


# POLICY

	Policy:	<b>STREET NAME CHANGE POLICY</b>		
	Department:	Chief Administrative Office		
	Division:	Clerks	By-Law No.:	2017-90
	Administered By:	Municipal Clerk	Approval Date:	Sept. 25, 2017
	Replaces:	N/A		
	Attachment(s):	APPENDIX A – Application For Street Name Change		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to ensuring the safety and comfort of its residents and therefore, the purpose of this Street Name Change Policy is to provide guidelines and a consistent process for the renaming of streets. This policy further protects the reputation and integrity of the Town of Amherstburg and its assets, and ensures a format for uniform development

## 2. PURPOSE

- 2.1. This policy is established to provide the process by which requests can be made for street name changes.
- 2.2. This policy provides the process for public input into street name changes for the streets and roadways in the Town of Amherstburg.
- 2.3. This policies intent is to promote the selection of street names that will avoid duplications and promote emergency safety considerations.

## 3. SCOPE

- 3.1. This policy applies to the renaming of existing streets within the Corporation of the Town of Amherstburg, in consultation with the adjacent municipalities of the Town of LaSalle and the Town of Essex.
- 3.2. The policy does not apply to County Roads and Highways. The Town of Amherstburg will work with the County of Essex and neighbouring municipalities on the naming of streets.
- 3.3. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO.

## 4. DEFINITIONS

- 4.1. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the Municipal Act, 2001.
- 4.2. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.
- 4.3. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, in its entirety, the Mayor, Deputy Mayor and five (5) Councillors.

- 4.4. **Developer** in this policy refers to any person or corporation initiating a project where the implementation of new streets is included.
- 4.5. **Essential Services** include, but is not limited to, 911 Emergency Service (Police, Fire, and Ambulance) and Canada Post/federal mail delivery.
- 4.6. **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, 2001.
- 4.7. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 4.8. **Street** means all public and private right-of-ways within the boundaries of the Town, and when referenced in this policy refers to all vehicular paths of travel that may be noted as the following:

<b>a.</b>	Abby	<b>r.</b>	Laneway
<b>b.</b>	Access	<b>s.</b>	Line
<b>c.</b>	Alley	<b>t.</b>	Link
<b>d.</b>	Avenue	<b>u.</b>	Loop
<b>e.</b>	Bend	<b>v.</b>	Mall
<b>f.</b>	Block	<b>w.</b>	Park
<b>g.</b>	Boulevard	<b>x.</b>	Parkway
<b>h.</b>	Centre	<b>y.</b>	Place
<b>i.</b>	Circle	<b>z.</b>	Plaza
<b>j.</b>	Circus	<b>aa.</b>	Road
<b>k.</b>	Court	<b>bb.</b>	Route
<b>l.</b>	Crescent	<b>cc.</b>	Row
<b>m.</b>	Cul-de-sac	<b>dd.</b>	Square
<b>n.</b>	Drive	<b>ee.</b>	Street
<b>o.</b>	Extension	<b>ff.</b>	Terrace
<b>p.</b>	Highway	<b>gg.</b>	Thoroughfare
<b>q.</b>	Lane	<b>hh.</b>	Any other street type as noted by Statistics Canada.

- 4.9. **Subdivision** means a division of a single parcel of land into smaller parcels or lots by submitting a plan describing the division and obtaining the final approval from Planning Services department and subsequent approval from the Town of Amherstburg Council and the County of Essex.

- 4.10. **Town** is the Corporation of the Town of Amherstburg.

## 5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

## **6. GENERAL CONDITIONS**

- 6.1. In accordance with Sec. 24-68 of the Municipal Act, 2001, Town Council may pass by-laws for assigning street names to municipal streets within the jurisdiction of the Town.
- 6.2. The Town reserves the right to rename any street, including duplicate street names, in the interest of public safety.
- 6.3. The Town shall not be held responsible or liable for any personal, legal or household costs associated as a result of a street name change.
- 6.4. All requests for street name changes must be made in writing and have a completed Application for Street Name Change attached. The requests shall include background information concerning the rationale for the request, geographical association (if applicable), biographical information and documentation providing support for the request. The applicant must assume responsibility for obtaining the support for the request where applicable.

### **6.5. Change Initiated by Members of the Public**

- 6.5.1. Changes to street names may be initiated by the public.
- 6.5.2. All street name changes require the submission of an “Application for Street Name Change”, to the Clerks Department, for acceptance of the submitted replacement street names and subsequent approval and adoption of a by-law by Council.
- 6.5.3. The application must include a proposed replacement street name and location, a sketch of the street and extent/segment of the road to be re-named, a petition with the name, address and signatures of 80 per cent of the assessed property owners/residents who reside or own property which fronts onto or is abutting the subject street. The proposed replacement street name must be in conformity with the Town’s Municipal Street Naming Policy.
- 6.5.4. Costs incurred by residents (changing postal addresses, etc.) are the responsibility of each resident.

