


<b>TITLE: STREET NAME POLICY</b>		
<b>PRESENTER:</b> T.E. Snure, P.Eng., General Manager of Development Services	<b>AGENDA NO:</b>	
<b>DEPARTMENT:</b> Development Services	<b>DATE:</b> September 18, 2009	
<b>CLEARANCES:</b> None.	<b>ATTACHMENTS:</b> 1. Draft Revised Policy (# of Pages = 9)	
<b>APPROVALS:</b>		
<i>Original Signed By</i> <u>T. E. Snure</u> Department Head	<u>September 18, 2009</u> Date	<i>Original Signed By</i> <u>B. MacRae</u> City Manager
		<u>01/10/09</u> Date

**ORIGIN:**

At the June 15, 2009 meeting of City Council, enquiry No. 607 from Councillor Paterson asked if a Street Naming Committee comprised of citizens appointed by, and responsible to City Council could be considered. On July 24, 2009, the General Manager of Development Services provided a response to the enquiry advising that Division staff will conduct a review in September with a subsequent report back to City Council.

At the July 20, 2009 meeting of City Council, a report from Councillor Black dated June 19, 2009 was considered and the following resolution adopted:

*“That Administration review the Street Naming Policy and prepare an alternative that allows for community participation in the naming of streets in the City of Brandon for subsequent report back to City Council”.*

**DISCUSSION:**

A formal written Street Naming Policy was implemented under the authorization of Council Resolution No. 563 adopted at the meeting of City Council on March 17, 2008.

*“563 Blight-Paterson*

*That the Street Naming Policy and Procedure attached to the report of the Manager of Property and Traffic dated February 28, 2008 to provide a unique identifying name for each street located within CARRIED.*

*During discussion on this matter, it was suggested that names should not be eliminated just because they are “difficult” and that the City’s history should continue to play a part in street naming.”*

Under this policy, citizen participation in street names is pursuant to the following clause:

*“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.”*

Pursuant to the intent of the enquiry of Councillor Paterson and City Council’s resolution of July 20, 2009 concerning Councillor Black’s report, attached for City Council’s consideration is a revised version of the Street Naming Policy. The revised policy requires that:

- the owner/developer/applicant shall give special consideration to names in the City’s Street Name Registry;
- the Planning Commission, which is an appointed body of Council made up of residents of the City, play an active role in the street naming process through:
  - ▶ pre-approval of street names during the subdivision process;
  - ▶ the Development Services Division forwarding proposed names to the Commission for approval;
  - ▶ the Commission determining whether the development is a continuation of an existing theme with special consideration to local groups, places, people, events and matters/objects related to the area, the City and its citizens, the Province and/or Canada;
  - ▶ the Commission requiring the developer/owner/applicant to re-submit alternative names if the Commission finds the proposed names unacceptable;
  - ▶ the Commission will also review proposed street re-naming prior to a street name by-law being submitted to City Council;

**JUSTIFICATION FOR PLANNING COMMISSION ROLE IN STREET NAMING:**

The Planning Commission was established by City Council pursuant to the Planning Act to conduct public hearings for subdivisions. During this public hearing process, specific discussions concerning the street names in the subdivision can be held by the Commission with potential input from the public who attend the public hearing. In the Commission’s report to City Council concerning the subdivision, specific mention can be made of the issue of street names. Since every subdivision which creates a street must have a public hearing, the Planning Commission meets the tests stated in Councillor Paterson’s enquiry, Councillor Black’s report to Council and City Council’s resolution namely:

- citizens appointed by and responsible to City Council; and
- community participation.

**RECOMMENDATION:**

That the revised Street Naming Policy attached to the report of the General Manager of Development Services dated September 18, 2009 be adopted.



## City Policy & Procedure

**Subject: Street Naming**

**Covers: All City of Brandon Streets      Adopted: March 17<sup>th</sup>, 2008  
Resolution No. 563**

**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 special 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 Planning Commission.
- 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, or a single letter of the alphabet shall be used as a base name in the naming of streets.
- 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 Development Services Division who will forward the proposed names to the Planning Commission for approval.
- The proposed names will be reviewed by the Planning Commission to determine whether the development is a continuation of an existing theme, or the creation of a new theme with special consideration to local groups, places, people, events, and matters/objects related to the area, the City and its citizens, the Province and/or Canada.
- If the proposed names are acceptable to the Planning Commission, 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 to the Planning Commission or City Council due to restrictions as indicated in this policy document, the owner/developer/applicant shall be required to 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 Planning Commission 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 with the proposed name and a brief background. The Planning Commission will then review the submission, and if acceptable, the

Development Services Division will 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 Planning Commission, 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, the Development Services Division 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 13<sup>th</sup>, 1987**

**Revision  
Date:**

**Authorized  
By:**

## Street Name Registry

January 1<sup>st</sup>, 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

### **Farm Machinery**

Combine  
Swather  
Baler  
Forage  
Harrow  
Auger  
Sprayer  
Hopper

### **Trees**

Orchid  
Sequoia  
Pecan  
Sheoak  
Mahogany  
Silverbell  
Palm  
Bonsai  
Butternut  
Rose  
Chestnut  
Redwood  
Oak  
Aspen  
Rosewood  
Acorn  
Walnut

### **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**

Angus  
Anderson  
Bartlett  
Bissot  
Larsen  
Joliet  
Mackenzie  
Noyon  
Ogden  
Thompson  
Voyer

### **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**

Barberry  
Blueberry  
Buffaloberry  
Huckleberry  
Cranberry  
Apricot  
Peach  
Plum  
Melon (Ambrosia, Cranshaw, Galia, Kiwano, Sharlyn)