



Title:	Municipal Street Naming Policy
Policy No.	2022-006
Adoption:	July 13, 2022 by Council Resolution No. 2022-244
Subject:	Municipal Street Naming Policy

1. Policy Statement

To outline the process for the naming of new streets and establish a mechanism addressing requests to rename existing streets.

2. Scope

This policy applies to roads allowances within the Township of Puslinch (including private roads in accordance with *Section 48 of the Municipal Act, 2001*) and does not apply to County road allowances, road allowances under the jurisdiction of the Ministry of Transportation, or road allowances under the jurisdiction of other municipalities.

3. Introduction

Street naming ensures that properties can be located easily by Emergency Services, the public, utility companies and businesses.

This policy responds to the needs of the community ensuring that a process is in place for the naming of new streets and responding to requests to rename existing streets.

This policy sets how new street names are identified and assigned as well as the process to facilitate the renaming of existing streets. Specifically this policy addresses the following:

- Section 4 - Street naming and renaming categories
- Section 5 - Street Names – Suitability and Appropriateness
- Section 6 - Street Suffixes
- Section 7 - Procedure to Assign a Name to a New Street;
- Section 8 - Procedure to Rename an Existing Street that Complies with the Naming Standards

- Section 9 - Procedure to Rename an Existing Street that does not Comply with the Naming Standards
- Section 10 – Application requirements; and
- Section 11 – Reporting to Council
- Section 12 - Validity

The substantive requirements of Sections 4, 5, and 6 of this Policy shall be hereinafter referred to as the “Naming Standards”.

4. Street Naming and Re-naming Categories

The categories listed below shall be used by a requester(s) when developing a proposal for a name for a new street or for proposing a renaming of an existing street.

4.1 Honouring those who have given their life in public service;

4.2 Honouring individuals for community service or for local, national or international historical reasons;

4.3 Names that promote pride in the Township, acknowledge local heritage and history, unique features and geography that meet one of the following criteria:

4.3.1 Commemorates local history, places, events, culture;

4.3.2 Strengthens neighbourhood identity to reflect the character of the area;

4.3.3 Recognizes native wildlife, flora, fauna, natural features; and

4.3.4 Recognizes communities that contribute to the public life of the Township.

4.4 Groups of names that represent specific themes and meet one of the criteria listed above are encouraged in new developments (subdivisions and condominiums) as they provide consistency and are easily recognizable for emergency services.

5. Suitability and Appropriateness of Street Names

5.1 Where possible, street names should be easily pronounced and recognized, using conventional spelling to avoid difficulties in emergency situations. Street names should be spelled the way they are pronounced. The Township recognizes this may not be possible for street names honouring individuals.

5.2 The following is not permitted:

5.2.1 Discriminatory or derogatory names or names that foster or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, political affiliation, sexual orientation, or other social factors;

5.2.2 Names with any sexual overtones, intentional humour, parody, or slang;

5.2.3 Names that have a commonly acknowledged alternate negative or offensive meaning;

5.2.4 Names that are deliberately intended to advertise existing businesses, industries or other commercial ventures;

5.2.5 Names spelled differently but sounding alike (e.g. Night Street and Knight Street) or having the potential for similar pronunciation;

5.2.6 Names that are identical or similar to any existing street names within the County of Wellington;

5.2.7 Cardinal directions within the name of a street (e.g. West Front Street);

5.2.8 Former or discontinued street names;

5.2.9 Names with hyphens, apostrophes or dashes are discouraged and will only be considered on a case-by-case basis provided other criteria have been met;

5.2.10 Streets named after individuals should be a posthumous honour. Streets named after living individuals are discouraged since there could be future circumstances that may lead to an inappropriate use for that name. Although this is discouraged, Council may consider applications to honour living individuals through the naming of a street. In this situation, written consent from the individual is required;

5.2.11 Street names are generally limited to one word unless additional identification is necessary to provide recognition;

5.2.12 Street names should be limited, where possible, to a maximum of 15 characters with spaces and suffix included, and shall not exceed 20 characters in total to ensure that the name fits on the Township standard street sign;

6. Assigning Street Suffixes

6.1 Proposed street names shall be assigned a street suffix in accordance with Table 1 below. Note not all Street Suffixes included in Table 1 are applicable within the Township.