### **6.6. Change Initiated by the Town**

- 6.6.1. The Town reserves the right to rename any street, including duplicate street names, in the interest of public safety.
- 6.6.2. When a street name change is requested by the Clerks Department, the Clerks Department shall choose a solution that addresses public safety concerns and shall also have regard for the following:
  - 6.6.2.1. The potential confusion created for emergency and other municipal services, commercial delivery services, and the traveling public by renaming the street;
  - 6.6.2.2. The number of residential units affected and potential costs to residents/owners;

- 6.6.2.3. The number and type of businesses affected and potential costs to owners/operators;
- 6.6.2.4. The cost of replacing street signs;
- 6.6.2.5. The historical significance, if any, of the existing street name.
- 6.6.3. If two streets bear the same name, or are pronounced in the same manner, one of the streets is renamed:
  - 6.6.3.1. The road with the fewer number of properties affected is renamed, or;
  - 6.6.3.2. If both streets have approximately the same number of properties affected, the street which was most recently named is renamed.
- 6.6.4. At the discretion of the Clerks Department, a public meeting may also be held to obtain feedback on the proposed name, prior to Council approval.
- 6.6.5. The Town compensates businesses and residents required to change their addresses as a result of a street name and/or numbering change deemed necessary by the Town. Each residential property owner/tenant or business will receive reasonable compensation, on presentation of proof of costs incurred.

#### 6.7. **Street Type Designations**

- 6.7.1. Only accepted street type designations may be used (see **Street** definition, Section 4.8).
- 6.7.2. Wherever possible the following street type designations are to be followed:
  - 6.7.2.1. Streets running in an East/West direction are to be designated as **Streets**.
  - 6.7.2.2. Streets running in a North/South direction are to be designated as **Avenues** or **Roads**.
  - 6.7.2.3. Narrow secondary streets having less than a 15.2 metre / 50 foot right of way, are to be designated as **Lanes**.
  - 6.7.2.4. Wider collector streets, when separated by a planted median, may be designated as **Boulevards** or **Drives**.
  - 6.7.2.5. Dead-end streets less than 305 meters / 1000 feet in length are to be designated as **Courts**.
  - 6.7.2.6. Streets having two (2) entrances in the form of a loop or an 'L' are to be designated as **Crescent**, **Circle**, or **Way**.
- 6.7.3. While exceptions to the street type designations guidelines have occurred as a result of the 1999 amalgamation, these guidelines are intended to reduce or eliminate exceptions especially where they may cause difficulty in navigation within the Town.

- 6.7.4. All designations are to be approved by the Planning Services department in consultation with the Fire Department.

6.8. **Street Name Signs**

- 6.8.1. Street name signs shall be of such size and shape and constructed of such materials as required by the Engineering and Public Works Department, in compliance the Manual of Uniform Traffic Control Devices and the Ontario Traffic manuals.
- 6.8.2. When the name of a street has been changed, the sign shall, unless deemed inappropriate or unnecessary by Administration, include a reference to the former name for a period of at least one year.
- 6.8.3. A street name sign may also include an address range to the street address numbers that are located within a street or any portion of a street.

6.9. **Notification**

- 6.9.1. The Town shall notify all internal departments, emergency services, agencies/bodies (i.e. Canada Post) and adjacent municipalities of the change of an existing street name.
- 6.9.2. The Town will give Public Notice, according to the Provision of Notice to the Public Policy (By-law 2015-51), of its intention to change the name of any existing street and for all Applications for Street Names Changes within the Town.

7. **RESPONSIBILITIES**

- 7.1. **Council** has the authority and responsibility to:

- 7.1.1. Approve street names for new and existing streets.
- 7.1.2. Adopt by-laws that are required for the naming of streets

- 7.2. The **Clerks Department** has the authority and responsibility to:

- 7.2.1. Provide Council with recommendations regarding the renaming of any existing street in the Town.
- 7.2.2. Ensure that all proposed street name changes are conducted in accordance with this policy.
- 7.2.3. Duly examine and process “Applications for Street Name Change” as submitted to the Clerks Department and present to Council for approval.
- 7.2.4. Present Council with recommendations regarding the renaming of existing streets through Council reports and supporting by-laws.
- 7.2.5. Provide Public Notice of the intention and decision to change the name of any existing street within the Town in accordance to the Provision of Notice to the Public Policy.

## APPENDIX A – Application for Street Name Change



### STREET NAME CHANGE REQUEST FORM

**TOWN OF AMHERSTBURG**  
Clerks Department  
271 Sandwich Street S.  
Amherstburg, Ontario, N9V 2A5  
519-736-0012

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#### Contact Information

Full Name(s): \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Alternative Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Date Submitted: \_\_\_\_\_

Current Street Name and Segment Between Intersections: \_\_\_\_\_

\_\_\_\_\_

Reason for the Requested Change of Street Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Further documentation required includes:

- A sketch of the street and lands to be named
- A petition with the name, address and signatures of 80% of the assessed property owners or residents who reside or own property which fronts on or is abutting the subject land