

**Policy No. 3004-5**

**Date of Implementation: April 27, 2020**

**Council Resolution: C20-78**

## ***ROAD NAMING POLICY***

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### **PURPOSE**

To provide guidance on the naming of new roads dedicated at the time of subdivision or when proposals for road name changes are considered by Council.

### **BACKGROUND**

When new roads are dedicated at the time of subdivision, those roads are typically assigned a name and labelled accordingly on the plan of subdivision registered at the Land Title and Survey Authority of BC. While Council is not involved in subdivision review and approval, this policy enables Council to provide input into proposed new road names, for consideration by the owner/developer and the Approving Officer. This policy also provides guidance to members of the public who are considering submitting requests to change the name of an existing road.

### **POLICY**

1. Road names must have an odonym and should be limited to one of the following:

<b>Avenue</b>	A through local, collector or arterial road carrying east-west traffic.
<b>Boulevard</b>	A major through road usually lined with street trees.
<b>Crescent</b>	Crescent shaped local road connected to another road on both ends.
<b>Court</b>	A non-through local roadway (e.g. cul-de-sac).
<b>Drive</b>	A lengthy collector or arterial road.
<b>Lane</b>	A through local road serving only a limited number of dwellings.
<b>Place</b>	A non-through local roadway (e.g. cul-de-sac).
<b>Plaza</b>	An open public space surrounded by buildings or roads.
<b>Road</b>	A road serving rural or semi-rural residential areas.
<b>Row</b>	Usually reserved for a road lined with rowhouses.
<b>Street</b>	A through local, collector or arterial road carrying north-south traffic.
<b>Terrace</b>	Usually used to describe a street following the top of a slope.
<b>Way</b>	A small street off a road.

2. A proposed road name will be reviewed with dispatch and emergency services to determine if there are any concerns with the proposed name and to ensure that the same name is not already in use in adjoining electoral areas or the City of Nanaimo. If the proposed name is already in use, the name will not be supported. This includes situations where the name is the same, but the odonym is different (e.g. Arbutus Avenue and Arbutus Road). This does not include numbered roads already in use in other municipalities within the region (e.g. 1<sup>st</sup> Avenue and 1<sup>st</sup> Street).
3. Road names that sound similar to existing road names should be avoided.
4. Road names should be limited to a single word, without hyphenations, up to a maximum of 15 letters, excluding the odonym. As an exception to this, road names that refer to geographic features may be two separate words, provided that a hyphenation is not used, and the space is included in the maximum 15 characters (e.g. Bald Mountain Drive).
5. Road names relevant to the history, geography, or indigenous flora and fauna of Lantzville are encouraged and, if possible, should be relevant to the neighbourhood context or the context of the site being developed.

A list of potential street names shall be created, and this shall be formed by the following process: a) names submitted by the Lantzville Historical Society, b) names nominated by petition signed by at least 100 Lantzville residents, and c) names nominated by unanimous consent of Council.

6. Where common English words are used, Canadian spelling is required.
7. New road names should not consist of or be derived from the name of the individual or company subdividing the land.
8. New road names should not consist of any word or name that is used for the purpose of advertising.
9. Numbered roads should only be used in the Village Core and immediately surrounding area.
10. Where a person's name is proposed, the person should be an historical figure (usually deceased) who made positive contributions to the Lantzville community, or a long-standing Lantzville resident who achieved national or international prominence or acclaim in fields such as sports, education, politics, science or medicine, etc.

#### **PROCESS – NAMING NEW ROADS**

11. When an application for Preliminary Subdivision Review is submitted to the Approving Officer for a subdivision that involves the dedication of new roads, the following process applies:
  - a) The owner/developer must propose names to the Approving Officer consistent with this policy.

- b) The Approving Officer will consider the proposed names and decide whether the name is acceptable or unacceptable and will notify the applicant accordingly.
- c) If the Approving Officer determines that the proposed name is acceptable, the name must be identified on the subdivision plan submitted to the Approving Officer with an application for Subdivision Approval.
- d) If the Approving Officer determines that the proposed name is unacceptable, the owner/developer may appeal that decision to Council in accordance with the general reconsideration procedures outlined in the District of Lantzville Officers, Indemnification, and Delegation Bylaw No. 172, 2018.
- e) Council will decide whether the proposed name is acceptable or unacceptable and will notify the owner/developer and the Approving Officer accordingly.
- f) If Council determines that the proposed name is acceptable, the name must be identified on the subdivision plan submitted to the Approving Officer with an application for Subdivision Approval.
- g) If Council determines that the proposed name is unacceptable, the owner/developer must propose alternative names to the Approving Officer for consideration.

#### **PROCESS – RE-NAMING EXISTING ROADS**

- 12. Road re-naming requests initiated by members of the public must be accompanied by a petition signed by a minimum of two-thirds of the property owners directly affected by the proposed road name change.
- 13. The petition submitted with a road name change request is non-binding on Council. Council may consider a number of different factors in making its decision, including this policy. Road names can only be changed through adoption of a bylaw under Section 39 of the *Community Charter*.

#### **COMPENSATION FOR ADDRESSING CHANGES**

- 14. Both road name and building numbering changes are sometimes required. Such changes may result from requests by owners, residents, businesses, emergency services, government or developers. When a road name or numbering change occurs, property owners, residents, and businesses may be subject to costs for mail forwarding, stationery updates, and new physical address numbers.
- 15. Council may consider compensating property owners, residents and businesses impacted by Municipally initiated road name or address changes.
- 16. Where a road name or building numbering change request is initiated by someone other than the Municipality, all costs associated with that change, including compensation for affected property owners, residents, and businesses, will be the sole responsibility of the person or persons initiating the request.