

POLICY 2016-01

TOWN OF CROSSFIELD MUNICIPAL STREET NAMING POLICY

Purpose

The provision of uniform and orderly street labeling and house/building numbering system enables geographic locations to be found quickly and without incident. A Street naming system should be simple, easily understood and allow systematic expansion as the community grows.

The purpose of this policy is to establish a uniform and logical street naming system for newly developed streets; to provide a central point from which to issue and regulate addressing.

Policy

The naming of streets shall be"

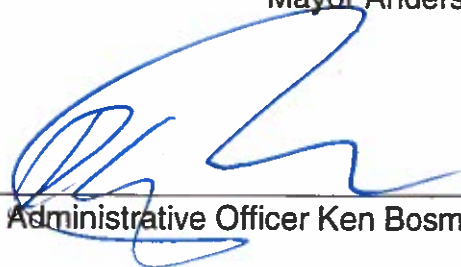
- Flexible enough to accommodate growth caused by annexation and subdivision.
- Be uniform throughout the jurisdiction and be used by all government departments and agencies at all levels.
- Incorporate mechanisms for the continued review and assignment of street names and house numbers.
- Be appropriate for the topography of the area.

As attached and titled Policy 2016-01 Municipal Street Naming Policy.

Adopted this 16th day of August, 2016.



Mayor Anderson



Chief Administrative Officer Ken Bosman

1.0 Community Roadway Naming Guidelines

- 1.1 Street names proposed by the proponent of a development which incorporate new public or private streets, any interested body, or any Town citizen will be submitted to the Town and reviewed by administration.
- 1.2 The Development Department is responsible for processing street name requests for consideration including the coordination of approval with and the Town's Emergency Services staff. Street name requests are evaluated for suitability and appropriateness based on conformity with the street naming and addressing policies contained herein.
- 1.3 The area should carry the name with which it has been identified in the past, providing such name is historically meaningful for such things as a historical event, or persons name etc.

2.0 Street Naming Process

2.1 The Process for Approving a Street Name(s)

- a) A written request is submitted to the Development Department. The request is to include a brief but complete explanation of the reasons for the proposed name(s), which of the street name categories in Section 2.3 the proposed name(s) would be categorized, and any specific street the name would apply to (only if it relates to a specific development).
- b) Proposed street name(s) is circulated to the Town's Emergency Services staff to check for similarities and duplications with any existing street names within the Town.
- c) Where the Town's Emergency Service staff has no concerns with the proposed street name(s), the proposed street name(s) will be returned to the Development Department for consideration.
- d) If a proposed street name(s) is found to be similar or a duplicate of an existing street name, the applicant may propose another street name(s) for approval or proceed with the current proposal and seek Council's consideration (please note that staff would recommend that the proposed street name(s) be denied on the basis of the preceding consideration.)
- e) Town Council will have the final decision on names proposed for arterials roadways within a new subdivision development.
- f) That a notice be placed within the Town's local newsletter once a year noting this policy for submitting a request to name a street.

STREET TYPE

Street Type	Description	Examples
Major Roadway	Refers to federal or provincially designated roadway	Limit Avenue Highway 2A
Arterials	Are major through roads that are expected to carry large volumes of traffic.	Railway Street Range Road 12 Western Drive McCool Street
Collector Roadway	Collector roads are residential streets, which are typically wider than local roads entering communities or connecting sections of communities.	Harrison Street Stevens Street Smith Avenue Murdoch Street Whitfield Avenue McCaskill Drive
Local Residential Roads	These roads have the lowest speed limit, and carry low volumes of traffic. In some areas, these roads may be unpaved.	Osler Avenue, Nanton Avenue Hammond Avenue

2.3 Categories of Street Names

i. Honoring Those Who Have Given Their Life in Public Service

a) The Town will facilitate the naming of streets after Town residents who have served and lost their lives in the Canadian Armed Forces. Secondly, the names of those who have lost their lives in public service either through the Town of Crossfield Emergency Services shall also be honored.

b) Consent is to be given by the person's family.

c) Special signage containing the Poppy symbol is to be used for all veteran street names.

ii. Honoring Individuals for Community Service, Local Historical Reasons, National Reasons or International Reasons

a) Generally, a proposed street name will be of historic importance to the Town, or be a name which is of importance either nationally or internationally, or lastly, be a name of a person who has been of public service to the Town.

b) A written description explaining the individual's contribution to the Town and why the honor should be given shall be submitted in writing to the Town. Staff shall research any names proposed by Council.

c) Consent is to be given by the person's family.

iii. Other Names

Names that promote pride in the Town, acknowledge local heritage, history, and recognize unique features and geography are appropriate. Proposed street names should meet one of the following criteria:

- a) commemorate local history, places, events, culture; or,
- b) strengthen neighborhood identity to reflect the character of the area; or,
- c) recognize native wildlife, flora, fauna, natural features; or,
- d) recognize communities that contribute to the public life of the Town.
- e) names that represent specific themes are encouraged as they are easily recognizable for Emergency Services and provide consistency in large developments.

iv. Priority for Selection of Street Names

- a) Names Honoring Those Who Have Served Canada;
- b) Names Honoring Those who have given their Life while in Public Service;
- c) Names Honoring Individuals – Local Historical;
- d) Names Honoring Individuals – National or International;
- e) Names Honoring Individuals – Community Service; and,
- f) Other Names.

