognizable for emergency services and provide consistency in large developments.

## **SECTION 8 – SPECIFIC POLICIES REGARDING SUITABILITY OF STREET NAMES**

In addition to the policies within Section 7, General Policies for Appropriate Names, specific street naming guidelines have been developed to promote the orderly naming of streets. When naming a new street, in addition to the General Policies as stated in Section 7, the following shall be adhered to:

### **a) Ease of Spelling and Pronunciation**

Street names shall be easily pronounced, recognized and use conventional spelling to avoid difficulties in emergency situations. Street names should be spelled the way they are pronounced.

### **b) Individuals**

Streets named after individuals shall be a posthumously honour and Council shall consider such names provided that a written consent is obtained from the individual's surviving immediate family. A written description is required detailing how the individual made a significant contribution to the Town. The honouring of a living international/national public figure requires his/her consent.

### **c) Two Word Street Names**

Proposed street names consisting of two words shall be changed to one word. Only a person's last name shall be used unless additional identification is necessitated by the Town to prevent duplication with an existing street name in the Town and surrounding local municipalities.

### **d) Street Name Characteristics**

Names should generally not exceed ten characters in length. This helps ensure that the above mentioned criterion are met and that there is a standard street name signage across the Town and County.

### **e) Street Names to Avoid**

- i. Names that are in conflict with other street names within the Town or County of Grey.
- ii. Names that could be construed as advertising a particular business, product or brand.
- iii. Cumbersome, corrupted, modified names, discriminatory or derogatory names from the point of view of race, sex, colour, creed, political affiliation or other social factors.
- iv. Names with any sexual overtones, inappropriate humour, parody, slang or double meaning.
- v. Names that have a secondary negative or offensive connotation.
- vi. Street names spelled differently but sound alike (i.e. Crosby Lane and Crosbie Lane) or have similar pronunciation but are spelled differently (i.e. Heirloom Street could be pronounced with 'H' dropped (Eirloom Street)).
- vii. Use of complex words (ex. Quetico Drive).

- viii. Names with hyphens, apostrophes or dashes are discouraged and only considered on a case by case basis provided other criterion met.
- ix. Names that contain the following due to names of existing streets within the municipality:
  - a. Arrowhead
  - b. Arthur
  - c. Blue
  - d. Mountain
  - e. Craig (Craighleith, Craigmere)
  - f. John
  - g. Lake (Lake, Lakeshore, Lakewood, Old Lakeshore)

## **SECTION 9 – PRIORITY FOR SELECTION OF STREET NAMES**

In assigning street names, a proponent or staff shall utilize names from the Approved Street Name List when selecting names for a proposed street. Items 1 through 6 are the first six categories referenced at Section 5 b) ii.

1. Names Honouring Those Who Have Served Their Country
2. Names Honouring Those who have given their Life in Public Service
3. Names Honouring Individuals – Local Historical
4. Names Honouring Individuals – National or International
5. Names Honouring Individuals – Community Service
6. Names that reflect the Municipality's Agricultural and/or Recreational Heritage/Nature
7. Other Names

## **SECTION 10 – SYSTEM FOR ASSIGNING STREET NAME SUFFIXES**

Generally, street names shall contain the suffix "Street", "Avenue", "Road" or "Drive". The suffix

"Road" shall only be utilized for major collector or arterial streets (i.e. those streets that are, or will be, designated as collector or arterial roads within the Town or County's Official Plan). For other proposed suffixes, the following definitions shall be used:

"Boulevard" - all streets which have a planted median divider for its full length.

"Court" - all streets which end permanently as a bulb/cul-de-sac, a "T", or a design which permits turning around - they have only one point of access.

"Crescent" - all streets which intersect another street at both ends, and which actually forms a crescent.

"Gate" - all streets which serve as an entry onto a court or a crescent – their main characteristics are that they are short in length and that no other streets intersect them.

"Lane" - all streets which are exclusive to condominium projects, or where there is a desire to name a private drive.



## **SECTION 11 – EFFECTIVE DATE**

This Policy as it relates to the naming of a new public or private street applies to all lands and/or streets contained within Plans of Subdivision or Condominium which have not been granted Draft Plan Approval or have been registered by March 31, 2009.

This Policy as it relates to the renaming of existing public or private streets applies to all lands and/or streets contained within Plans of Subdivision or Condominium upon this Policy being approved by the Council of the Corporation of the Town of The Blue Mountains.





**7. Other Names**

<b>Name</b>	<b>Date Approved by Council</b>