

TOWN OF MORDEN

POLICY & PROCEDURES MANUAL

<i>Section</i>	Finance & Administration	<i>Classification</i>	Policy
<i>Subject</i>	Street Naming Policy	<i>Pages</i>	1 - 5
<i>Authority</i>	Management Team	<i>Effective Date</i>	November 10, 2009
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Purpose:

To establish a policy which Town Administration must utilize to provide a unique identifying name for each street located within the Town of Morden.

Policy:

Morden Town Council shall approve the naming of all municipal streets within the Town of Morden in the form of a plan of subdivision or a by-law on the recommendation from the Chief Administrative Officer.

Objectives

- To define the limits of the various sectors within the limits of the Town of Morden.
- To recommend a theme or themes to be used for street names within the various sectors and/or subdivisions of the Town.
- To recommend street names within each subdivision, in accordance with the general theme assigned to various sectors of the Town.
- To determine for each type of street the proper definition, (i.e. Bay, Avenue, Drive, Street, Lane, etc.).
- To review the “Existing Street Names Registry” of names currently in use for public, as well as private streets in an attempt to avoid duplication and confusion.
- To establish and maintain a “Proposed Street Names Registry” that may be used in the future by developers and Town Administration in the naming of streets.
- To establish and maintain a “Proposed Subdivision Themes Registry” that may be used in the future by developers and Town Administration in the naming of streets.

Definitions

- **Council** means the duly elected Council of the Town of Morden
- **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 or any other Act of Legislature.
- **Municipal Street** means all right-of-ways within the boundaries of the Town.
- **Administration Department** means the Administration Department of the Finance & Administration Department of the Town of Morden.
- **Sector** means an area of the Town comprised of a large subdivision or a group of subdivisions that has an established theme which has been approved by Council.
- **Subdivision** means a division of a single parcel of land into smaller parcels (lots) by submitting a plan describing the division, and obtaining the approval by the Administration Department for the Town.
- **Town** means the area incorporated and known as the Town of Morden.

Responsibilities

It shall be the responsibility of Town Council:

- To consider all reports and recommendations submitted by the Administration Department and when appropriate, pass a resolution concerning the recommendation.
- To pass by-laws naming streets within the Town in accordance with the provisions of The Municipal Act.
- To approve the naming of streets included in the plans of subdivisions submitted by the Administration Department.

Policy

In the process for the approval of street names the following shall be adhered to:

- The Town reserves its right to rename any street, including duplicate street names, in the interest of public safety.
- The selection of a street name should generally be in reference to groups, places, people, events, and matters/objects related to the area, the Town and its citizens.
- The owner/developer/applicant shall give consideration to names in the Town's 'Proposed Street Names Registry' and the 'Proposed Subdivision Themes Registry'.
- Names of living persons or companies used for the purpose of advertising shall not be permitted.
- There shall be no use of awkward, corrupt, discriminatory, or derogatory names, in regard to race, sex, colour, creed, political affiliation, or other social factors.
- The Street Naming Policy document shall apply to both public and private roadways, including condominium roadways, where names are deemed necessary by the Town.
- The Town shall review names on all new Town streets, which names shall appear on the provisional plan of subdivisions submitted to the Town's Administration Department for consideration.
- The Town shall not be responsible or liable for any costs to the land owner(s) associated with the street name changes.
- Requests from Town Departments and/or other agencies with respect to changing street names shall be considered in the interest of public safety.
- There shall be no re-use of former/discontinued street names.

Procedures

The procedures for new street names shall include, but not be limited to the following:

- The owner/developer/applicant shall obtain a copy of the - 'Proposed Subdivision Themes Registry', 'Proposed Street Names Registry', and the 'Street Naming Policy' from the Administration Office.
- The owner/applicant shall submit a Street Naming Application Form for the proposed street name, listing the location and background information on the proposed names to the Chief Administrative Officer of the Town for approval.
- The owner/developer/applicant shall submit a Street Naming Application Form for the proposed street names, with their locations shown on a reduced 8½" x 11" copy of the proposed plan of subdivision, and background information on the proposed names to the Chief Administrative Officer of the Town for approval.
- Upon receipt of the written request to approve street names, the names will be reviewed by the Administration Department to determine whether new areas being considered are an extension of an existing sector or the creation of a new sector.
- If the proposed names are acceptable, the Administration Department will add the proposed street names to the Town's list of "Existing Street Names Registry" and the owner/developer/ applicant shall be required to show the approved names on their plan of subdivision prior to registration in the Morden Land Titles Office.
- If the proposed names are not acceptable due to restrictions as indicated in this policy document, the owner/ developer/applicant shall submit alternative names.
- If the owner/developer/applicant is not subdividing the land, approval of the proposed street name(s) shall be reviewed by the Administration Department prior to a building permit being issued, and subsequently approved by Council through a by-law which will be registered in the Morden Land Titles Office.

- It is the responsibility of the owner/developer/applicant to work in conjunction with the Town's Public Works Department to install street name signs for their development.
- If a resident has a suggestion for a street name, a Street Naming Application Form can be submitted to the Chief Administrative Officer with the proposed name and a brief background. The Administration Department will then review the submission, and if acceptable, add it to the Proposed Street Names Registry for possible future use.

