



PLANNING SERVICES MUNICIPAL STREET & ROAD NAMING

Policy #:PS001

Issued: August 26, 2019

Reviewed/Revised:

Prepared By: Robert Brown, MPS

Reviewed By: SMT

Approved By: Council

1.0 PURPOSE

The Town of Kingsville honours and promotes the heritage and identity of the Town and therefore, the purpose of this Municipal Street & Road 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 Kingsville and its assets, and ensures a format for uniform development.

2.0 SCOPE

This policy applies to:

- a) Administration;
- b) Council;
- c) External agencies
- d) Private landowners and developers

3.0 DEFINITIONS

3.1 – The following definitions apply in this policy:

Agency or Agencies means those parties that are affected and require notice of updates to municipal street names. Agencies include, but are not limited to, telecommunications (e.g. Cogeco, Bell Canada), utilities (e.g. E.L.K. Energy, Hydro One Networks, Spectra Energy), and public organizations (e.g. Ontario Provincial Police, Elections Canada, Essex-Windsor Emergency Services, MPAC, Canada Post, Central Ambulance Dispatch, Ministry of Health, Ministry of Labour, Greater Essex County District School Board).

Approved Street Names List Those street names which have been reviewed by Administration and received final approval by Council.

4.0 REFERENCE DOCUMENTS

Town of Kingsville Municipal Addressing SOP

5.0 RESPONSIBILITIES

5.1 Planning Services is responsible for the following:

- Receives, reviews and processes requests from property owners, Administration or Council;
- Prepare and provide the necessary information to send to all internal departments for initial review and consideration;
- Circulation to and correspondence with all affected outside Agencies;
- Corresponds with the Municipal Services Department to ensure new signage is consistent with the approved naming;
- Provide approved naming to the appropriate staff for updating of the Town mapping;
- Updating and maintenance of the Approved Street Name list and all records related thereto;

5.2 Other Department Responsibilities

- Municipal Services – posting of all new street name signage.
- Information Technology Services – GIS – updating of all applicable municipal mapping with new street name(s).
- Corporate Services - notification of affected property owner(s) in accordance with the existing policy for changes to existing street names.

6.0 PROCEDURE

The Town shall avoid the selection or promotion of street names in private developments, or committing to the naming of streets not currently under the ownership of the Town.

Approved street names are to be placed on the Town's Approved Street Name List for future use. Only approved street names may be assigned to public and private streets.

The official circulation of new Approved Street Name(s) will not be completed until such time as the review process outlined in this policy is complete and the street name(s) have been approved by Council.

6.1 Street Naming Process

- a) The Process for Assigning a New Approved Street Name
 - i. The proponent of a development is encouraged to review the up-to-date Approved Street Name List for street name selection.
 - ii. Street names will be assigned at the time of the clearance of draft plan of subdivision or draft plan of condominium conditions.
 - iii. Selected street names are reserved for use within the proposed development and are to be shown on the Final Subdivision or Final Condominium plans

- b) The Process for Approving an Addition(s) to the Approved Street Name List.
 - i. A written request is to be submitted to Planning Services and shall include: a brief but complete explanation of the reasons for the proposed name(s), the categorization of the street (Refer to Section 6 of this policy), and a map clearly identifying the location of the specific street(s) where the name(s) would apply (only if it is related to a specific development).
 - ii. The proposed street name(s) will then be reviewed by staff and checked against all existing street names within the Town for similarities and duplications.
 - iii. Where no concerns with the proposed street name(s) are foreseen, the proposed street name(s) will be presented to Council for consideration and approval.
 - iv. If a proposed street names(s) is found to be similar or a duplication of an existing street name, the applicant may propose another street name(s) for approval.
 - v. Where an approved street name(s) is intended for a specific development, the street names(s) are placed on the Approved Street Name List and will be reserved for use within that development.

- vi. Administration shall consider all street names named after individuals, provided that written consent is obtained from the individual's surviving family. The honouring of a living local, regional, national or international public figure is discouraged, however, if it is done will require the individual's consent.
- vii. The Town will undertake due diligence in the case of reviewing any street named for an individual and may include background checks with the consent of the individual.
- viii. All private streets shall be named and shall follow the same procedure as public street naming.

6.2 Categories of Street Names

a) Honouring Those Who Have Given Their Life in Public Service

- i. The Town will facilitate the naming of streets after Town residents who have served and lost their lives in the Canadian Armed Forces.

b) Historical Figures

- i. The Town will facilitate the naming of streets after Town residents who are considered to have had a historical impact on the Town.

c) Other Names

- i. Names that promote pride in the Town, acknowledge local heritage, history, and recognize unique features and geography are appropriate. Proposed street names should meet one of the following criteria:
 - 1. Commemorate local history, places, events, culture;
 - 2. Strengthen neighbourhood identity to reflect the character of the area;
 - 3. Recognize native wildlife, flora, fauna, natural features; or,
 - 4. Recognize communities that contribute to the public life of the Town.
- ii. names that represent specific themes are encouraged as they are easily recognizable for Emergency Services and provide consistency in large developments.

6.3 Guidelines for Suitability and Appropriateness of Street Names

In addition to the policy of Section 6.2, Categories of Street Names, the following policies have been developed to assess the suitability and appropriateness of street names.

a) Ease of Spelling and Pronunciation

Street names should 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) Two Word Names

Proposed street names consisting of two words should be changed to one word. Only a person's last name should be used unless additional identification is necessary to prevent duplication with an existing street name in the Town.

c) Street Name Characteristics

Street names should generally not exceed ten (10) characters in length to ensure that the above mentioned criteria is met and that standard street signage across the Town is achieved.

