




TITLE: STREET NAMING POLICY & PROCEDURE		
PRESENTER: Rod Sage Manager of Property & Traffic	AGENDA NO:	
DEPARTMENT: Property Section	DATE: Thursday, February 28, 2008	
CLEARANCES: 1. Nil	ATTACHMENTS: 1. Former Committee Policy (# of Pages 4) 2. New Street Naming Policy (# of Pages 9)	
APPROVALS:		
 _____	February 28, 2008	 _____
Department Head	Date	City Manager
		29/02/08
		Date

SUMMARY OF HISTORY/DISCUSSION:

At the regularly scheduled City Council meeting of July 13th, 1987, Brandon City Council adopted a City Policy entitled the “*Street Names Committee*”. The purpose of this policy was to establish a standing committee of City Council whose function and responsibility was to implement a street naming system that would ensure a uniform approach is followed in the naming of streets within the City of Brandon. The Street Names Committee was comprised of four members of City Council appointed annually by Council and whose objectives and responsibilities were defined in the aforementioned policy. Please refer to the attached document entitled Street Names Committee Policy for reference in this regard.

In 2001, an organizational structure for the Council of the City of Brandon and Committees was established and referred to as the “*Organizational By-law No. 6650*”. The purpose of this by-law was to establish rules to follow in governing the organizational structure of City Council and was passed by Brandon City Council on May 7th, 2001.

In 2002, a review of the nature, structure and role of City Council’s various committees was undertaken with the purpose of streamlining the number of committees in order to ensure they appropriately conformed with Council’s function as a policy-maker for City matters. At the regularly scheduled Council meeting of June 24th, 2002, Brandon City Council adopted By-law No. 6710 which amended the aforementioned Organizational By-law No. 6650 and removed the Street Names Committee, Section 22, clause (h) in it’s entirety. As such, the Street Names Committee was now disbanded, with all duties and responsibilities for the naming of streets in the City of Brandon being transferred to Administration. Recommendations for street names would now be submitted by Administration in the form of reports and/or provisional plans of subdivision recommendations for final authorization by City Council in accordance with the provisions of The Municipal Act.

Since this time, the Property Administration Section of the Development Services Division has been administering street names within the City of Brandon. Through various subdivision projects with regards to street naming, it has become evident that a policy document needed to be created by which to better establish guidelines for such street names in the City and allow developers the opportunity to better understand the process by which street names are determined and/or finally approved. Please refer to the attached City Policy & Procedure document for street naming in the City of Brandon which represents past practices as well as standards consistent with other cities across Canada for the naming of City streets.

RECOMMENDATION:

That City Council adopt the attached Street Naming Policy and Procedure, which City Administration must utilize to provide a unique identifying name for each street located within the City of Brandon.

CITY POLICY

		Number 002
Reference Motion No. 606 City Council Meeting July 13 th , 1987	Adopted By City Council	Supersedes
	Date July 13 th , 1987	

TITLE

STREET NAMES COMMITTEE

POLICY STATEMENT

A COMMITTEE COMPRISED OF FOUR MEMBERS OF CITY COUNCIL ENTITLED THE "STREET NAMES COMMITTEE" SHALL BE APPOINTED ANNUALLY BY CITY COUNCIL.

THE PURPOSE OF THIS POLICY IS TO -

THE PURPOSE OF THIS POLICY IS TO ESTABLISH A STANDING COMMITTEE OF CITY COUNCIL WHOSE FUNCTION AND RESPONSIBILITY SHALL BE TO IMPLEMENT A STREET NAMING SYSTEM THAT WILL ENSURE A UNIFORM APPROACH IS FOLLOWED IN THE NAMING OF STREETS WITHIN THE CITY.

* Where there is any conflict between the policies and procedures adopted by the City of Brandon and the policies and procedures set forth in a collective agreement adopted by the City of Brandon, or policies and procedures set forth in a statute of the Provincial or Federal Government, the collective agreement or the Provincial or Federal statute shall supersede such other policies or procedures.

CITY PROCEDURE

Authority City Council Motion No. 606	Effective Date July 13 th , 1987	City Policy Number 002
Revised Date	Page 1 of 3	
Authorizing Signature		
Title STREET NAMES COMMITTEE		

1. Definitions

- 1.01 "HIGHWAY" means any place or way used for the passage of vehicles and includes all roads, roadways, road allowances and streets dedicated to the public use of highways under The Municipal Act or any other Act of the Legislature.
- 1.02 "SECTOR" means an area of the City comprised of a large subdivision or a group of smaller subdivisions that is established and set out in a concept plan which is adopted and approved by City Council.
- 1.03 "STREET NAMES COMMITTEE" is a Committee established by the Council of The City of Brandon and is comprised of four (4) members of City Council, appointed annually.

