

Town of Greater Napanee Street Naming Policy and Procedure



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Review Scheduled:	Once per Council Term		
Department:	Growth & Expansion	Contact:	GM Growth & Expansion
Approval Authority:	Council	Policy No:	GE-2024-01

1. Introduction

The Town of Greater Napanee is committed to honoring and promoting the heritage and identity of the Town and recognizes the importance of names in community placemaking. The purpose of this policy is to ensure that the process for the naming and renaming of streets is fair, consistent and efficient and that street names reflect a positive image of the Town of Greater Napanee.

2. Purpose

- 2.1 To provide clear and consistent guidelines on the naming of streets and roadways in the Town of Greater Napanee.
- 2.2 To establish naming criteria so that chosen names are appropriate, non-discriminatory, and non-exclusionary.
- 2.3 To establish naming criteria to ensure that all municipal streets can be easily identified, located, and communicated to emergency services.
- 2.4 To encourage community participation and civic pride through the ability to nominate street names.

3. Scope

- 3.1 This policy applies to the assignment of names for all new public streets within the Town of Greater Napanee.
- 3.2 This policy does not apply to County Roads or provincial highways.
- 3.3 This policy does apply to private roads which service more than one residence.

4. Definitions

- 4.1 **Council** means the Council of the Town of Greater Napanee.

- 4.2 **Developer** means any person or corporation initiating a project where the implementation of new streets is included.
- 4.3 **Street Name Inventory** means the database of names which have been approved by Council for future assignment to municipal roads, and which is managed and updated by Town staff.
- 4.4 **Town** means the Corporation of the Town of Greater Napanee.
- 4.5 **Veteran** means any person who served in the Canadian Armed Forces in active military duty during any war, military action or any peacekeeping action in which Canada played an active military role and who are / were residents of the Town of Greater Napanee.

5. Responsibilities

- 5.1 **Council** has the authority and responsibility to:
- a) Approve street names to be added to the Street Name Inventory; and
 - b) Approve new street names street names to be applied to specific streets.
- 5.2 **Planning Department Staff** have the authority and responsibility to:
- a) Ensure that all proposed street naming processes are conducted in accordance with this policy;
 - b) Communicate this policy to developers;
 - c) Ensure that proposed names on subdivision and condominium applications are selected in accordance with this policy, prior to presentation to Council;
 - d) Maintain the Street Name Inventory and provide recommendations to Council regarding the approval or denial of proposed name additions;
 - e) Circulate proposed street names to agencies for comment, including Fire Services, the County of Lennox and Addington, municipalities sharing a common geographic border with the Town of Greater Napanee, and the Municipal Heritage Committee; and
 - d) Establish and amend any procedures necessary for the implementation of this policy.
- 5.3 The **Municipal Heritage Committee** has the authority and responsibility to:
- a) Investigate and report on proposed street names submitted by members of the public which reflect a historic location, individual or event; and
 - b) Suggest names that honor local history and culture to Council for consideration in the approved name bank.

6. Street Name Inventory

- 6.1 The Town shall maintain a Street Name Inventory as a database of names that can be assigned to streets within the Town of Greater Napanee.
- 6.2 Town Staff will undertake a public request for street name suggestions upon the adoption of this policy and at any other time as directed by Council. The request will be directed to all municipal departments, Town Council, local First Nation communities, and local service clubs and agencies. This request will also be placed on the Town's website to solicit participation from the general public.
- 6.3 The decision to include a name on the Street Name Inventory shall be at the sole discretion of Council. All proposed names which meet the Town's criteria will be submitted to Council for consideration, but Council is under no obligation to approve a proposed name even if all criteria has been met.
- 6.4 Names within the Street Name Inventory may be prioritized by Council in order to expedite their selection. Individuals or organizations submitting proposed names may include rationale for a request to prioritize a specific name at the time of submission.
- 6.5 The Street Name Inventory will be a publicly accessible document through the Town's website and the street name suggestion form will be available for continuous intake. Reviews of proposed street names will be conducted on an as-needed basis.
- 6.6 Town staff shall initiate a call for proposals for street names any time the Street Name Inventory has ten or fewer approved names remaining.
- 6.7 The Town will aim to have local historical themes, people, or events reflected in at least 25% of the names that are included in the Street Name Inventory at any given time.
- 6.8 Council shall review the Street Name Inventory at least once per term.

7. Procedure for Assigning Municipal Street Names

- 7.1 Those requesting or proposing street names shall apply for a street name approval to the Planning Department. The application must include a list of possible street names, with appropriate mapping illustrating the location of the new streets and their proposed names.
- 7.2 Requests for street names related to a new plan of subdivision, condominium

or site plan approval shall only be received after the draft plan of subdivision, site plan or plan of condominium approval has been granted.

- 7.3 A minimum of one street name, and no less than 70% of all streets, rounded to the nearest whole number, in the proposed development must be chosen from the Street Name Inventory, unless Council approval is given for an alternate street name theme submitted by the developer. In all cases, names for arterial roads, as defined in the Official Plan, shall be selected from the Street Name Inventory.
- 7.4 Developer requests for one or more new street names that are not contained on the Street Name Inventory shall be submitted in writing to the Planning Department, and shall include:
- a) A description of how the proposed street name(s) correspond with the name selection criteria (Section 8 of this policy);
 - b) For a street name that honors an individual, documentation from the individual's family providing consent for the request; and
 - c) Additional information if applicable regarding the positive contribution of the person, event, feature, etc. to the Town.
- 7.5 Notwithstanding Section 7.4, upon the request of the developer, Council may approve up to one street name per subdivision that does not meet the thematic criteria of Section 8.1.
- 7.6 Council shall consider all street name requests and make a decision, by resolution, to approve in whole or in part or to deny the street name request.
- 7.7 Council 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.