Table 1 – Street Suffixes

Alley (ALLEY)	Knoll (KNOLL)
Avenue (AVE)	Lane (LN)
Boulevard (BLVD)	Laneway (LNWY)
Centre (CTR)	Place (PL)
Close (CLOSE)	Private (PVT)
Circle (CIR)	Ridge (RIDGE)
Court (CRT)	Road (RD)
Cove (COVE)	Row (ROW)
Crescent (CRES)	Run (RUN)
Drive (DR)	Street (ST)
Gate (GATE)	Square (SQ)
Gardens (GDNS)	Terrace (TERR)
Heights (HTS)	Trail (TRAIL)
Hill (HILL)	Way (WAY)

7. Procedure to Assign a Name to a New Street

7.1 Any new street within the scope of this policy must be assigned a name in accordance with the criteria set out in this policy;

7.2 All street name requests shall be submitted to the Clerks Department and shall include the application requirements noted in Section 10.1;

7.3 The Clerks Department will review the request to ensure conformity with the Municipal Street Naming Policy;

7.4 The Township may require a third party to review the request and submission documents in order to satisfy 7.3 and all costs associated with this review shall be paid by the requester;

7.5 The Clerks Department will circulate the appropriate documentation to internal and external agencies for comment. This will include Puslinch Fire and Rescue, Puslinch Public Works, Puslinch Building Department, the County of Wellington, and Canada Post. Township of Puslinch Advisory Committees and/or consultants, may be circulated on a request based on the proposed name and rationale where required. E.g., where a

street name with heritage significance is being requested, consultation with the Heritage Committee may be required; or where a street name is being requested based on native wildlife or natural features, consultation with the Township ecologist may be required;

7.6 In the event of a duplicate request for a new street name, the name will be assigned to the street in the order in which the applications were received. If the new street is not constructed within two years of Council approval, the name assignment shall be revoked.

7.7 The County of Wellington shall ensure that any new street name is checked against the County-wide street registry of existing names for duplication or similar sounding street names;

7.8 The Clerks Department shall prepare a report to Council seeking approval of the new street name(s) and identifying any relevant information provided by the requester and internal and/or external agencies through Council resolution;

7.9 Council approval and adoption of a by-law is required for the creation of any new street not created through the registration of a plan of subdivision or condominium within the Township;

7.10 The Clerks Department will work with the County of Wellington to have the new street name(s) added to the County GIS system.

8. Procedure to Rename an Existing Street that Complies with the Naming Standards

8.1 Any request to rename a street within the scope of this policy must be assigned a name in accordance with the criteria set out in this policy;

8.2 The renaming of streets that comply with the Naming Standards in this Policy shall not be initiated by the Township. Only a registered property owner on the subject street is able to initiate a renaming request by filing a formal application with the Clerk;

8.3 All street renaming requests shall be submitted to the Clerks Department and shall include the application requirements noted in Section 10.2;

8.4 Upon receiving a renaming request, Clerks department staff will review the application and prior to preparing a staff report, circulating notice and collecting fees and securities staff shall confirm the following:

8.4.1 The type of application required based on the existing street name in accordance with the Municipal Street Naming Policy; and

8.4.2 That the request and submission documents comply with the Municipal Street Naming Policy;

8.5 The Township may require a third party to review the request and submission documents in order to satisfy 8.4.1 and 8.4.2 and all costs associated with this review shall be paid by the requester.

8.6 Costs associated with renaming a street that complies with the Naming Standards shall be the responsibility of the requester(s) as set out in Section 10.2. All fees are to be paid to the Township prior to the notification process commencing in the form of a security. The flat fees that are collected are to be held as securities to be distributed to the residents of the street proposed to be renamed in accordance with s. 107 of the *Municipal Act, 2001*, upon approval of the renaming. Residents of the street proposed to be renamed may choose to opt into the aid distribution by way of written notice to the Township. All fees are refundable to the requester, excluding the costs associated with notifications, in the event an application is denied by Council.

8.7 Canada Post shall be circulated in order to advise whether changes to the subject street's addressing is planned within the next five years. If a change to addressing is planned, Council may consider delaying a street renaming to a future date;

8.8 Streets that have been renamed within the previous ten years shall not be renamed;

8.9 Renaming requests that have been denied by Council or where staff have deemed the application to be in non-compliance with the Municipal Street Naming Policy, shall not be requested again during the same term of Council;

8.10 Subject to Section 8.4, the Clerks Department will circulate the appropriate documentation to internal and external agencies for comment. This will include Puslinch Fire and Rescue, Puslinch Public Works, Puslinch Building Department, the County of Wellington, and Canada Post. Township of Puslinch Advisory Committees and/or consultants, may be circulated on a street renaming request based on the new proposed name and rationale where required. E.g., where a street name with heritage significance is being requested, consultation with the Heritage Committee may be required; or where a street name is being requested based on native wildlife or natural features, consultation with the Township ecologist may be required;

