

# THE TOWN OF FORT FRANCES

## Section: Planning & Development

### Policy: Street Naming and Renaming

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**Revised Date:** N/A

**Resolution Number:** #####

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**Policy Number:** ##

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#### 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, and 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 to accept a proposal to name, or rename a Street, or assign a Ceremonial name to a Street.

3.2.1 Proposals initiated by the Town will require a resolution by Council indicating the intent to consider to name, or rename a Street, or assign a Ceremonial name to a Street in lieu of submitting an application.

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;

5.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that abut the Street, unless the Street is on a Reference Plan;

5.1.4 Section 5.1.3. may be waived for Town initiated changes; and

5.1.5 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 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;
  - 7.1.4 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that abut the Street;
  - 7.1.5 **Section 7.1.3. may be waived for Town initiated changes;** and

- 7.1.6 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 14 days prior to the public meeting;
- 8.1.2 Publishing a notice on the Town website at least 14 days prior to the public meeting; and
- 8.1.3 Registered Regular mail or hand delivered to property owner(s) the properties directly abutting/fronting the associated Street, once, at least 14 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 Registered Regular mail or hand delivered to property owner(s) 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 (Pkw):** 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)