Street names should not have numerical references to avoid confusion during Emergency Services dispatching.

d) Association or Connection

Street names that are proposed under the items outlined in Section 6.2 should take into consideration the proposed location of the street or road as appropriate to its association or connection.

e) Future Extension or Link

A portion of or extension of an existing named street or road will not be assigned a different name. A name change for the existing street or road may be considered if there are no individual properties fronting on the street or road to be extended.

f) Names to Avoid

- i) Names that could be construed as advertising a particular business;

- ii) Cumbersome, corrupted, modified names, discriminatory or derogatory names from the point of view of race, sex, colour, creed, religious, political affiliation or other social factors;
- iii) Names with any sexual overtones, inappropriate humour, parody, slang or double meaning;
- iv) Names that have a secondary negative or offensive connotation;
- v) Names spelled differently but sounding alike (Crosby Lane and Crosbie Lane) or having similar pronunciation but are spelled differently (Heirloom Street could be pronounced with the 'H' dropped (Eirloom Street));
- vi) Use of complex words (Quetico Drive);
- vii) Names with hyphens, apostrophes or dashes are discouraged and only considered on a case-by-case basis provided other criteria have been met.

6.5 Approved Street Name Signage

- a) For new plans of subdivision all street signage shall be provided by the Town at the developer's expense and in the current approved signage format.

6.6 System for Assigning Street Name Suffixes

Major Roads (Arterial & Collector)

Avenue
Boulevard
Line
Road
Street
Townline
Sideroad

Small Road – Local/ Private

Alley
Bend
Drive
Lane Way

Named for their Shape

Circle
Crescent
Square

Named for their Function

Bypass
Circuit
Estates
Extension
Link
Park
Place
Plaza
Promenade

Cul-de-sac

Court
Cove
Place

The following illustration provides an example of how the various suffixes are to be applied to proposed street names.

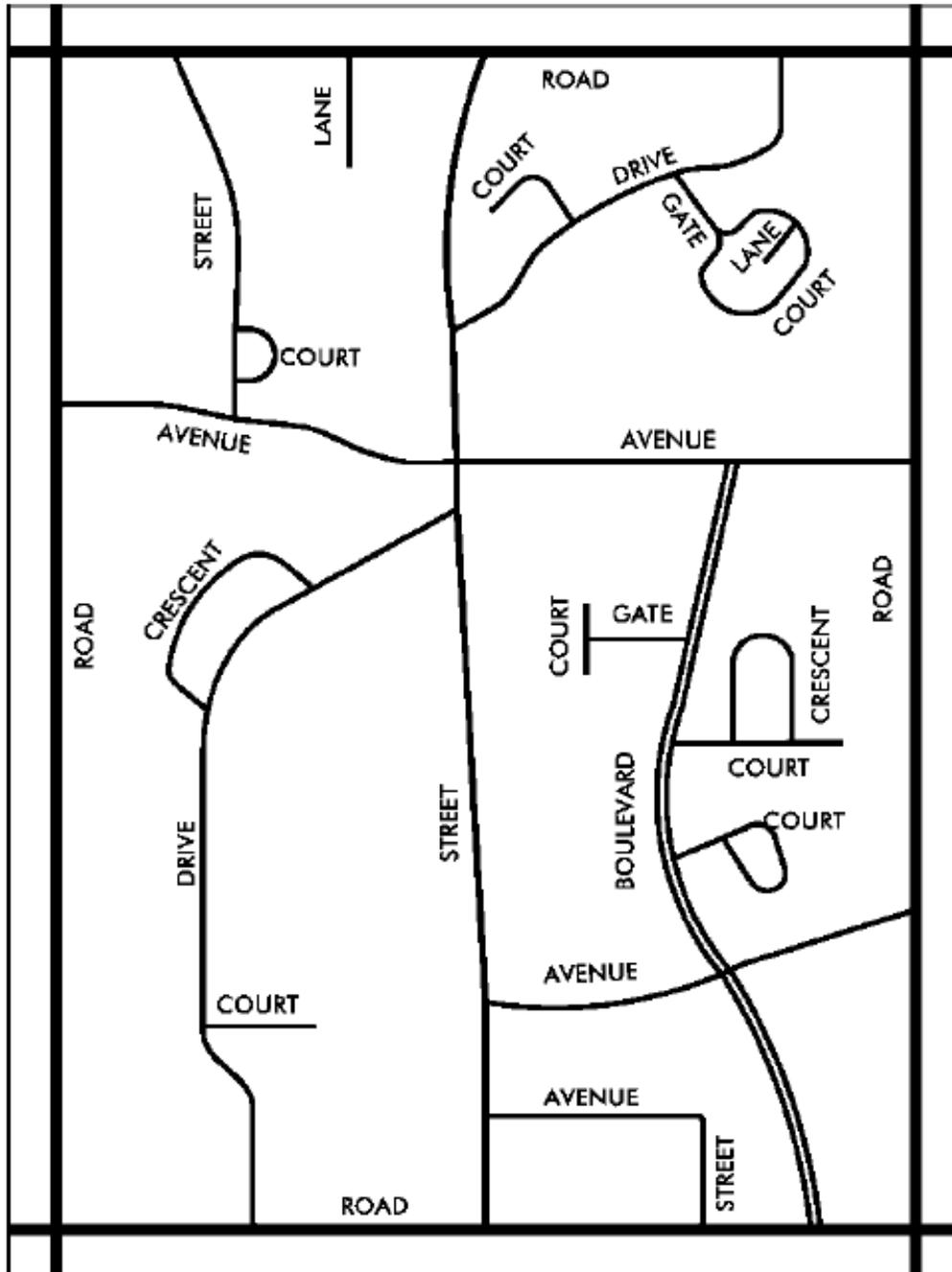


FIGURE 1 – Street Suffixes

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Questions about this policy can be referred to the Manager of Planning Services.