8.11 The County of Wellington shall ensure that any new street name is checked against the County-wide street registry of existing names for duplication or similar sounding street names;

8.12 All street renaming requests shall be subject to the notice requirements set out in the *Municipal Act, 2001*. All street renaming request shall be subject to public consultation as follows:

8.12.1 A notice shall be placed on the Township's website at least 2 (two) weeks prior to the meeting at which Council considers the renaming of the street;

8.12.2 A notice shall be published in the local newspaper at least once, a minimum of 2 (two) weeks prior to the meeting at which Council considers the renaming of the street;

8.12.3 The notice shall be mailed to all residents of the street proposed to be renamed at least 2 (two) weeks prior to the meeting at which Council considers the renaming of the street;

8.12.4 The notice shall include written rationale for the proposed street name(s) including the relevance and significance of the proposed name(s) and reference to the applicable Naming Standards with the Township's Municipal Street Naming Policy; and the option for the recipient of the notice to indicate an objection to the re-naming and/or the proposed name(s) by mail; if an objection is not submitted either in writing or by delegating to Council, the recipient will be considered to be in agreement.

8.12.5 The notice shall include the option to opt into the aid distribution; the confirmation to opt into the aid distribution must be provided to the Township in writing within 30 days of the date of the notice;

8.13 Clerks Department staff will report to Council, providing background, summarizing public input, internal and external agency input, and a staff recommendation regarding the proposed renaming of the street;

8.14 Subject to Council's decision and in accordance with Section 48 of the Municipal Act, 2001, notice shall be given of Council's intention to pass a by-law renaming a street;

8.15 Council approval and adoption of a by-law is required for the renaming of streets under the jurisdiction of the Township and for the naming or renaming of private streets within the Township;

8.16 Council's decision on the street renaming shall be final and binding;

8.17 Notice of Council's decision shall be sent to all residents of the street proposed to be renamed;

8.18 Notice of Council's decision shall be sent to the County of Wellington, Canada Post, and any other relevant internal and external agency;

8.19 The Clerks Department will work with the County of Wellington to have the new street name(s) added to the County GIS system.

9. Procedure to Rename an Existing Street that does not Comply with the Naming Standards

9.1 Any request to rename a street within the scope of this policy must be assigned a name in accordance with the criteria set out in this policy;

9.2 The renaming of streets that does not comply with the Naming Standards in this Policy may be initiated by the Township or by a registered property owner within the Township.

9.3 All street renaming requests shall be submitted to the Clerks Department and shall include the application requirements noted in Section 10.3;

9.4 Upon receiving a renaming request, Clerks department staff will review the application and prior to preparing a staff report, circulating notice and collecting fees and securities staff shall confirm the following:

9.4.1 The type of application required based on the existing street name in accordance with the Municipal Street Naming Policy;

9.4.2 That the request and submission documents comply with the Municipal Street Naming Policy;

9.5 The Township may require a third party to review the request and submission documents in order to satisfy 9.4.1 and 9.4.2 and all costs associated with this review shall be paid by the requester.

9.6 Costs associated with renaming a street that does not comply with the Naming Standards in this Policy shall be paid by the Requester(s) as set out in Section 10.3. All applicable fees are to be paid to the Township prior to the notification process commencing in the form of a security. The flat fees that are collected are to be held as securities to be distributed to the residents of the street proposed to be renamed in

accordance with s. 107 of the *Municipal Act, 2001*, upon approval of the renaming. Residents of the street proposed to be renamed may choose to opt into the aid distribution by way of written notice to the Township. All fees are refundable to the requester, excluding the costs associated with notifications, in the event an application is denied by Council.

