

CITY OF THOROLD POLICY AND PROCEDURE MANUAL

SECTION OF MANUAL		
POLICY NO: 510-09 REVISED: Sept. 1, 2020 Previous Dec 21, 1999	NAMING OF MUNICIPAL STREETS	Page 1 of 9

PURPOSE:

The purpose of this policy is to provide the principles and procedures for the naming and renaming of public and private streets in the City of Thorold.

Under the provisions of Section 11 of the Municipal Act, the City is the street name approval authority.

This policy is administered by the Department of Planning and Development Services.

OBJECTIVES:

The main objectives of this policy are:

- To continue the current practice of naming streets after significant geographical areas, individuals, and historical events;
- To recognize, on an exception basis, significant contributions that organizations or individuals have made to public life and the well-being of the people of Thorold;
- To provide for a working group that is responsible for developing recommendations with respect to the naming of streets for Council's consideration;
- To ensure the compilation of a Street Name Reserve List to act as a central repository for all approved street names;
- To provide direction on how to apply for approval to name or rename a street;
- To ensure the application of key criteria to determine the validity of a street name; and,
- To ensure a clear, efficient and timely naming process.

GENERAL GUIDELINES:

1. Street names that exhibit the following elements will be given preference:
 - Names that are easily pronounced—appreciating the cultural sensitivities that may arise with a diverse ethnic population.
 - Names that are spelled how they are pronounced.

- Names that represent specific themes.
 - Names that reflect geographical areas and historical events (may be considered after two (2) years of the event occurrence).
 - Names that honour significant organizations and individuals.
 - Names that recognize native wildlife, flora, and fauna.
2. Street names that exhibit the following elements will not be considered:
- Names that are already in use within the City of Thorold.
 - Names that are former or discontinued street names within the City of Thorold.
 - Names with complex or unconventional spellings.
 - Names with elements such as hyphens, apostrophes or dashes.
 - Names that are spelled differently but sound similar to existing or reserved street names.
 - Names that could be pronounced in several different ways.
 - Names that use numbers.
 - Names that denigrate individuals or groups.
 - Names based on identifiable ethnic or racial groups or religious affiliations.
 - Names generated for marketing needs.
 - Names with sexual overtones.
 - Names that may be considered offensive due to inappropriate humour, parody, slang or double meanings.

3. Two-Word Names

Single word street names are preferred and when appropriate, names will be changed into one-word street names.

4. Length of Names

For accessibility purposes, street names may not be longer than eighteen (18) characters.

5. Street Suffixes

Street suffixes are words that follow a street name that indicate the street's configuration and, on occasion, street direction. A list of acceptable suffixes is provided below:

Suffix	Suffix Short Form	Description
Alley	Aly	A narrow street between or behind a row of buildings.
Avenue	Ave	A street in a densely populated area serving light to high volumes of traffic and used interchangeably between local, collector and arterial streets.
Boulevard	Blvd	A street with a median reflecting the boulevard character serving medium to high volumes of traffic.
Circle	Cir	A cul-de-sac or looped street that begins and circles back to terminate on the same street.
Court	Ct	A street with no outlet, usually ending in a cul-de-sac, and usually not exceeding 300 m in length.
Crescent	Cres	A local street that is uninterrupted other than by a cul-de-sac, and having two connections to one street.
Drive	Dr	A curvilinear street that usually serves light to high volumes of traffic and is used interchangeably between local, collector and arterial roads.
Gate	Gate	A short street providing an entrance to a subdivision or another street or as a link between two different streets, and that has no buildings or lot frontages.
Grove	Gv	A modified and form of cul-de-sac or looped street characterized by minimal frontage that is separate and distinct from the balance of the subdivision or development area.
Heights	Hts	A street with a unique configuration, represents a theme or quality of design, layout, or association with the surrounding land features or geography.
Lane	Ln	A dead-end or private street.
Parkway	Pkwy	A thorough with a median reflecting the parkway character.

Place	Pl	A short street with a length of 300 m or less.
Promenade	Prom	A street with a wide right-of-way width and/or containing an unusual and non-typical design, layout or extensive landscaping or other design features.
Road	Rd	A street usually in less densely populated areas serving light to high volumes of traffic.
Square	Sq	A square street pattern.
Terrace	Terr	A short street with a length of 300 m or less.
Trail	Trail	A collector-type street usually winding or meandering.
Way	Way	A narrow or private street.

A maximum of one (1) direction-based suffix may be used following a street name: North (N), East (E), South (S), and West (W)

6. Historical Names

These names commemorate local history, significant individuals, events, and places in the community. The applicant should consult the Street Name Reserve List for approved names of historical significance appropriate to the proposed area.

Consideration for historical street names are evaluated by Heritage Thorold who recommend names for inclusion on the Street Name Reserve List.

7. Individuals

Living Individuals

Streets named after living individuals is discouraged as the individual may encounter future circumstances that lead to inappropriate connotations of their name. Use of a living person's name requires written consent of the individual, a written description detailing their contribution to the community, and Council approval. No street may be named after an elected official unless they have retired from public service.

Posthumous

Streets named after an individual posthumously require, at the discretion of the City, written consent from the individual's surviving family, a written description detailing

their contribution to the community, and Council approval. Names of individuals who are national or international public figures do not require written consent from surviving family members. Posthumous individuals may be considered after (2) years of their passing.

In circumstances where consent has not been received, despite reasonable efforts, the City, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the City.

