

**KING TOWNSHIP
CORPORATE POLICY
MUNICIPAL STREET NAMING AND PARK
NAMING**



POLICY NO.:
COR-POL-131

Clerks & By-law Enforcement Department

Issue Date: 5/27/2019

Issue No.: 1

Next Revision: 5/27/2024

1 PURPOSE STATEMENT

- 1.1 The purpose of this policy is to establish the criteria for the consistent and efficient naming of municipal streets and parks, which takes into consideration safety and suitability of names. This policy will consolidate the municipal street and park naming policies.

2 POLICY OBJECTIVE

- 2.1 To ensure that all municipal streets are easily identified, and locatable.
- 2.2 To ensure that the naming of streets and parks follows a systematic and consistent process.
- 2.3 To ensure a proper approval process exists, which includes required approvals by the Regional Municipality of York and King Fire & Emergency Services.

3 APPLICATION/SCOPE

- 3.1 This policy applies to the naming of all streets and parks within the boundaries of King Township. This includes the naming of all public, condominium and private streets. The Clerks Department shall maintain an inventory of Municipal Street Names and Park Names that are approved by Council for future assignment.

4 DEFINITIONS

- 4.1 **Avenue:** all streets which run in a general east-west direction.
- 4.2 **Boulevard:** all streets which have a planted median divider.
- 4.3 **Circle:** same as "Court".
- 4.4 **Court:** all streets which end permanently as a bulb/cul-de-sac, a "T", or a design which permits turning around, and which have only one point of access.
- 4.5 **Crescent:** all streets which intersect another street at both ends, and which actually forms a crescent.

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- 4.6 **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, e.g. “Manitou Drive”.
- 4.7 **Gate:** all streets which serve as an entry into a court or crescent are short in length and no other streets intersect them.
- 4.8 **Lane:** all streets which are exclusive to condominium projects.
- 4.9 **Place:** All streets which are exclusive to Condominium projects.
- 4.10 **Park:** Shall be defined as Township Parks, Community Parks, Neighbourhood Parks, Parkettes, or Passive Open Space.
- 4.11 **Private Street:** A Street which is not owned by the Township or Region of York and not assumed by the Township or Region of York ie. Condominium Streets.
- 4.12 **Road:** all streets which are defined as major collector or arterial roads heavily used and run in any direction.
- 4.13 **Street:** all streets which generally run in a north-south direction.
- 4.14 **Street/Park Name Inventory:** A central repository of all Council approved names for future assignment of municipal streets and parks.
- 4.15 **Trail:** a collector-type street usually winding and meandering.
- 4.16 **Way:** an alternate for “Drive”.

5 CRITERIA FOR THE NAMING OF STREETS AND PARKS

- 5.1 The Township will consider proposals for names but is under no obligation to accept a proposed name.
- 5.2 As part of the pre-screening of street names they must be vetted through the Regional Municipality of York to avoid duplication of a street name already in use within the Region of York, as well as King Fire & Emergency Services for any concerns. Then, if approved by both, the name will be reserved for King Township and placed on the Region of York (RESERVED FOR KING) Inventory of Proposed Municipal Street Names King Township, inventory list for possible future assignment in King Township.

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- 5.3 Proposed names that are not recommended for inclusion on the Municipal Street Name Inventory will be added to the park name inventory for future consideration and assignment.
- 5.4 Only surnames of proposed names of individuals will be preferred by the Township of King for assignment of municipal street names.
- 5.5 Names should portray a strong positive image and have historical, cultural, Indigenous or social significance or contributions to the community, the Township, the Province of Ontario or Canada.
- 5.6 A proposed individual name shall have demonstrated excellence, courage, heroism, or exceptional service to King Township, the Province of Ontario and/or Canada, through their contribution to the enhanced quality of life through sports, recreation, and culture and community involvement.
- 5.7 The proposed name should have historical significance to the Township or strengthen neighborhood identity to reflect the character of the area and be categorized into one of the following groups:
- Natural features and geography
 - Native wildlife, flora and fauna
 - Historic place names
 - Local history or culture
 - Outstanding Resident or Group
 - Outstanding Canadian
 - Served in, or those who have lost their lives while serving in the Canadian Armed Forces
 - Veterans of military conflicts
 - Lost their lives in the service of the public through either the York Regional Police or King Fire & Emergency Services
- 5.8 The proposed name is of national or international importance.
- 5.9 Names that represent specific themes are encouraged, provided the theme has local significance.
- 5.10 Names should be easily pronounced, recognized and use conventional spelling to avoid difficulties in emergency situations.

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6 NAMES TO AVOID

- 6.1 Names that could be construed as advertising a particular business.
- 6.2 Any name in contravention of the Ontario Human Rights Code.
- 6.3 Names that are spelled differently but sound alike (Right/Wright).
- 6.4 Names with hyphens, apostrophes or dashes are discouraged and only may be considered on a case by case basis.
- 6.5 Street names with overused components such as "King ----".
- 6.6 Street names that exceed three words, including the suffix (e.g. Country Club Drive).

