

THE CORPORATION OF THE TOWN OF NEW TECUMSETH

POLICY/PROCEDURE

Subject Title: **STREET NAMING POLICY, PROCEDURES AND PRACTICES**

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| Corporate Policy: (Approved by Council) [X] | Date Approved: June 28, 2010 |
| | Motion No.: 2010-132 |
| Administrative Policy: (Approved by CAO) [] | By-Law No: N/A |
| Department Procedure: Approved by Mgr.) [] | Name of Dept: Engineering Department |

Purpose:

This Policy has been created to aid the Staff of the Town of New Tecumseth with street naming applications; specifically, to ensure that the Town's heritage and history is reflected, where possible, through the naming of municipal streets. This policy will outline the procedure for names to be added to the street naming lists, how Staff would present the names to Council for their consideration and how the poppy symbol is to be incorporated into those streets named after veterans.

The process for adding a name to one of the street naming lists shall be as follows:

1. That any member of the public or public agency can, by way of written request to the Clerks Department, make a recommendation for the addition of a name to one of the Town's Street Naming Lists.
2. That only those names of persons who have resided within the communities of Alliston, Tottenham, Beeton or the former Township of Tecumseth be considered for addition to the street-naming list for the appropriate community.
3. That the name is accompanied by supporting documentation explaining the historical significance and then presented to Council for consideration. Pending Council's decision, the name will be added to the appropriate existing street name list (i.e. Alliston List, Beeton List or Tottenham List).
4. That Council consideration of when a name is to be used should be provided to Staff at the time of its addition to the appropriate street naming list (i.e. use now, use for next new roadway / development or add to the bottom of the list).
5. That over time, the names of veterans would be added by Staff with the assistance of the local branches of the Royal Canadian Legion. These additional names would be added to the appropriate street naming list, and used in the order outlined in this Policy.
6. That Staff maintain an up to date listing of the available names for street naming purposes for each of the communities (Alliston, Beeton, Tottenham and former Township of Tecumseth)

The criteria for the selection of street names by Staff for presentation to Council shall be as follows:

1. That the Council approved street name list be used as the source of street names.
2. That generally only last names (surnames) will be considered for street naming applications, unless otherwise directed by Council.
3. That duplicate names will not be considered to prevent confusion to emergency services (i.e. Smith Street, Smith Avenue etc.)
4. That similarly spelled or pronounced names will not be considered to prevent confusion to emergency services (i.e. Smith Avenue, Smyth Avenue etc.)
5. That only the names of veterans that gave the supreme sacrifice, or peacekeepers killed in a mission, are eligible for a “poppy” symbol on the street sign, to the left of the name.
6. That proposed street names must not contain any symbols (such as #, -, /, &, etc.)
7. That names will be selected in chronological order (i.e. WWI, followed by WWII, followed by peace-keepers killed in a mission etc) or as previously directed by Council.

Staff will provide the street names for a development at, or prior to, the time of the first submission of the detailed Engineering Drawings.

Street Name Suffixes

The Town of New Tecumseth proposes the following street name suffixes and appropriate uses:

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| • Avenue | • Grove | • South* |
| • Boulevard | • Heights | • Square |
| • Circle | • Highlands | • Street |
| • Court | • Lane | • Terrace |
| • Crescent | • North* | • Trail |
| • Drive | • Parkway | • View |
| • East* | • Place | • West* |
| • Gardens | • Ridge | • Way |
| • Gate | • Road | |

- * Note: North, South, East and West are reserved to indicate the direction of the roadway where applicable.

The following table outlines the appropriate street name suffix by the type or style of roadway:

| Street Name Suffix | Criterion |
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| Avenue, Boulevard, Drive, Parkway, Road, Street, Way | Major thoroughfares and roadways that are several blocks in length |
| Lane, Trail, Grove, Heights, Highlands, Ridge, Terrace, View | Local roadways, or those that are short in length |
| Crescent | Applicable to roadways that have entry at two access points from another roadway |
| Circle, Court, Place, Square, Gardens | Applicable to Cul-de-sac or no-thru roadways |
| Gate | Applicable to short roadways that serve as the entrance point to a subdivision area or community |
| Lane | Minor access roads, laneways and streets generally used for service |