

The Corporation of the  
Town of Arnprior

By-law No. 6930-19

A by-law to adopt Policy #AS-CO-16 Road Naming Policy.

**Whereas** Council deems it expedient to repeal By-law 4657-98 and establish a new Procedure By-law to establish the policies and procedures for the naming of highways, streets, roads and private roads;

**Therefore** the Council of The Corporation of the Town of Arnprior hereby enacts as follows:

1. **That** Policy AS-CO-16 Road Naming Policy be hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law;
2. **That**, in accordance with Policy AS-CO-16, names approved by Council through resolution shall automatically be added to "Attachment A – Street Name Bank";
3. **That** By-law No. 4657-98 and any other by-laws and/or resolutions or parts of by-laws and/or resolutions that are inconsistent with this by-law are hereby repealed;
4. **That** By-law No. 4658-98, Schedule "A", is amended by deleting Section 7.0, New Road Names; and
5. **That** this By-law shall come into full force and take effect on the day of its passing.

**Enacted and Passed** this 11th day of March, 2019.




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Walter Stack, Mayor



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Maureen Spratt, Clerk



	<b>The Corporation of the Town of Arnprior Corporate Policies and Procedures Manual</b>	
	<b>Section: Administrative Standards – Clerk’s Office (AS-CO)</b>	<b>Policy #AS-CO-16</b>
<b>Policy Name: Road Naming Policy</b>		
<b>Effective Date:</b> March 11, 2019 <b>By-law No:</b> 6930-19	<b>Revised Date:</b> <b>By-law No:</b>	<b>Coverage:</b> Council, Town Employees, Individuals, Organizations

### 1.0 Policy Statement

The Town of Arnprior, through its Operations and Client Services Departments and Community Service Branch, administers and supports the naming of roads. As the naming of this particular asset is important for public awareness and promotion, naming shall be consistent with Town of Arnprior policies and shall not negatively reflect on the Town’s public image (see General Guidelines for Commemorations Policy #AS-CO-15)

### 2.0 Purpose

The purpose of this policy is to provide a consistent and rational procedure for the naming of roads within subdivisions and throughout the Town of Arnprior.

### 3.0 Scope

The intent of this policy is to provide direction on how to name a road within the Town of Arnprior. This policy sets out the detailed criteria to process requests for commemorative naming, to ensure that relevant factors are present prior to honoring an individual, family, or organization. This policy and process will ensure that the naming of roads in the Town is in keeping with the Town’s vision and policies, as well as not having a negative impact on the Town’s public image.

### 4.0 Responsibility

The Clerk’s Office shall be responsible for keeping a listing of road names, the Street Name Bank, to be used in priority, in accordance with this policy and the Commemorations Policy #AS-CO-15.

The Town Planner will be responsible for providing the Street Name Bank to developers when an application for plan of subdivision has received draft approval.

Council of the Town of Arnprior shall be responsible for reviewing and final approval of requests for naming of Town roads.

## **5.0 Definitions**

**Clerk's Office** – The Town Clerk, Deputy Clerk and his/her designate.

**Council** – The Council of the Corporation of the Town of Arnprior.

**Town Planner** – The Planner of the Community Services Branch of the Town of Arnprior.

## **6.0 Procedures**

Names may be proposed by any member of the public including, but limited to, individuals, organizations, elected officials and staff. Street name suggestions should be submitted to the Clerk's Office on the appropriate application form, found in the Commemorative Naming Policy. Commemorative street names must comply with one of the following categories:

- A. Names that recognize individuals, families or businesses that have made a significant historic contribution to the Town of Arnprior.
- B. Names that recognize local history such as events, land uses, cultural landscapes (Aboriginal, pioneer, ethnic diversity) relative to the Town of Arnprior.
- C. Names that acknowledge the Town's heritage resources, including heritage buildings, structures, sites, natural features, local geography and landscapes.
- D. Names that commemorate war veterans from the Town of Arnprior. All new street signs used to commemorate veterans shall be marked with a red poppy.
- E. Names that recognize local citizens and organizations who have had substantial national standing in their chosen discipline or who have made a significant contribution to the community at a provincial or national level.

The Town reserves the right to remove any commemorative name at any time, should conditions arise that makes it no longer in the best interest of the Town.

### **Themed Names**

New subdivisions may have a defined theme and all new non-historic and non-commemorative street names within a particular subdivision shall comply with that theme.

Themes proposed shall be based on Canadian history, geography and cultural (e.g. aboriginal groups, Canadian wild flowers, provinces, artists). The developer is welcome to submit a theme for consideration or consider one of the previously approved themes on the Street Names Bank listing. The theme shall be approved by Council.

## **Review by County of Renfrew**

All new street name suggestions will be circulated by the Clerk's Office to the County of Renfrew who will review and circulate them to other Renfrew County emergency service partners. This will address the potential duplication of street names within the County as well as the ease of pronunciation and spelling and the potential for each suggested name being mistaken for other similar street names within the County. Any concerns with proposed names will be brought to Council's attention in the consideration of the inclusion of a name on the Street Name Bank.