2. Objectives of the Committee

The general objectives of the Committee shall be as follows:

- 2.01 To define the limits of the various sectors within the limits of the City and to recommend the names to be assigned to such areas.
- 2.02 To recommend a theme or themes to be used for street names within the various sectors of the City.
- 2.03 To recommend names for streets within each subdivision, in accordance with the general theme assigned to sector areas.
- 2.04 To determine for each type of street the proper definition of the street (i.e. Bay, Avenue, Cul-de-Sac, Drive, Close, Street, Crescent, etc.).
- 2.05 To continually review street names currently in use for public, as well as private, streets in an attempt to avoid duplication and confusion.
- 2.06 To establish a street names registry of all highways in the City which will provide a historical background on the naming of the streets.
- 2.07 To establish a reserve listing of suggested street names that may be used in the future by the Committee and City Council in the naming of streets.
- 2.08 If requested by City Council, to recommend names for City owned parks, recreational facilities and other structures or areas.

3.

Statutory Authority for Street Names

- 3.01 In accordance with Section 232(1)(d) of The Municipal Act, City Council may pass by-laws for giving names to highways located within the jurisdiction of The City of Brandon.
- 3.02 In addition to establishing such names by by-law, a highway within the limits of the City may be named in a Plan of Subdivision which establishes a new highway pursuant to The Planning Act.
- 3.03 It is to be noted that no by-law or Plan of Subdivision establishing or altering the name of a highway has any force or effect unless either is registered in the Brandon Land Titles Office.

4. Meetings of the Committee

- 4.01 The Committee, as soon as possible after its members are appointed each year, shall elect a Chairman and Vice-Chairman.
- 4.02 The Committee shall meet as often as deemed necessary by the Chairman.
- 4.03 The Committee shall keep proper minutes and records of every meeting and submit all of its recommendations to City Council for consideration and adoption.
- 4.04 All requests for naming of streets, sector areas, etc. shall be submitted to the City's Administrative Services Department, who shall ensure all submissions are acknowledged and presented to the Committee for consideration.
- 4.05 The Committee shall be authorized to request the assistance of resource staff, such as the Municipal Planner, City Engineer, etc. in determining the naming of streets and for other matters deemed necessary by the Committee.

5. Procedure for Street Names in New Plans of Subdivision

Prior to an application for subdivision approval being submitted to City Council, the Committee shall:

- 5.01 Determine whether new areas being considered are an extension of an existing sector or the creation of a new sector.
- 5.02 Recommend a name for each new sector. Suggested names may be submitted by the developer, but the Committee shall make the final recommendation to City Council.
- 5.03 Recommend a theme or themes within each sector where a concept plan is prepared for an area. Suggested names may be submitted by the developer, but the Committee shall make the final recommendation to City Council.
- 5.04 Determine within each sector and/or subdivision the definition of each street (i.e. Drive, Bay, Avenue, etc.).
- 5.05 Recommend names for individual streets within a subdivision, in accordance with the theme established for the area. Developers may submit suggested names within the context of the theme, but the Committee shall make the final recommendation to City Council. The Committee may determine names for recommendation through consultation with the developer.

6.

Procedure for Street Name Changes To ensure a uniform approach to the elimination of duplicate or confusing street names in the City, the Committee shall:

- 6.01 Continually review names currently in use for both public as well as private streets in an attempt to avoid duplication or confusion.
 - 6.02 Shall consider requests from City departments and other agencies for changes to street names in the City.
 - 6.03 Submit its recommendations to City Council respecting such requests and include in this submission advice on the impact any change to the street name would have on adjacent residents.
7. Responsibility of City Council
- 7.01 All requests for names of streets shall be referred to the Committee for review and recommendation.
 - 7.02 To consider all reports and recommendations submitted by the Committee and make a decision on same.
 - 7.03 To pass by-laws naming streets within the City in accordance with the provisions of The Municipal Act.
 - 7.04 To approve the naming of streets included in plans of subdivision submitted by developers.
8. Responsibilities of the Administrative Services Department
- 8.01 To receive and submit to the Committee all matters respecting the naming of streets, etc.
 - 8.02 To maintain a street names registry of all highways in the City.
 - 8.03 To maintain a reserve listing of suggested street names that may be used in the future by the Committee and City Council in the naming of streets.