PROCEDURES:

Establishment of the Municipal Street Name Working Group

1. The Municipal Street Name Working Group is established to make recommendations to Council with regards to the naming of streets.
2. The Municipal Street Name Working Group will be composed of the following:
 - a. One (1) representative from the Department of Planning and Development Services
 - b. One (1) representative from the Department of Public Works and Community Services
 - c. One (1) representative from the Department of Fire Services
 - d. One (1) representative from the Clerk's Department
 - e. One (1) representative from the Heritage Thorold Advisory Committee
3. The Municipal Street Name Working Group will provide recommendations to Council regarding:
 - a. Requests to add a name to the Street Name Reserve List;
 - b. Assigning names to new streets; and,
 - c. Renaming existing streets.
4. The Municipal Street Name Working Group will comment and provide recommendations by email whenever possible. In person meetings will be held only when required.

Street Name Reserve List

1. The Street Name Reserve List is a database of approved names intended to be used as street names within the City of Thorold.

Adding to the Street Name Reserve List Process

1. Receipt of Request
 - a. All requests for adding names to the Street Name Reserve List are to be submitted in writing and must include the rationale for the proposed name.
2. Review of Application
 - a. Confirmation of criteria outlined in the General Guidelines by the Department of Planning and Development Services.
 - b. Circulation to the Municipal Street Name Working Group.
 - c. Discussion with the nominee and applicable City departments regarding comments received during the twenty (20) day circulation period.
 - d. Review of comments received—an additional consultation with the Municipal Street Name Working Group may be required. If no opposition is received to the proposed name, a report may be submitted directly to Council. Opposition is defined as a clear expression that the name in question does not meet the criteria as outlined in the General Guidelines.
3. Report to Council
 - a. When a name is recommended for approval, a report to Council is prepared containing the Municipal Naming Working Group's recommendation.
4. Implementation of Approved Name
 - a. Upon Council's approval of a recommendation, implementation of the approved name is undertaken. This may include the immediate use of the proposed name or its inclusion on the Street Name Reserve List.
 - b. The nominee is notified.
 - c. If approval includes immediately assigning the name, it may involve an official ceremony with the installation of the street name sign.
5. Maintenance of Street Name Reserve List
 - a. Names approved by Council are placed on the Street Name Reserve List. Brief descriptions of the rationale for the name's inclusion may also be included on the Reserve List. Where an approved name is not assigned to a street immediately, it shall remain on the Reserve List for future use.

Naming or Renaming a Street – Not Within a Draft Plan of Subdivision

Criteria

1. The City will consider proposals for street naming but is under no obligation to accept a proposal to name or rename a street.
2. The City does not assign street names to private lanes in condominiums.
3. Preference for naming or renaming a street is given to names contained in the Street Name Reserve List.
4. A proposal not on the Street Name Reserve List will need to be accompanied with a letter providing the rationale and the process outlined above for adding names to the Street Name Reserve List will be followed.
5. Streets that have been named or renamed by the City within the previous ten (10) years will not be renamed. Council may choose to reduce the ten (10) year time period.
6. All City costs involved in renaming a street will be the responsibility of the applicant when the renaming is not initiated by the City.
7. The City is not responsible or liable for any costs associated by landowners with street name changes.
8. Street signs must comply with City standards and the physical location of the sign will be determined by the City.

Process

1. A request letter is sent to the Department of Planning and Development Services indicating:
 - a. The location of the street requesting to be named.
 - b. The proposed name.
 - c. The rationale for the proposed name—if not on the Street Name Reserve List.
 - d. Documented support from abutting property owners.
 - e. If the renaming will displace an existing street name that commemorates an individual, the nominator must have a written letter from the family supporting the removal of the street name.
 - f.
2. Notice is given, no later than sixty (60) days prior to the date the by-law is to be heard by Council, to abutting property owners and on the City's website. The notice will include:
 - a. The location of the street requesting to be named (in text and on a map).
 - b. The proposed name.
 - c. The rationale for the proposed name.
 - d. Information on when the by-law to rename the street will be heard by Council and how the public may provide input (i.e. in writing and at the Council meeting).

3. A report will be prepared for Council if a street is proposed to be renamed or if opposition to the proposed renaming is received.
4. Council considers by-law:
 - a. To repeal the existing street name, if required; and/or
 - b. To approve the new street name.
5. If by-law passes, the street is renamed.

Naming Streets- on Draft Plans of Subdivisions

Criteria

1. The City will consider proposals for street naming from the developer but is under no obligation to accept a proposal to name a street.
2. Preference for naming a street is given to names contained in the Street Name Reserve List.
3. Street extensions should continue with existing street names. If the new street is an extension of an existing street, and difficulties arise with municipal addressing and the existing street cannot be renumbered, then the following suffixes are to be used: North (N), East (E), South (S), and West (W).

Process

1. Proposed street names should be shown on draft plans or draft 59M plans.
2. Street suffixes should be applied in accordance with this policy.
3. Street Names Within the Street Name Reserve List:
 - a. Names may be shown on draft plans or draft 59M plans.
 - b. Circulation is not required to the Municipal Street Name Working Group.
 - c. Names to be referenced as being on the Street Name Reserve List in the recommendation for draft plan or final approval report to Council.

4. Street Names not Within the Street Name Reserve List:
 - a. Staff will circulate proposed street names to the Municipal Street Name Working Group for comments.
 - b. Planning staff will inform the Developer if the name is known to conflict with an existing street name or is otherwise unacceptable to the Municipal Street Name Working Group. The Developer may then propose a new name to be used.
 - c. If no opposition is received to the proposed name, the names may be shown on the draft plan or draft 59M plan and detailed in the recommendation for draft plan or final approval report submitted directly to Council. Opposition is defined as a clear expression that the name in questions does not meet the criteria as outlined in the General Guidelines.
5. Council will approve all street names shown on draft plans or draft 59M plans.
6. Names selected from the Street Name Reserve List will be removed from the Street Name Reserve List once approved.

Ref: Council, Sept. 1, 2020.
