



## COUNCIL POLICY MANUAL

<b>Subject:</b> Street Naming and Renaming	<b>Approval Date:</b> November 19, 2012	<b>By-Law No.</b> 1716-12
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### 1.14 PURPOSE

The purpose of this policy is to provide the Municipality of Red Lake with a fair, consistent and efficient process for the naming and renaming of any municipal streets while respecting the need for public solicitation and legislative approvals. The final decision for naming and renaming streets will rest with Council.

#### 1. Policy Objectives

- i) To ensure a fair, consistent and efficient naming process.
- ii) To ensure the application of key criteria to determine the validity of a commemorative name.
- iii) To ensure community participation.
- iv) To ensure proper approval process.
- v) To ensure compliance with the *Municipal Act, 2001*, as amended, and any other legislation or Municipal By-Laws that may be applicable.

#### 2. Application Process

- i) Completed application forms may be submitted at any time by the public, employees and/or Council.
- ii) From time to time, the Municipality may also solicit names using the application form when the Municipality determines it is necessary to name or rename a street.
- iii) Council is the final authority for naming and renaming decisions.



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### 3. Suggested Names

Name submissions will fall into one of the five following categories:

- i) Natural Features – reflecting prominent natural features of the general area in which the entity resides (i.e. Lake Road)
- ii) Geographic Location – reflecting prominent geographic location within the Municipality (i.e. Rahill Beach Road).
- iii) Historic Place Name – reflecting a prominent historic location within the Municipality (i.e. Cochenour Crescent).
- iv) Outstanding Resident/Group – name of Municipality of Red Lake resident or community group, past or present who contributed to the Municipality and/or the well-being of its residents. (i.e. Legion Road).

Submissions may include:

- a) original landowners or pioneers; or
- b) individuals who have contributed to the quality of life in the municipality through heroic actions, recreation, culture and community involvement.
- v) Outstanding Canadian – individuals who have received national and/or international recognition for significant contributions to Canadian society.

### 4. Required Consent

Names relating to individuals or family names will require the written consent of the family member or estate; and a written history outlining the contribution made or the historical significance of the individual/name.

If written consent cannot be provided, Council has authority to approve the naming and/or renaming of streets.



The Corporation of the Municipality of Red Lake

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5. Administrative Procedures for Street Naming and Renaming

See Appendix "A".

6. Application Form

See Appendix "B".



**Administrative Procedures Street Naming and Renaming**

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Procedure for Processing Applications

1. Completed applications for naming and renaming Streets will be received by the Office of the Clerk and distributed to the Operations, Fire, Building, Planning Departments and/or Committee of the Whole for consideration and potential future use.
2. Applications will be maintained on file until a naming or renaming opportunity arises.

Street Naming Procedure

1. Applications are reviewed by the Departments as noted above.
2. Applications are categorized into the following groups:
  - Natural features
  - Geographic location
  - Historic place name
  - Outstanding Resident/Group
  - Outstanding Canadian
3. Street names will be screened against any existing emergency protocols including:
  - Name length maximum of 16 characters (includes spaces) plus suffix of 9 characters plus any directional suffix of 2 characters.
  - Confirmed by Operations, Fire, Building and Planning Departments as unique from other names and not duplicated.
  - Subdivisions having more than one street to be named may have a theme to be considered such as (Trees, Birds, etc.)
  - Easy to spell and pronounce.

Once street names have been approved, street names will be presented to Council for endorsement in a memorandum or report.

4. Upon endorsement, appropriate signage is ordered and installed.



**Administrative Procedures Street Naming and Renaming**

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Street Renaming Procedure

Due to the additional legal requirements associated with renaming streets, a separate procedure has been developed as follows:

1. From time to time it may be necessary for the Municipality to rename a street for emergency or safety reasons, such as when a duplicate street name exists. Municipal Staff will initiate the following process:
  - a. Confirm legal ownership of the street with Planning Department.
  - b. Identify associated costs for title search, title registration, advertising and signage.
  - c. Inform Council of the need for renaming.
  - d. Recommend to Council an approach and timing for renaming.

Once Council has endorsed the recommendation:

2. Inform affected residents/businesses by letter of the rationale or Notice in Municipal Newsletter for the change i.e. emergency plan; include the Application process, implementation plan, approach and timing.
3. Categorize Applications into the following groups:
  - Natural features
  - Geographic location
  - Historic place name
  - Outstanding Resident/Group
  - Outstanding Canadian
4. Street names will be screened against any existing emergency protocols including:
  - Name length maximum of 16 characters (includes spaces) plus suffix of 9 characters plus any directional suffix of 2 characters.
  - Confirmed by Operations, Fire, Building and Planning Department as unique from other names and not duplicated.
  - Subdivisions having more than one street to be named may have a theme to be considered such as (Trees, Birds, etc.)
  - Easy to spell and pronounce.

Once street names have been approved, street names will be presented to Council for endorsement in a memorandum or report, with a motion and or by-law if appropriate.

Provide Notice in Municipal Newsletter of Street Renaming.

Notify service Providers including Canada Post, Bell and Hydro of the change and effective date.

Order and install signage.

Registration of the by-law will be completed by the Office of the Clerk.



The Corporation of the Municipality of Red Lake

**Municipal Park, Facility or Street Recognition/Commemorative Naming  
Application Form**

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Individual/Organization Submitting Name: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_

Location of Park/Facility/Street: \_\_\_\_\_

Suggested Name: \_\_\_\_\_

Rationale for Suggested Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:

1. Written documentation confirming the consent of a family member or estate if the individual is deceased. (If written consent cannot be provided, application will still be considered).
2. Written history of the contribution made or the historical significance of the name.

When the suggested name is not an individual or family name, please attach a written rationale for the suggested name indicating:

1. Location;
  2. Historical significance; and/or
  3. Geographical or natural/environmental feature.
- Applications from an Organization must include an official letter of support from that Organization.

*Please return completed Applications to:*

*Office of the Clerk  
Municipality of Red Lake  
P.O. Box 1000, 2 Fifth Street  
Balmertown, Ontario  
POV 1C0*

Phone: 807-735-2096; Fax: 807-735-2286; Email: [municipality@redlake.ca](mailto:municipality@redlake.ca)