

Section 1.0 - Purpose:

The purpose of the policy is to ensure that street name approvals are consistent, comprehensive, effective and efficient, and thereby result in the approval of high quality names that reflect a positive image for the Town of Greater Napanee.

Section 2.0 - General Policy Guidelines:

2.1 The Town of Greater Napanee staff, in cooperation with the Municipal Heritage Committee, shall review all submitted street names to ensure adherence to the following general guidelines for appropriate street names, prior to submission to Council for approval:

- i) Ease of Spelling and Pronunciation of Street Names:
Street names should use conventional spelling and should be easily pronounced.
- ii) Street Name Characteristics:
Street names should be based on themes honouring local history and culture, geography, natural features, etc.
- iii) Prohibited Street Names:
 - (a) Business and corporate names;
 - (b) Discriminatory or derogatory names from the point of view of sex, race, colour, creed, political affiliation or other social factors;
 - (c) Names with sexual overtones, inappropriate humour, parody, slang, or double meaning;
 - (d) Names with hyphens, apostrophes or dashes; and
 - (e) Full names of people, except where the person is deceased and is of historical significance internationally, nationally, regionally or locally.

2.2 Streets ending in a cul-de-sac will use the suffix Court, Place or Way.

2.3 Street names are not to exceed three words, which includes the suffix (e.g. Golf Course Lane).

2.4 Street names are subject to approval by the Council of the Town of Greater Napanee.

Section 3.0 - Street Naming Procedure:

3.1 The proposed street name(s) shall be circulated by the Town Clerk or Designate to the following, for review and comments:

- (a) Town of Greater Napanee Emergency Services Department;
- (b) Town of Greater Napanee Infrastructure Services Department;
- (c) Town of Greater Napanee Municipal Heritage Committee;
- (d) County of Lennox & Addington; and
- (e) Municipalities that share a common geographic boundary with the Town of Greater Napanee.

Comments regarding the proposed street name(s) shall be provided to the Town Clerk.

3.2 The Town of Greater Napanee staff shall confirm whether or not there is any duplication of the proposed name(s) elsewhere in the Town or in any other neighbouring municipalities.

3.3 Once the proposed street name(s) is reviewed for appropriateness, public notice of the proposed street name(s) must be provided as per the Town's public notice by-law, prior to it coming before Council. Any public comments shall be forwarded to the Town Clerk and provided to Council.

3.4. A proposed street name(s) and all staff, agency and public comments must be included in a staff report to Council, prepared by the Community and Corporate Services Department, for consideration and approval by Council.