

THE TOWN OF FORT FRANCES

Section: Planning & Development

Policy: Street Naming and Renaming

Creation Date: January 2021

Revised Date: N/A

Resolution Number: #####

Supersedes Resolution Number: N/A

Policy Number: ##

1. Purpose

- 1.1 This policy provides guidelines on the naming of Streets and roadways in the Town of Fort Frances and establishes the process by which requests can be made for Street name changes.
- 1.2 This policy's intent is to promote the selection of Street names that will avoid duplication, promote emergency safety considerations and celebrate civic history and achievements.
- 1.3 This policy provides the process for public input into proposed naming, or renaming, or assigning a Ceremonial name to Streets and roadways in the Town of Fort Frances.

2. Definitions

- 2.1 *Ceremonial Naming* refers to assigning a Ceremonial name to a Street in honour of an individual, event or an organization that has made a significant and exceptional positive contribution to the Town of Fort Frances, the Province of Ontario or Canada. A Ceremonial name is a secondary name and does not replace the official name.
- 2.2 *Chief Building Official* refers to the Chief Building Official appointed by the Town of Fort Frances
- 2.3 *Draft Plan of Subdivision* is a document that shows the surveyed boundaries, location, size, and Streets of a proposed subdivision.
- 2.4 *Duplicate* refers to Street names that are identical, not including the Street Suffix.
- 2.5 *First Responders* refers to Fort Frances Fire Rescue Service, Ontario Provincial Police, and Rainy River District Paramedic Services.
- 2.6 *Municipal Planner* refers to the Municipal Planner of the Town of Fort Frances.

- 2.7 *Planning and Development* refers to the Town of Fort Frances Planning and Development division or its successor.
- 2.8 *Procedures for Notices By-Law* refers to By-Law 64/02, as amended, or its successor.
- 2.9 *Reference Plan* refers to a plan deposited in the local Land Registry Office and is a graphic representation of descriptions of land, as well as representations of divisions of land under the *Planning Act*.
- 2.10 *Similar Sounding* refers to Street names that sound similar in their entirety, not including the Street Suffix.
- 2.11 *Street* is any existing or proposed public or private Street, lane, or walkway within the boundaries of the Town of Fort Frances.
- 2.12 *Street Suffix* refers to words that follow a Street name and usually indicate the type of Street configuration and or Street direction.
- 2.13 *Town* refers to the Town of Fort Frances
- 2.14 *Unnamed Street* refers to any Street or a proposed Street on a Reference Plan without an official name and not on a draft plan of a subdivision.

3. Criteria for Naming or Renaming a Street or Assigning a Ceremonial Name to a Street

- 3.1 A request to name, rename or assign a Ceremonial name to a Street may be initiated by:
- 3.1.1 A citizen of the Town, by application; or
 - 3.1.2 The Town, by a resolution adopted by council.
- 3.2 The Town will consider proposals for Street naming but is under no obligation **under this policy** to accept a proposal to name, or rename a Street, or assign a Ceremonial name to a Street.
- 3.3 Street names, including Ceremonial Street names should portray a strong positive image and have historical, cultural, Indigenous or social significance or contribution to the betterment of the community, the Town, the Province of Ontario or Canada.
- 3.4 Street names shall not impair the ability of First Responders to respond to emergencies or impair the Town's ability to deliver services.
- 3.5 Streets that have been named, renamed, or assigned a Ceremonial name within the previous ten years will not be renamed unless initiated by the Town.
- 3.6 Assigning a Ceremonial name to a Street will be considered before renaming a Street.
- 3.7 Suffixes for Street names are assigned by the Town to ensure the appropriate Suffix is used to describe the type, function, length and configuration of the Street. Street

name Suffixes are words that follow a Street name, generally indicating the Street's configuration and, on occasion, Street direction. A list of Suffixes acceptable for use in the Town is detailed in Schedule A, followed by its abbreviation and a brief description.