Street Re-Naming Procedures

- Duplication of a street name occurs when there are two or more unconnected portions of a street with the same name within the Town.
- Consideration to rename a street shall only be given when renaming would provide a general improvement to the Town's administration of essential services and in the interest of public safety.
- In the case of a name change, the applicant shall submit a petition in support of the change to the Town with the names, addresses and signatures of all residents who reside on or own property that fronts on or is adjacent to the subject street.
- The proposed new street name will be reviewed by the Administration Department and subsequently approved by Council by by-law after which the required document will be registered in the Morden Land Titles Office.
- When considering renaming a public street or private road, the Administration Department shall choose a solution that addresses public safety concerns and shall also have regard for the following:
 - a. the potential confusion created for emergency and other municipal services, commercial delivery services, and the traveling public by renaming the street;
 - b. the number of residential units affected and potential costs to residents\owners;
 - c. the number and type of businesses affected and potential costs to owners\occupiers;
 - d. the costs of replacing street and traffic signs;
 - e. the historical significance, if any, of the existing street name;
- All resident(s) shall bear their own costs for address change notifications when the change of a street name is petitioned by the resident(s).
- When the Town determines a name change will provide a general improvement to the Town's administration of essential services and in the interest of public safety, costs for street name changes shall be borne by the Town.

Guidelines

New street names shall conform to the following guidelines:

- Proposed street name(s) shall be reviewed to avoid street name duplication on a town-wide basis, including duplication with abutting municipalities, or which sound similar or have similar spelling or have similar pronunciation.
- New subdivisions shall have a theme for street names within the development and new street names shall be consistent with this theme.
- Proposed subdivision themes and proposed street names shall be registered on a list for future use, if needed or requested by the owner/developer/applicant. These names are to be pre-approved by the Administration Department.
- Names suggested shall not have more than two words with the use of Special Characters, such as hyphens, apostrophes, or dashes.
- The person after whom a street is named must be at least one of the following:
 - a. a person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Town;
 - b. a person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
 - c. a person who fosters equality and reduces discrimination;
 - d. a person who risks his or her life to save or protect others;

- e. a person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honor to the Town; or
 - f. a former Mayor or Councillor of the Town of Morden.
- Substantiation is required if there is any, (i.e. Historical and/or Personal significance for a person's last name).
 - Street extensions shall continue with the existing street names and shall not change at an intersection, curve, or some other point.
 - New streets shall use the approved street suffixes as defined in this policy, which best suit the type of street being developed.
 - No new street shall begin with the use of "Old" or "New" as a base name.
 - No abbreviations, suffixes, numbers or a single letter of the alphabet shall be used as a base name in the naming of streets.
 - No names with numbers or words difficult to pronounce and spell shall be used.
 - Names shall be easily recognizable, readable and spellable.
 - A street name which is assigned to a street which is not constructed as a through street due to intervening land over which the street extension has been planned, may be continued for the separate portions of the planned through street.

Street Name Suffixes

"Avenue" means a street which runs in the East and West direction and is longer than three hundred and five (305) meters (1000 feet) in length.

"Bay" means a street that is generally "U" shaped and joins two separate streets, or the same street, (similar to Circle or Loop)

"Boulevard" means a wide street, usually having a median or promenade and lined with trees.

"Circle or Loop" means a secondary street that begins and circles back to terminate on the same street, including semicircular streets or closed loops, (similar to Bay).

"Close" means a street closed at one end.

"Court" means a permanently closed street such as a cul-de-sac which is less than three hundred and five (305) meters (1000 feet) in length.

"Cove" means a street which resembles a small sheltered inlet or bay.

"Crescent" means a crescent shaped street which terminates at points and continues through to other right-of-ways, usually longer than three hundred and five (305) meters (1000 feet) in length.

"Cul-De-Sac" means a street or an ally, open at one end only, and having a large, rounded, closed end to facilitate turning movements (U-turns).

"Drive" means a winding thoroughfare which continues through to other right-of-ways, including a diagonal, curvilinear, and curving street longer than three hundred and five (305) meters (1000 feet) in length.

"Gardens" means a development consisting of two or more structures, surrounded by an abundance of lawns, plants, flowers, etc. giving a garden-like atmosphere.

"Key" means a street which resembles a low island or reef.

“Landing or Point” means a street such as a cul-de-sac generally near water, or located on an area overlooking a ravine or a valley.

“Lane” means a reduced right-of-way branching from courts, places, or ways, less than three hundred and five (305) meters (1000 feet) in length.

“Loop or Circle” means a secondary street that begins and circles back to terminate on the same street, including semicircular streets or closed loops, (similar to Bay).

“Parkway” means an unusually wide thoroughfare in residential sections divided by a landscaped center island.

“Place” means a cul-de-sac or permanently dead-end street.

“Point or Landing” means a street such as a cul-de-sac generally near water, or located on an area overlooking a ravine or a valley.

“Road” means a thoroughfare that is frequently used, has heavy traffic volumes and runs in any direction for more than three hundred and five (305) meters (1000 feet) in length

“Square” means a widening of a street that creates an island between the extreme boundaries of the street. An open place or area formed at the meeting of two or more streets.

“Street” means a street which runs in a North and South direction and is more than three hundred and five (305) meters (1000 feet) in length.

“Trail” means a street which is a major transportation arterial which spans more than one area of the City.

“Way” means a narrow street or highway, generally a street with a hard surface width of twelve (12) meters (39.3 feet) or less.

Related Legislation/Information

In accordance with Section 232(1) (d) of The Municipal Act, Town Council may pass by-laws for establishing street names to municipal streets located within the jurisdiction of the Town. In addition to such names being established by by-law, a municipal street within the limits of the Town may be named in a Plan of Subdivision which establishes a new highway pursuant to The Planning Act. No by-law or Plan of Subdivision establishing or altering the name of a municipal street has any force or effect unless either is registered in the Morden Land Titles Office.