9.7 Canada Post shall be circulated in order to advise whether changes to the subject street's addressing is planned within the next five years. If a change to addressing is planned, Council may consider delaying a street renaming to a future date;

9.8 Renaming requests that have been denied by Council or where staff have deemed the application to be in non-compliance with the Municipal Street Naming Policy, shall not be requested again during the same term of Council;

9.9 Subject to Section 9.4, the Clerks Department will circulate the appropriate documentation to internal and external agencies for comment. This will include Puslinch Fire and Rescue, Puslinch Public Works, Puslinch Building Department, the County of Wellington, and Canada Post. Township of Puslinch Advisory Committees and/or consultants, may be circulated on a street renaming request based on the new proposed name and rationale where required. E.g., where a street name with heritage significance is being requested, consultation with the Heritage Committee may be required; or where a street name is being requested based on native wildlife or natural features, consultation with the Township ecologist may be required;

9.10 The County of Wellington shall ensure that any new street name is checked against the County-wide street registry of existing names for duplication or similar sounding street names;

9.11 All street renaming requests shall be subject to the notice requirements set out in the *Municipal Act, 2001*. All street renaming request shall be subject to public consultation as follows:

911.1 A notice shall be placed on the Township's website at least 2 (two) weeks prior to the meeting at which Council considers the renaming of the street;

9.11.2 A notice shall be published in the local newspaper at least once, a minimum of 2 (two) weeks prior to the meeting at which Council considers the renaming of the street;

9.11.3 The notice shall be mailed to all residents of the street proposed to be renamed at least 2 (two) weeks prior to the meeting at which Council considers the renaming of the street;

9.11.4 The notice shall include written rationale demonstrating why the existing street name is not in compliance with the Township's Municipal Street Naming Policy; written rationale for the proposed street name(s) including the relevance and significance of the proposed name(s) and reference to the applicable Naming Standards with the Township's Municipal Street Naming Policy; and the option for the recipient of the notice to indicate an objection to the re-naming and/or the proposed name(s) by mail; if an objection is not submitted either in writing or by delegating to Council, the recipient will be considered to be in agreement.

9.11.5 The notice shall include the option to opt into the aid distribution; the confirmation to opt in to the aid distribution must be provided to the Township in writing within 30 days of the date of the notice;

9.12 Clerks Department staff will report to Council, providing background, summarizing public input, internal and external agency input, and a staff recommendation regarding the proposed renaming of the street;

9.13 Subject to Council's decision and in accordance with Section 48 of the Municipal Act, 2001, notice shall be given of Council's intention to pass a by-law renaming a street;

9.14 Council approval and adoption of a by-law is required for the renaming of streets under the jurisdiction of the Township and for the naming or renaming of private streets within the Township;

9.15 Council's decision on the street renaming shall be final and binding;

9.16 Notice of Council's decision shall be sent to all residents of the street proposed to be renamed;

9.17 Notice of Council's decision shall be sent to the County of Wellington, Canada Post, and any other relevant internal and external agency;

9.18 The Clerks Department will work with the County of Wellington to have the new street name(s) added to the County GIS system.

10. Application Requirements

10.1 Application Requirements to Assign a Name to a New Street:

10.1.1 Completed Township application form, as amended from time to time;

10.1.2 Written rationale for the proposed street name(s) including the relevance and significance of the proposed name(s) and reference to the applicable Naming Standards with the Township’s Municipal Street Naming Policy;

10.1.3 Consent of the named party or named party representative if the proposed street name is in recognition of an individual (if applicable).

10.2 Application Requirements to Rename an Existing Street that complies with the Naming Standards:

10.2.1 Completed Township application form, as amended from time to time;

10.2.2 The applicable fee shall be paid by the requester(s) as set out in this policy or in accordance with the Township User Fees and Charges By-law. The application fee shall be as follows for the remainder of the 2022 calendar year:

Table 2 – Fees

Initial Application Review Fee	<p>Third party review fees as required</p> <p>Includes an initial review of the application by Clerks Department staff to ensure completeness and compliance with the Township Municipal Street Naming Policy and may include a third party review as required</p>
Application notice requirement Fee	<p>\$700</p> <p>Includes the cost of the notice requirements set out in Section 8.12. This is non-refundable in the event the street renaming is not approved and is payable prior to notification upon the approval of the complete application.</p>
Flat Fee per property on the street proposed to be renamed	<p>\$200 per residential property \$500 per legal business (in accordance with the Township zoning by-law)</p> <p>Includes the cost for civic address signs and costs that may be borne by the residents of the street proposed</p>

	to be renamed due to updating information to the new street name. Residents of the street proposed to be renamed shall be required to opt into the aid distribution by way of written notice.
Street Name Signage and installation	\$250/sign + \$100 installation fee
Private streets	<p>Additional fees may be borne by the owner of a private street where the street re-naming requires the amendment of existing documents. Existing documents may include access agreements, maintenance agreements, etc.</p> <p>The Township shall verify that each existing document is required to be amended in order to be valid where a street renaming has been approved.</p> <p>Private street owners shall be notified of the proposed street re-naming and will be required to produce the the existing documents that require amendment along with the amendment fee amount to the Township within 30 days of being notified.</p> <p>Document(s) will not be considered if submitted after the 30 days.</p> <p>Upon verification, the Township shall notify the requester of the additional fees to be paid in full by the requester to a maximum of \$1000. Any amount exceeding \$1000 shall be the responsibility of the private street owner.</p>

**The application fee for renaming a street shall be included in the Township User Fees and Charges By-law for 2023 and onwards.