3.8 All Town costs involved in renaming a Street shall be the responsibility of the applicant. Where the Town initiates the renaming of a Street, the Town shall bear the associated costs.

3.8.1 Council may consider covering costs associated with applications initiated by the public.

3.9 Street names, including Ceremonial names, shall not:

3.9.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a product, service or a particular business;

3.9.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;

3.9.3 Result in inappropriate abbreviations or acronyms;

3.9.4 Duplicate or be similar sounding to an existing Street name;

3.9.5 Place the Town in conflict with any agreements established in the acquisition or management of the Street; and

3.9.6 Make a direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had a legacy or significant contributions to the Town of Fort Frances. Names of recent events or recently deceased individuals may only be considered after two years has elapsed.

3.10 The physical location, size and style of the Street sign(s) shall be determined by the Town.

3.11 Naming or renaming a Street, or assigning a Ceremonial name to a Street, on behalf of an individual, event, or an organization requires the written consent of the named party or the named party's representative.

3.11.1 In circumstances where consent has not been received, despite reasonable efforts, the Town, 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 Town.

3.12 Where a new name, rename or Ceremonial Street name proposed by the public is deemed insufficient, Council may substitute a name of their choice.

4. Naming Streets on Draft Plans of Subdivisions

- 4.1 A proposal to name Streets on a draft plan of subdivision is to be made using the Street Naming Application through the Planning and Development Division and at minimum is to include:
 - 4.1.1 The proposed Street names, including any background information on the names; and
 - 4.1.2 A copy of the draft plan of a subdivision.
- 4.2 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 4.3 The Chief Building Official or Municipal Planner will assess proposed Street names for draft plans of subdivisions in accordance with this Policy and consult with the appropriate internal Town divisions prior to granting approval.
- 4.4 If the proposed name does not comply with this Policy, the Chief Building Official or Municipal Planner will advise the applicant and refer to Council for decision.

5. Naming an Unnamed Street

- 5.1 A proposal to name an Unnamed Street is to be made using the Street Naming Application through the Planning and Development Division and at minimum is to include:
 - 5.1.1 The proposed name;
 - 5.1.2 Rationale for naming the Street; and
 - 5.1.3 A map or an illustration, including major intersections of the Unnamed Street.
- 5.2 Should the Unnamed Street be an obvious extension of an existing Street, the existing Street name shall be continued onto the Unnamed Street. However, where the extension intersects with a different Street, the new section will be renamed as outlined in this policy.
- 5.3 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 5.4 The Chief Building Official or Municipal Planner will consult with various internal Town divisions on the proposed Street name.
- 5.5 If the proposed name does not comply with this Policy, the Chief Building

Official or Municipal Planner will advise the applicant and Town Council.

- 5.6 If the proposed name complies with this Policy, the Town will host a public meeting to consider the proposal. Notice of public meeting will comply with Section 8 of this policy.
- 5.7 If approved, the Town will provide notice of its intention to pass an authorizing by-law as outlined in Section 8 of this policy.
- 5.8 Upon passing such authorizing by-law the Town will provide notice of its passing as outlined in Section 8 of this policy.

6. Renaming Town Streets

- 6.1 A proposal to rename a Street is to be made using the Street Naming Application through the Planning and Development Division and at minimum is to include:
 - 6.1.1 Rationale for changing the name and significance of the proposed name;
 - 6.1.2 Relevance of the proposed name to the Street;
 - 6.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that abut the Street;
 - 6.1.4 Section 6.1.3. may be waived at the discretion of Council and shall be waived for Town initiated changes; and
 - 6.1.5 A map or an illustration, including major intersections of the Street to be renamed.
- 6.2 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 6.3 The Chief Building Official or Municipal Planner will consult with various internal Town divisions on the proposed Street name.
- 6.4 If the proposed name does not comply with the Policy, the Chief Building Official or Municipal Planner will advise the applicant and Town Council.
- 6.5 If the proposed name complies with this Policy, the Town will host a public meeting to consider the proposal. Notice of public meeting will comply with Section 8 of this policy.
- 6.6 If approved, the Town will provide notice of its intention to pass an authorizing by-law as outlined in Section 8 of this policy.
- 6.7 Upon passing such authorizing by-law the Town will provide notice of its passing as outlined in Section 8 of this policy.