City Policy & Procedure

Subject: Street Naming

Covers: All City of Brandon Streets Effective: February 1st, 2008

Purpose: To establish a policy which City Administration must utilize to provide a unique identifying name for each street located within the City of Brandon.

Policy: That Brandon City Council shall approve the naming of all municipal streets within the City of Brandon in the form of a plan of subdivision or a City by-law on the recommendation from the Property Administration Section.

Definitions

"City" means the area incorporated and known as the City of Brandon.

"Council" means the duly elected Council of the City of Brandon.

"Development Services Division" means the Development Services Division of the City of Brandon.

"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 City.

"Property Administration Section" means the Property Administration Section of the Development Services Division of the City of Brandon.

"Sector" means an area of the City 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 final approval of the Brandon and Area Planning District (BAPD).

Objectives

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

Statutory Authority for Street Names

- In accordance with Section 232 (1) (d) of The Municipal Act, City Council may pass by-laws for assigning street names to municipal streets located within the jurisdiction of the City.
- In addition to such names being established by by-law, a municipal street within the limits of the City 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 Brandon Land Titles Office.

Policies

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

- That the City reserves its right to rename any street, including duplicate street names, in the interest of public safety.
- That the selection of a street name should generally be in reference to groups, places, people, events, and matters/objects related to the area, the City and its citizens.
- That the owner/developer/applicant shall give consideration to names in the City's Street Name Registry.
- That names of living persons or companies used for the purpose of advertising shall not be permitted.
- That 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.

- That the Street Naming Policy document shall apply to both public and private roadways, including condominium roadways, where names are deemed necessary by the General Manager of Development Services.
- That the Property Administration Section shall review names on all new City streets, which names shall appear on the provisional plan of subdivision submitted to the City's Development Services Division for consideration.
- That the City shall not be responsible or liable for any costs to the land owner(s) associated with the street name changes.
- That requests from City Departments and/or other agencies with respect to changing street names shall be considered in the interest of public safety.
- That there shall be no re-use of former/discontinued street names.

Guidelines

New street names shall conform to the following guidelines:

- Proposed street name(s) shall be reviewed to avoid street name duplication on a city-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.
- Subdivision themes and suggested street names shall be kept on a list for future use, if needed or requested by the owner/developer/applicant. These names are to be pre-approved by the Property Administration Section.
- 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 City;
 - (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 City; or
 - (f) a former Mayor or City Councillor of the City.
- 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.

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 suggested “Subdivision Themes and Street Names”, and the “Street Naming Policy” from the Development Services Division.
- The owner/developer/applicant shall submit a written list of proposed street names, 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 Property Administration Section of the City for approval.
- Upon receipt of the written request to approve street names, the names will be reviewed by the Development Services Division 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 Development Services Division will add the proposed street names to the City’s list of reserved/held street name directory for use by the proponent of the names on the proposed plan of subdivision. The owner/developer/applicant shall be required to show the approved names on their plan of subdivision prior to registration in the Brandon 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 Development Services Division prior to a building permit being issued, and subsequently approved by Council through a by-law which will be registered in the Brandon Land Titles Office.
- It is the responsibility of the owner/developer/applicant to work in conjunction with the City’s Operational Services Division to install street name signs for their development.
- If a resident has a suggestion for a street name, a written letter can be submitted to the Development Services Division / Property Administration with the proposed name and a brief background. The Property Administration Section will then review the submission, and if acceptable, add it to the Street Names Registry for possible future use.

City Council Responsibilities

- To consider all reports and recommendations submitted by City Administration and when appropriate, pass a resolution concerning the recommendation.
- To pass by-laws naming streets within the City in accordance with the provisions of The Municipal Act.
- To approve the naming of streets included in plans of subdivision submitted by the Planning Department of the Development Services Division and/or Planning Commission.

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 City.
- Consideration to rename a street shall only be given when renaming would provide a general improvement to the City'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 City 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 Development Services Division, and subsequently approved by Council by by-law after which the required document will be registered in the Brandon Land Titles Office.

When considering renaming a public street or private road, Property Administration 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 City determines a name change will provide a general improvement to the City's administration of essential services and in the interest of public safety, costs for street name changes shall be borne by the City.

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.