2.4 Suitability and Appropriateness of Street Names

In addition to the policies of Section 2.3 Categories of Street Names, the following policies have been developed to assess the suitability and appropriateness of street names.

i. Ease of Spelling and Pronunciation

Street names should be easily pronounced, recognized and use conventional spelling to avoid difficulties in emergency situations. Street names should be spelled the way they are pronounced.

ii. Individuals

Streets named after individuals shall be a posthumous honor and Planning Department shall consider such names provided that written consent is obtained from the individual's surviving family. The honoring of a living international or national public figure requires the individual's consent.

iii. Two Word Names

Proposed street names consisting of two words should be changed to one word. Only a person's last name should be used unless additional identification is necessary to prevent duplication with an existing street name in the Town of Crossfield.

Establish continuity. Whenever possible, streets should have only one name along their entire length.

iv. **Street Name Characteristics**

Names should generally not exceed ten characters in length (including spaces). This helps ensure that the above mentioned criteria are met and that standard street signage across the Town are consistent.

Country Road and Provincial Highways are considered out of scope of this policy.

v. **Names to Avoid**

- a) Names that could be construed as advertising a particular business;
- b) Cumbersome, corrupted, modified names, discriminatory or derogatory names from the point of view of race, sex, color, creed, political affiliation or other social factors;
- c) Names with any sexual overtones, inappropriate humor, parody, slang or double meaning;
- d) Names that have a secondary negative or offensive connotation;
- e) Names spelled differently but sounding alike (i.e. Crosby Lane and Crosbie Lane) or having similar pronunciation but are spelled differently (ex Heirloom Street could be pronounced with the 'H' dropped (Eirloom Street);
- f) Afford the least opportunity for confusion. Similar sounding street names should be avoided.
- g) Use of complex words (ex. Quetico Drive);
- h) Names with abbreviations in subdivision names should not be permitted and hyphenated or apostrophe names are discouraged.
- i) Street type WAY & BAY and ROAD & DRIVE shall not be used within the same roadway

3.0 Street Addressing

Street addressing is complex and it is necessary to have sound policies to facilitate a uniform addressing system across the Town.

It is the responsibility of the Town to assign municipal addresses and tax roll numbers in an orderly and consistent manner so that properties can be easily located. The Planning Department will assign addresses to newly created lots in registered Plans of

Subdivision.

Even number are assigned to the north and west side of streets, and odd numbers are assigned to the south and east side of streets.

Addressing on extensions of existing streets should be consistent with the established pattern, and the endpoint should be double checked in order to avoid duplication.

There should be coordination of addresses between new Plans of Subdivision so that beginning and endpoints do not have duplicate addresses.

Addressing of residential corner lots shall be based on the orientation of the front yard as defined in the Town's current Land use Bylaw; the narrowest portion of the lot determines the front yard.

Residential lots should have only one address assigned to them as there is only one dwelling per lot.

FIGURE 1 - Exception to the Even vs. Odd Rule

- i. In order to be consecutive and uniform, some situations cannot adhere to the "even on the north and west and odd on the south and east" rule. This situation occurs with small courts and U-shaped crescents (Figure 1)

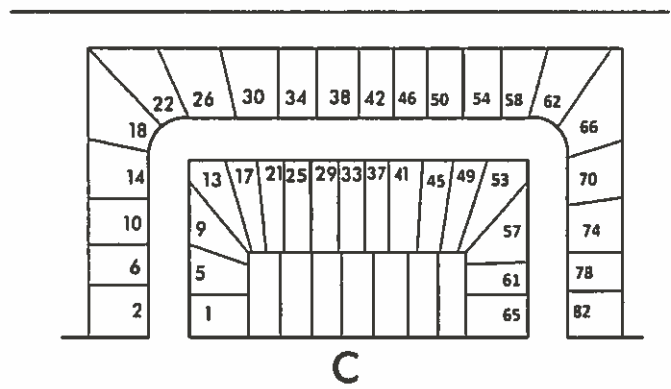
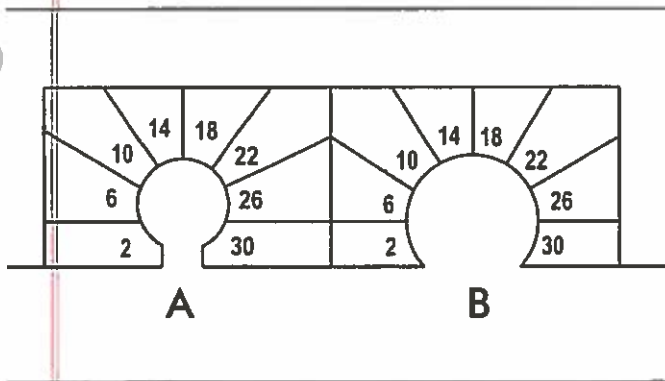
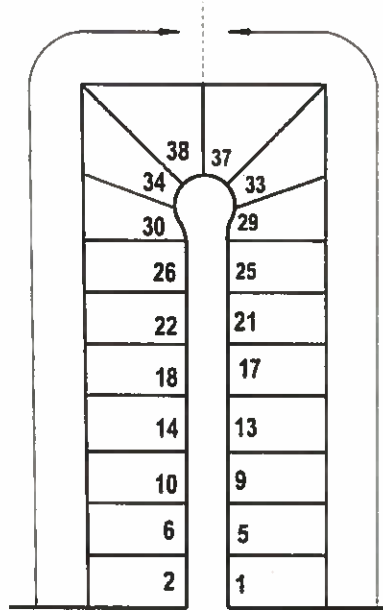