7. Assigning a Ceremonial Name to a Town Street

- 7.1 A proposal to assign a Ceremonial name to a Street is to be made using the Ceremonial Street Naming Application through the Planning and Development Division and at minimum is to include:
 - 7.1.1 The Street proposed for the Ceremonial name;
 - 7.1.2 Rationale and significance of the proposed name;
 - 7.1.3 Relevance of the proposed name to the Street, community and Town; and
 - 7.1.4 A map or an illustration, including major intersections of the Street.
- 7.2 Proposed Ceremonial Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 7.3 The Chief Building Official or Municipal Planner will consult with various internal Town divisions on the proposed Ceremonial Street name.
- 7.4 If the proposed Ceremonial Street name does not comply with the Policy, the Chief Building Official or Municipal Planner will advise the applicant and Town Council.
- 7.5 If the proposed Ceremonial Street name complies with this Policy, the Town will host a public meeting to consider the proposal. Notice of public meeting will comply with Section 8 of this policy.
- 7.6 If approved, the Town will provide notice of its intention to pass an authorizing by-law as outlined in Section 8 of this policy.
- 7.7 Upon passing such authorizing by-law the Town will provide notice of its passing as outlined in Section 8 of this policy.

8. Notification

- 8.1 The Town will give Notice of Public Meeting by way of:
 - 8.1.1 Publishing a notice in a newspaper that is of sufficiently general circulation in the area to which the proposed naming, or renaming, or assigning a Ceremonial name would apply, once, at least 30 days prior to the public meeting;
 - 8.1.2 Publishing a notice on the Town website at least 30 days prior to the public meeting; and
 - 8.1.3 Regular mail or delivered to the properties directly abutting/fronting the associated Street, once, at least 30 days prior to the public meeting.
- 8.2 The Town will give notice of its intention to pass a by-law to name, or rename a Street, or assign a Ceremonial name to a Street as outlined in the Procedures for Notices By-Law.

- 8.3 The Town will give notice of passing a by-law to name, or rename a Street, or assign a Ceremonial name to a Street by way of:
 - 8.3.1 Publishing a notice in a newspaper that is of sufficiently general circulation in the area to which the proposed naming, or renaming, or assigning a Ceremonial name would apply;
 - 8.3.2 Publishing a notice on the Town website; and
 - 8.3.3 Regular mail or delivered to the properties directly abutting/fronting the associated Street.
- 8.4 The Town will notify the following internal departments, emergency services, agencies/bodies and adjacent municipalities of the change of an existing Street name or assignment of a new Street name upon passing such authorizing by-law.
 - 8.4.1 All divisions internal to the Town of Fort Frances
 - 8.4.2 Fort Frances Power Corporation
 - 8.4.3 Rainy River District Paramedic Services
 - 8.4.4 Fort Frances Fire Rescue Services
 - 8.4.5 Ontario Provincial Police
 - 8.4.6 Bell 9-1-1
 - 8.4.7 Kenora Central Ambulance Communications Centre
 - 8.4.8 Canada Post
 - 8.4.9 Agency One First Nations
 - 8.4.10 Township of Alberton
 - 8.4.11 Municipal Property Assessment Corporation

Schedule A

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 typically running north and south.

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 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.

Street (St): A Street usually in more densely populated areas serving light to high volumes of traffic typically running east and west.

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) of the following direction-based Suffixes may be used for each Street name:
North (N), East (E), South (S) and West (W)

Appendix A

Street Naming

The Street Naming Application is required for all requests to name or rename a Town of Fort Frances Street or to assign a ceremonial name to a Town Street. A Street is any existing or proposed public or private street, lane or walkway within the boundaries of the Town.