Street Name Suffixes Continued

“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.

**Where there is any conflict between the policies and procedures adopted by the City of Brandon and the policies and procedures set forth in a collective agreement adopted by the City of Brandon, or policies and procedures set forth in a statute of the Provincial or Federal Government, the collective agreement or the Provincial or Federal statute shall supersede such other policies or procedures.*

Reference:

Policy #:

Revision #:

**Issued By: Development Services Division
Property Administration**

**Supersedes: Policy #002
Motion No. 606
City Council Meeting
July 13th, 1987**

**Revision
Date:**

**Authorized
By:**

Street Name Registry

January 1st, 2008

Adolph	Hooper	Payne	Unicume
Beaubier	Hutton	Pelissier	Vacarri
Bertrand	Irwin	Petrick	Veale
Beveridge	Jeffrey	Pitic	Waddell
Bigelow	Jiggins	Purden	Warren
Birtles	Johnston	Queen Elizabeth	Woodworth
Boreski	Jubilee	Quigley	Yaeger
Borotsik	Kavanagh	Quinn	Zink
Bracken	Keeper	Rankin	
Bradford	Kilbert	Rasner	
Brown	Kilgour	Rea	
Burchill	King	Reesor	
Burneski	Kirkland	Relf	
Burton	Kirkness	Roberts	
Campbell	Knox	Robertson	
Chinook	Koester	Roseberry	
Coldwell	Kullberg	Rosenman	
Combs (& Stewart)	Lamont	Rust	
Condell	Laughton	Sandison	
Corness	Lawson	Schnieder	
Crozier	Lee	Schultz	
Curran	Londry	Scott	
Diefenbaker	MacKenzie	Sedran	
Doig	Macoum	Selkirk	
Donaldson	Magee	Shewan	
Downing	Manitou	Shier	
Dunlop (Dunlap)	Marcus	Shillinglaw	
Edmison	Matheson	Shopka	
Egilson (Egillson)	Matthews	Shrives	
Evans	Maxwell	Skinner	
Everett	Meighen	Smart	
Forbes	Muir	Smith	
Forsyth	McClung	Stewart (& Combs)	
Foster	McDougall	Stinson	
Hall	McKee	Strome	
Harden (Hardin)	McLaren	Tackaberry	
Harwood	McMurachy	Thatcher	
Haslam	McPhail	Tinline	
Heise	Napayo	Town	
Hercules	Norquay	Trotter	
Hinners	Orchard	Tullichewan	
	Orchid		
	Parkinson		

Proposed Subdivision Themes

Birds

Owl
Loon
Quail
Puffin
Dove
Starling
Canary
Chickadee
Sparrow
Jay
Raven
Grouse
Crane
Jaeger
Pigeon
Parrot
Nighthawk
Kingfisher

Ducks

Muscovy
Mallard
Mandarin
Scoter
Goldeneye
Eider
Pochard
Scaup

Railways

Amtrak
Alaska
Cumbrian
Niagara
Tanfield
Trackside
Caboose

Deserts

Sahara
Arabian
Kalahari
Mojave
Gobi
Sonoran
Patagonian

Farm Machinery

Combine
Swather
Baler
Forage
Harrow
Auger
Sprayer
Hopper

Trees

Orchid
Sequoia
Pecan
Sheoak
Mahogany
Silverbell
Palm
Bonsai
Butternut
Rose

Rivers

La Salle
Red
Plum
Roseau
Souris
Churchill
Hayes
Berens
Seine

Mining Names

Bedrock
Gold
Cobbie
Iron
Mercury
Ore
Pyrite
Cole
Silver

MB Premiers

Boyd
Girard
Davis
Norquay
Harrison
Greenway
Norris
Bracken
Garson
Campbell
Lyon

Explorers

Aldrin
Coulter
Baffin
Drake
Mariana

Oceans

Atlantic
Arctic
Indian

MB Towns

Souris
Portage
Dauphin
Virden
Melita
Hartney
Killarney
Kemnay
Ninga
Chater
Alexander
Morden
Elkhorn

Heritage

Burchill
Chrest
Hales
Howey
Johnson
LaPlont
Maley
McKenzie
Shillinglaw
Yates
Zink

Prime Ministers

Abbott
Thompson
Bowell
Tupper
Laurier
Borden
King
Bennett
Diefenbaker
Pearson

Fruits

Amra
Akee
Barberry
Batoko
Caper
Kumquat
Mango
Plum
Kiwi