


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**