Please complete all sections of the Application and provide the required attachments.

Applicant Information			
First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town	Province	Postal Code	
Telephone Number	Mobile Number	Email	

Street Naming Type
Select the street naming type being requested (select one only):
<input type="checkbox"/> Naming or renaming a City Street (For requests to name or rename the legal street name) <ul style="list-style-type: none"> Is this Street public or private? <input type="checkbox"/> Public <input type="checkbox"/> Private Is this Street an existing Street or a new development? <input type="checkbox"/> Existing <input type="checkbox"/> New Development Does this Street have an existing name? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Assigning a Ceremonial Name to a Street (Assigning a secondary name to a Street that does not replace the legal name and is symbolic)

Street Name Details
Identify the location of/or the Street: (Include picture/map indicating location)
List the name(s) being proposed:

I Have Read and Understand
Check the following to confirm that you have read and understand the:
<input type="checkbox"/> Street Naming and Renaming Policy <input type="checkbox"/> Application General Process

Street Naming**Required Attachments**

Provide the following attachments with the Application for the type of Street Naming being requested:

Name a Street on a Draft Plan of a Subdivision	Name an Unnamed Street	Rename a Town Street	Assigning a Ceremonial Name to a Town Street
<input type="checkbox"/> Background information on the proposed name <input type="checkbox"/> A copy of the draft plan of a subdivision <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual)	<input type="checkbox"/> Background information on the proposed name <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual) <input type="checkbox"/> A map or an illustration showing street location and major intersections	<input type="checkbox"/> Rationale for changing the name and significance of the proposed name <input type="checkbox"/> Relevance of proposed name to the Street <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual) <input type="checkbox"/> Documented support from the local community <input type="checkbox"/> Minimum of 75% property owners abutting the street OR <input type="checkbox"/> Waiver of requirement being requested <input type="checkbox"/> A map or an illustration showing street location and major intersections	<input type="checkbox"/> Rationale and significance of the proposed name <input type="checkbox"/> Relevance of proposed name to the Street, community and Town <input type="checkbox"/> Rationale for naming the street <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual) <input type="checkbox"/> A map or an illustration showing street location and major intersections

Applicant Signature

Date (yyyy-mm-dd)

Return completed application along with the necessary attachments to:

Town of Fort Frances
 Chief Building Official
 Municipal Planner
 320 Portage Avenue
 Fort Frances, Ontario
 P9A 3P9

Note:

- The Town will consider proposals for Street naming but is under no obligation to accept a proposal to name, or rename a Street, or assign a Ceremonial name to a Street.
- All Town costs involved in renaming a Street shall be the responsibility of the applicant. Where the Town initiates the renaming of a Street, the Town shall bear the associated costs.
 - Council may consider covering costs associated with applications initiated by the public

Street Naming

General Process

This section is for informational purposes only and will outline the general process in which applications are handled.

Name a Street on a Draft Plan of a Subdivision

1. Application is submitted to the Chief Building Official or Municipal Planner with all applicable attachments.
2. The application and proposed street name will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed name complies with the Street Naming and Renaming policy the Chief Building Official or Municipal Planner will approve the application.
4. If the proposed name does not comply with the Street Naming and Renaming policy, the applicant will be advised, and the application will be referred to Council for decision.