7 VETERANS NAMES

- 7.1 In every new development of more than five (5) streets, one of the Veteran names on the Municipal Street Name Inventory must be chosen.

8 INDIVIDUAL NAMES

8.1 Living Individuals:

- Streets or parks named after living individuals are discouraged as the individual may encounter future circumstances that lead to inappropriate connotations for his or her name.
- In the event that the use of the living person's name is approved, it requires written consent of the individual.

8.2 Posthumous:

- Streets or parks named after an individual posthumously requires written consent from the individual's surviving family, a written description of the individual's contribution to the Township and/or community, and Council approval.
- Names of individuals who are national or international public figures do not require written consent.

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- Naming in honour of an elected or appointed official shall occur posthumously, taking into consideration the criteria noted above.

8.3 Veterans:

- Special signage bearing a poppy symbol may be used for all street and park names in honour of military veterans.

9 USE OF CONSISTENT SUFFIXES

9.1 Refer to section 4.

10 CHANGING AN EXISTING STREET NAME

10.1 The renaming of municipal streets is strongly discouraged as it significantly impacts numerous individuals, departments, and the community. However it may be necessary to rename a street for emergency or safety reasons.

10.2 If a street name change is required, a report to Council must be submitted, along with notice of consideration of a by-law, and when Council passes the by-law the registration of the by-law.

10.3 The Council shall hear any person who claims to be adversely affected by the by-law.

10.4 The passing of a by-law changing the name of a highway must follow Township notice requirements. The passing of a by-law changing the name of a private road must follow section (48) of the Municipal Act 2001 to give public notice.

10.5 Changes to existing street names may be initiated by members of the public. However, Council will consider changing a municipal street name only if certain conditions are met:

- The initiating resident must present a petition signed by at least 75% of the residents fronting the street;
- A **certified cheque** in the amount as per the current Fees and Charges By-law* must be attached to the petition to cover the township's cost in changing the name (advertising the name change, notifying all emergency services, numerous agencies and "double signing" the street). Costs incurred by residents (changing postal address etc.) are the responsibility of

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each resident. *Fee is subject to regular review and amendment by Council.

- A list of suggested street name submissions must be presented.

10.6 Once these conditions have been met and the above items have been presented to the Office of the Township Clerk, the submissions will then be reviewed by the Regional Municipality of York Planning & Economic Department and King Fire & Emergency Services. Issues such as name duplication and ease of pronunciation will be reviewed. Once approved, the name change will go before Council where it will undergo final approval.

10.7 The Township of King may also deem it necessary to change a street name to eliminate conflicts between a King Township street and a street name in another municipality within the Region of York.

11 BUILDING AND REPLENISHING THE STREET NAME INVENTORY & PARK NAME INVENTORY

11.1 Individuals or community groups are encouraged to submit proposed names to the Clerks Department keeping the criteria outlined in the Policy in mind.

11.2 Proposed names that are not approved by the Region of York for inclusion on the municipal street name inventory will be added to the park name inventory for future consideration and assignment.

12 STREET & PARK NAMES AS FUNDRAISING

12.1 Any local charity that requests the opportunity to offer to name a municipal street or park at a fundraising event (ie. auction), must first request and receive Council approval for this activity. Council approval (and subject to the respective developer's approval) would specifically identify the street and development to which the fundraised name will be assigned.

12.2 The requesting organization must meet charitable organization status criteria including having King Township affiliation and providing a letter indicating how, where and for what the funds raised will be used.

12.3 The said organization shall meet the criteria for 'charitable organization' as defined by the Government of Canada.

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The aims of a charitable organization may be:

1. Relief of poverty;
2. Advancement of education or religion;
4. Other purposes that benefit the community in a way that the courts have said is charitable.

- 12.4 The naming of a municipal street or park cannot be used as a prize in any type of lottery program, such as a raffle.
- 12.5 It is not recommended that a charity use this program unless there is a draft plan of subdivision in place where the streets will be developed in the relatively near future to avoid the 'prize' not being used for a prolonged period of time.

13 FINAL APPROVAL FOR MUNICIPAL STREET NAMING/PARK NAMING ASSIGNMENT

- 13.1 The Clerks Department will prepare respective staff reports recommending the assignment of municipal street names/park names at a time when the associated development(s) stage requires it.
- 13.2 Council has the final approval for the assignment of all municipal street names and municipal park names.
- 13.3 Street names are formally adopted by Council and assigned by municipal by-law, as registration of the said by-law is required.
- 13.4 The Township will notify internal departments, appropriate agencies, bodies, agents or developers of a new or changed street/park name.

14 RELATED DOCUMENTATION

- 14.1 Clerks Dept. Report CL-2019-14: Municipal Street and Park Naming Policy
- 14.2 Municipal Street\Park Naming Procedure
- 14.3 Region of York (RESERVED FOR KING) Inventory of Proposed Municipal Street Names King Township
- 14.4 King Township Municipal Park Name Inventory

15 APPROVAL AUTHORITY

Council	2019-061	Original Signed	5/27/2019
Authority	By-law	Clerk	Date