## **Other New Street Name Requirements**

1. Street names should be short in length, easy to spell and easy to pronounce.
2. New street names shall generally be one word except for special circumstances such as for historical or geographic name recognition purposes.
3. Commemorative names should be based on only the surname of an individual. It is noted that some individuals have common surnames. When this occurs consideration may be given to using an individual's given name or their full name. The use of full names (i.e. first name and surname) will be limited to those of provincial or national significance.

## **Names not permitted**

The Town will not allow street names that:

- a) Are too long (names should not exceed 10 characters in length).
- b) Are duplicate or similar to an existing street name within the County of Renfrew.
- c) Are difficult to pronounce or could easily be mistaken for another street name.
- d) Have similar pronunciation sounds such as; Beachtree Crescent and Peachtree Lane.
- e) Use complex words such as Philanthropic Crescent.
- f) Are difficult to spell.
- g) Have unconventional spellings, and do not accommodate ease of recognition and pronunciation.
- h) Contain apostrophes, hyphens and dashes. The possessive "s" may be used but without the use of the apostrophe.
- i) Could be construed to promote alcohol, tobacco or other addictive substances, pornography, weapons or other life-threatening products.

- j) Present demeaning or derogatory portrayals of individuals or groups or contain any message that is likely to cause offence.
- k) Could be construed to have sexual overtones, inappropriate humour, parody, slang or a double meaning.
- l) Promote religious or political messages that might be deemed prejudicial to other religious or political groups.
- m) Are named after living individuals, unless approval from the individual is received. This stipulation would not apply to the name of a national or international public figure.
- n) Could be construed as advertising a product, business, commercial enterprise or religious institution.
- o) Contain words that have already been excessively used in the Arnprior community.

### **Approval**

All suggested street names will be included in a closed session report to Council that will include:

- the reasons for the suggestion;
- an assessment of whether it complies with the Road Naming Policy;
- a recommendation, noting the County of Renfrew comments received with respect to duplication and/or issues with 911 emergency services, as to whether it should be approved or refused; and
- a recommendation as to whether that name's use should be restricted to a particular area and the reason(s) for this.
- All names approved by Council will be added to the Street Name Bank and made available for selection.

Names that are not approved by Council will not be added to the street name bank.

The Council decision is final.

### **Selection of Street Names**

The Street Name Bank is an approved list of available street names. Any suggested street names that have been approved by Council will be included in the Street Name Bank. These names will also be provided to the County of Renfrew to be reserved for use in the Town of Arnprior.

The Street Name Bank may also include locational restrictions related to particular street names.

## **Themed Subdivision Names**

The development community:

1. is required to first use any Historical Names, that Council have determined should be used within the proposed areas of new street(s) development.
2. can select any of the Themed Names within the Street Name Bank that has been approved for their neighbourhood (these can only be selected after the required Historical Names for that locality have been used), or submit a theme and street names for Council approval.
3. can choose any of the Commemorative Street Names that are available within the Street Name Bank.

Council approval is not required for any names selected from the Street Name Bank provided the location criteria have been complied with.

## **7.0 Attachments**

### A) Street Name Bank

List of Historical Names

List of Veteran Names

List of Themes and associated names

### B) Road Name Layout and Street Name Type Designations

## **Attachment “A” – Street Name Bank**

### List of Historical Names:

1. Edward Levesque Gate (Marshall's Meadows)
7. Mac Beattie Drive (Fairgrounds Subdivision)
8. Morgan Clouthier Way (Marshall's Meadows)
9. Dr. Reid
10. Rudd
11. Yade

### List of Veteran Names:

2. Douglas Jim Brown Way (Marshall's Meadows)
3. Seabert Drive (Marshall's Meadows)
4. Dickie Pell Way (Marshall's Meadows)
5. Morrall Court (Fairgrounds Subdivision)
6. Ernie Godin Way (Fairgrounds Subdivision)
12. Corb Stewart

### List of Themes and associated Names:

## Attachment "B" - Road Name Layout and Street Name Type Designations

### Road Name Layout:



### Street Name Type Designations:

The following street type designations shall be applied for the purpose of street naming, as illustrated in the diagram above:

- **Street, Drive, Avenue, Road, Boulevard** - Applicable to major thoroughfares or streets several blocks in length.
- **Crescent** - Applicable to streets forming a crescent.
- **Court** - Applicable to streets that end in a Bulb/cul-de-sac, a "T" or a design that allows turning around and only has one access point.
- **Gate** - Applicable to streets that are short in length and no other streets intersect them.
- **Lane** - Applicable to private streets that would be found in a condominium or townhouse development.
- **Trail, Way** - Streets that are winding or curved in nature.
- **Terrace, Garden, Grove, Pathway, Heights** - Applicable to minor or short streets.
- **Lane, Mews** - Applicable to minor or short length streets