Name an Unnamed Street

1. Application is submitted to the Chief Building Official (CBO) or Municipal Planner with all applicable attachments.
2. The application and proposed street name (if included) will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed name does not comply with the Street Naming and Renaming policy, the applicant, the Planning and Development Executive Committee (PDEC) and Council will be advised.
4. If the proposed name complies with the Street Naming and Renaming Policy, the CBO or Municipal Planner will report the application to PDEC.
5. With recommendation from PDEC, report will be brought to Council to accept (not approve) the application and to authorize administration to provide the 30-day Notice of Public Meeting, as well as declare Council's intent to consider the naming of an unnamed street.
6. Administration will provide notice as outlined in the Street Naming and Renaming Policy. During this 30-day notice period, input and proposed names will be received.
7. Upon conclusion of the 30-day notice period, the Town will host a public meeting.
8. The CBO or Municipal Planner will report to PDEC with a summary of input from the 30-day consultation period and the Public Meeting. PDEC will consider this information and make recommendation to Council. If recommendation is made to approve, PDEC will provide a "short-list" of five names to Council including the original proposed name.
9. The CBO or Municipal Planner will report to Council with a summary of input from the 30-day consultation period and the Public Meeting and include recommendation from PDEC along with the five name choices. Council will select one of the names or substitute for a name of their choice and declare their intent to enact the authorizing by-law at the next Council meeting.
10. Upon passing the authorizing by-law, administration will provide notice of passing said by-law as per the Street Naming and Renaming Policy.

General Process Continued**Rename a Town Street**

1. Application is submitted to the Chief Building Official (CBO) or Municipal Planner with all applicable attachments. The application shall indicate whether support letters and petitions are being submitted, or if this requirement is requested to be waived.
2. The application and proposed street name (if included) will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed name does not comply with the Street Naming and Renaming policy, the applicant, the Planning and Development Executive Committee (PDEC) and Council will be advised.
4. If the proposed name complies with the Street Naming and Renaming Policy, the CBO or Municipal Planner will report the application to PDEC.
5. With recommendation from PDEC, report will be brought to Council to accept (not approve) the application and to authorize administration to provide the 30-day Notice of Public Meeting, as well as declare Council's intent to consider the renaming of a street.
6. Administration will provide notice as outlined in the Street Naming and Renaming Policy. During this 30-day notice period, input and proposed names will be received.
7. Upon conclusion of the 30-day notice period, the Town will host a public meeting.
8. The CBO or Municipal Planner will report to PDEC with a summary of input from the 30-day consultation period and the Public Meeting. PDEC will consider this information and make recommendation to Council. If recommendation is made to approve, PDEC will provide a "short-list" of five names to Council including the original proposed name.
9. The CBO or Municipal Planner will report to Council with a summary of input from the 30-day consultation period and the Public Meeting and include recommendation from PDEC along with the five name choices. Council will select one of the names or substitute for a name of their choice and declare their intent to enact the authorizing by-law at the next Council meeting.
10. Upon passing the authorizing by-law, administration will provide notice of passing said by-law as per the Street Naming and Renaming Policy.

Assigning a Ceremonial Name to a Town Street

1. Application is submitted to the Chief Building Official (CBO) or Municipal Planner with all applicable attachments.
2. The application and proposed Ceremonial street name will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed Ceremonial street name does not comply with the Street Naming and Renaming policy, the applicant, the Planning and Development Executive Committee (PDEC) and Council will be advised.
4. If the proposed Ceremonial street name complies with the Street Naming and Renaming Policy, the CBO or Municipal Planner will report the application to PDEC.
5. With recommendation from PDEC, report will be brought to Council to accept (not approve) the application and to authorize administration to provide the 30-day Notice of Public Meeting, as well as declare Council's intent to consider assigning a Ceremonial street name.
6. Administration will provide notice as outlined in the Street Naming and Renaming Policy. During this 30-day notice period, input will be received.
7. Upon conclusion of the 30-day notice period, the Town will host a public meeting.
8. The CBO or Municipal Planner will report to PDEC with a summary of input from the 30-day consultation period and the Public Meeting. PDEC will consider this information and make recommendation to Council.
9. The CBO or Municipal Planner will report to Council with a summary of input from the 30-day consultation period and the Public Meeting and include recommendation from PDEC along with the five name choices. Council will select one of the names or substitute for a name of their choice and declare their intent to enact the authorizing by-law at the next Council meeting.
10. Upon passing the authorizing by-law, administration will provide notice of passing said by-law as per the Street Naming and Renaming Policy.