10.2.3 Written rationale for the proposed street name(s) including the relevance and significance of the proposed name(s) and reference to the applicable Naming Standards within the Township's Municipal Street Naming Policy;

10.2.4 Consent of the named party or named party representative if the proposed street name(s) is in recognition of an individual (if applicable);

10.2.5 Documented support for the street renaming in the form of a petition and/or signed letters of support may be included with a street renaming application for consideration.

10.3 Application Requirements to Rename an Existing Street that does not comply with the Naming Standards:

10.3.1 Completed Township application form, as amended from time to time;

10.3.2 The applicable fee shall be paid by the requester(s) as set out in this policy or in accordance with the Township User Fees and Charges By-law. The application fee shall be as follows for the remainder of the 2022 calendar year:

Table 3 – Fees

Initial Application Review Fee	Third party review fees as required Includes an initial review of the application by Clerks Department staff to ensure completeness and compliance with the Township Municipal Street Naming Policy and may include a third party review as required
Application notice requirement Fee	No fee
Flat Fee per property on the street proposed to be renamed	\$200 per residential property (Township and the requester shall each be responsible to pay 50%) \$500 per legal business (in accordance with the Township zoning by-law) (Township and the requester shall each be responsible to pay 50%) Includes the cost for civic address signs and costs that may be borne by the residents of the street proposed to be renamed due to updating information to the new street name. Residents of the street proposed to be renamed shall be required to opt into the aid distribution by way of written notice.
Street Name Signage and installation	No fee
Private streets	Additional fees may be borne by the owner of a private street where the street re-naming requires the amendment of existing documents. Existing documents

	<p>may include access agreements, maintenance agreements, etc.</p> <p>The Township shall verify that each existing document is required to be amended in order to be valid where a street renaming has been approved.</p> <p>Private street owners shall be notified of the proposed street re-naming and will be required to produce the the existing documents that require amendment along with the amendment fee amount to the Township within 30 days of being notified.</p> <p>Document(s) will not be considered if submitted after the 30 days.</p> <p>Upon verification, the Township shall notify the requester of the additional fees and the Township and the requester shall each be responsible to pay 50% of the cost to a maximum of \$1000 total (\$500 paid by the Township and \$500 paid by the requester). Any amount exceeding \$1000 shall be the responsibility of the private street owner.</p>
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**The application fee for renaming a street shall be included in the Township User Fees and Charges By-law for 2023 and onwards.

10.3.3 Written rationale demonstrating why the existing street name is not in compliance with the Naming Standards;

10.3.4 Written rationale for the proposed street name(s) including the relevance and significance of the proposed name(s) and reference to the applicable Naming Standards with the Township's Municipal Street Naming Policy;

10.3.5 Consent of the named party or named party representative if the proposed street name(s) is in recognition of an individual (if applicable);

10.3.6 Documented support for the street renaming in the form of a petition and/or signed letters of support may be included with a street renaming application for consideration.

Table 4 – Procedure Summary

	Public Notification?	Council Approval?	Is there a cost and who is responsible?	Who can initiate the request?
Naming a new Street	No	Yes	Third Party review fees may apply	Developer
Rename an Existing Street that the does Comply with the Naming Standards	Yes	Yes	The requester(s) is responsible for the full cost for the street renaming	Registered property owner on the street proposed to be renamed street
Rename an Existing Street that the does not Comply with the Naming Standards	Yes	Yes	The Township and the requester share the costs for an approved street renaming	The Township and/or a registered property owner within the Township

11. Reporting to Council

11.1 Staff shall review the Township’s Municipal Street Naming Policy on an as needed basis to ensure the Policy remains current. Staff will report to Council in the event that amendments to the Township’s Municipal Street Naming Policy are required.

12. Validity

12.1 If any section, subsection, paragraph, sentence, clause, or provision of this Policy be declared by a Court of competent jurisdiction to be invalid, illegal or ultra vires for any reason, all other provisions of this Policy shall remain and continue in full force and effect and shall remain valid and binding.