FIGURE 2 - Addressing on a Court

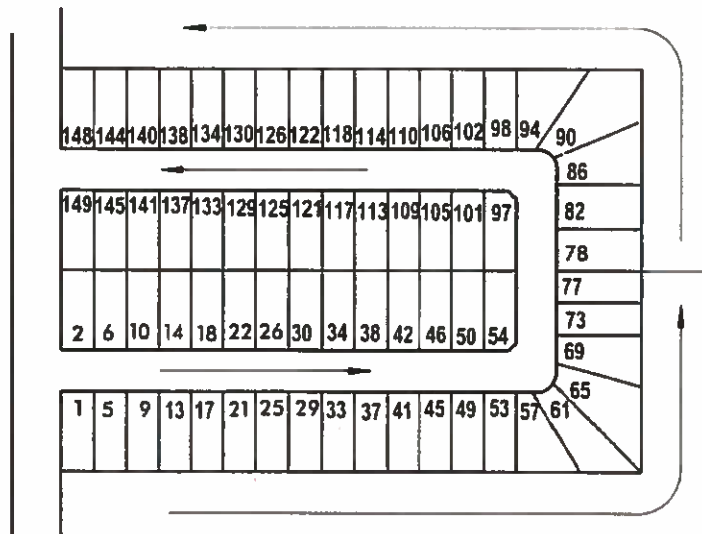
- ii. In the case of a regular court where there is more than one lot before the bulb, the even-odd rule can apply, with the numbers meeting at the center of the bulb



NOTE: Arrow indicate direction of numbering

FIGURE 3 - Number on a U-shaped Crescent

- iii. In the case of a long, U-shaped crescent, the even-odd rule can also apply :



NOTE: Arrows indicate direction of numbering

4.0 System for Assigning Street Name Suffixes

Street name suffixes are assigned in accordance with the following:

- i. "Avenue" all streets which run in a general east-west direction.
- ii. "Boulevard" all streets which have a planted median divider.
- iii. "Crescent" all streets which intersect another street at both ends and which actually forms a crescent shape.
- iv. "Court" all streets which end permanently as a bulb/cul-de-sac, a "T", or a design which permits turning around; all streets which have only one point of access.
- v. "Drive" all streets which run in a general north-south direction, but gradually change to an east-west direction, or vice versa.
 - meandering is the main characteristic.
 - where a sharp right-angle turn has to be negotiated, it may be applicable to use
 - Street and Avenue designations.
- vi. "Green" A minor roadway or cul-de-sac adjacent to or embracing an open space;
- vii. "Heights" generally applied to private roadways, but also valid for other roadways, particularly those located on hills, or escarpments, cul-de-sac's overlooking valleys ,etc.
- viii. "Lane" generally applied to narrow roadways, often private..
- ix. "Link" a roadway joining two cells of a subdivision or two points of one roadway to another.
- x. "Place" a minor roadway with no other intersecting roadways.
- xi. "Road" all streets which are defined as major collector or arterial streets; run in any direction.
- xii. "Street" all streets which run in a general north-south direction, parallel to Railway Street
- xiii. "Way" a minor roadway which may change direction



Town of Crossfield Street Naming Request Form

Street Name Information	
Street Name or Theme Requested	
Background Support	
Geographical Association (Description of Location)	
Contact Information For the Person Making the Request	
Full Name(s)	
Daytime Telephone:	Email:
Alternate Number:	
Mailing Address:	
Date Submitted:	

Further documentation supporting this request can be attached. If the request street name is for an individual, a letter of support from the family must be attached.

FOR OFFICE USE ONLY

Date Received	
Circulation to	
Meet Policy Requirements	