8. Criteria for Street Naming

- 8.1 Street names should strengthen neighborhood identity and reflect positive community character. In general, street names should meet one of the following categories:
- a) Commemorate local settler or indigenous history, landmarks, events and culture;
 - b) Recognize native/local wildlife, flora, fauna, or natural features;
 - c) Reflect a prominent location, individual, theme or event in the history of the Town of Greater Napanee; or
 - d) Honor outstanding local individuals.
 - i. This category may include residents who have contributed to the

well-being of the Town or its residents through acts of valor, community involvement, significant sport or cultural achievements, etc.

- ii. All streets named after Veterans are to include the poppy symbol in recognition of their service;
- iii. As a general rule, the names of living individuals are not to be included for consideration;
- iv. Consent of the individual's family must be obtained.

8.2 When assigning names to a number of streets in one or more connected plans of subdivision, consideration may be given to assigning names with a particular theme as they are recognizable for emergency services and provide consistency in large developments.

8.3 To avoid difficulties in emergency situations, street names shall be easily pronounced, recognized, and use conventional spelling.

8.4 Names with the following characteristics will not be considered for approval:

- a) Names that could be construed as advertising a particular business, product or brand;
- b) Names which exceed 20 characters in length (including spaces, but excluding the suffix);
- c) Names with similar spelling or pronunciation to an existing street within the Town;
- d) Names with multiple words or special characters (dashes, hyphens, etc.) are discouraged;
- e) Discriminatory or derogatory names from the perspective of sex, race, color, creed, political affiliation or any other social factors;
- f) Names with undesirable definitions or those pronounced or spelled similarly to those with undesirable definitions (including names with sexual overtones, inappropriate humour and slang); and
- g) Full names of individuals, except where the person is deceased and is of historical significance.

8.5 As a general rule, names already assigned to existing streets or park facilities in the County of Lennox and Addington, or directly adjacent municipalities will be discouraged.

8.6 Street names are not to exceed three words, including the suffix.

8.7 Street names should continue across intersections.

- 8.8 Street extensions should continue with existing street names.
- 8.9 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.
- 8.10 Names reflecting local features shall assist with emergency response situations by being consistent with their physical location (i.e. street names including 'shore' must be along a shoreline).
- 8.11 The criteria for assigning street suffixes shall be applied by the Planning Department in accordance with the following:
- a) **“Street,” “Avenue,” “Road”** and **“Boulevard”** for major arterial or collector roads that are used frequently and are several blocks in length;
 - b) **“Drive”** and **“Trail”** for streets where meandering is the main characteristic;
 - c) **“Lane”** for narrow secondary streets or private roads;
 - d) **“Court,” “Place,”** and **“Way”** for dead-end streets ending in a cul-de-sac;
 - e) **“Crescent”** for streets which intersect another street at both ends and which forms a crescent shape
- 8.12 All street type suffixes are to be approved by the Planning Department in consultation with the Fire Department and County of Lennox & Addington to verify consistency of application.
- 8.13 While exceptions to the street suffix designation guidelines have occurred as a result of the 1997 amalgamation and prior to the existence of this policy, these guidelines are intended to reduce or eliminate exceptions, especially where they may cause difficulty in navigation.

9. Procedure for Evaluating Proposed Street Names

- 9.1 Proposed additions to the Street Name Inventory shall include a complete explanation of the reasons for the nomination of the proposed name, including supporting documentation as necessary.
- 9.2 Planning Staff shall perform an initial review of the proposal for conformity with the criteria in Section 8 of this policy.
- 9.3 If the proposed name and explanation meets the Town's criteria, Planning Department staff shall circulate the proposed name to the County GIS Department, the Greater Napanee Fire Department, and where appropriate, the Municipal Heritage Committee for review and comment.

- 9.4 If the above agencies have no concerns with the proposed street name, a recommendation report will be brought forward for Council's consideration.
- 9.5 If the proposed name or explanation does not meet the Town's criteria, the applicant will be advised in writing and the name will not be brought before Council for consideration.
- 9.6 If a proposed name is not approved by Council, the name will not be added to the Street Name Inventory and this decision of Council will be final.

10. Renaming of Streets

- 10.1 A request to rename an existing street for ceremonial or logistical purposes, or because the existing street name substantially contravenes the requirements of this policy, shall be submitted to the Planning Department following the same process generally described in Section 7 of this policy. Such request shall include a detailed explanation of why the proposed renaming is being sought.
- 10.2 Planning Department staff shall evaluate the request against the naming criteria established in Section 8 of this policy and shall circulate the request to stakeholders for comment.
- 10.3 If, in the opinion of Planning Staff and stakeholder agencies, the proposed name change meets the objectives and requirements of this policy and provides value to the community and/or neighborhood residents, the request shall be forwarded to Council.
- 10.4 Council's decision to approve the renaming of a street shall be made at Council's sole discretion, and Council is not obligated to rename any street.
- 10.5 If Council approval to rename a street is given in principle, prior to the adoption of a by-law to adopt the street name change public notice of the proposed renaming shall be given in accordance with the Town's Public Notice Policy. Additional notice shall be given by direct mail to each owner of property along the affected street using the most currently available assessment data. Council may, at its sole discretion, alter the decision to rename the street based on feedback received through the public notice period.

11. Related Documents

- Sections 24-68 of the *Municipal Act, 2001* grant Council the authority to pass by-laws respecting municipal streets within the Town's jurisdiction, including assigning names to public and private roads.

Appendices

Appendix A – Street Name Inventory (to be created)

Revision History

Date	Number	Description
May 25, 2015	Resolution #273/15	Street Naming Policy and Procedure Adopted