

# Town of Truro – Policy & Procedure Manual

<b>Subject:</b>	Street Naming
<b>Policy Number:</b>	P160-003
<b>Approval Date:</b>	July 7, 2003
<b>Departments:</b>	Planning & Development

## DEFINITIONS

“Town” means the Civic Addressing Coordinator or Development Officer.

“Street” means any public street, highway, road, land, bridge, or thoroughfare accessible to vehicular traffic owned by the Town of Truro or any other municipality including a public highway.

“Neighbourhood system” means a system involving the identification of clear neighbourhoods both as development occurs and by defining neighbourhoods which currently exist.

“Council” means the Council for the Town of Truro.

## PURPOSE

Is to provide a simple and logical approach to civic addressing aimed at:

- Achieving directional clarity and efficiency for emergency response vehicles as well as others using Truro’s transportation network;
- Promoting a sense of place and connectivity for Truro’s neighbourhoods; and
- Complimenting Truro’s Civic Numbering Policy to provide uniformity and consistency in civic addressing.

## NAMING SYSTEM

All streets within the Town of Truro shall have approved street names. The street naming system shall be based on a neighbourhood system.

## GENERAL PRINCIPLES

- 1) There shall be no duplication of names including names that are differentiated by street type within the Town of Truro or abutting General Service Areas within the County of Colchester.
- 2) No name shall sound like another within the Town of Truro or abutting General Service Areas within the County of Colchester.

- 3) Where the street is to be renamed is the continuation of another street, the same name should apply whenever possible.
- 4) Where the street is to be renamed is not a continuation of another road, the two roads should have different names.
- 5) No name shall contain numerals, special characters, decimals, hyphens, or periods. Apostrophes are acceptable.
- 6) Where there are two unconnected sections of streets within the same name, a section, as determined by the Town, will be renamed and given the appropriate civic numbering if needed.
- 7) No name shall be offensive to the public or result in a safety concern.

#### **TO ESTABLISH A STREET NAME**

- 1) The applicant shall provide at least two proposed names for approval (1<sup>st</sup> choice, alternate choices).
- 2) The applicant shall provide a written explanation on why the names were selected. This may include a history, theme, or other methods or rationale for selection.
- 3) When a new street is proposed to be created through the subdivision approval process, the final plan of subdivision shall show the extent of such street or streets and the connection with existing or proposed streets, where a tentative plan of subdivision is not involved.
- 4) The Town shall evaluate the names with respect to the General Principles. The Town shall apply a suffix to the street name.
- 5) The Town shall notify the applicant of the completeness of the application. If the Town determines that the application is incomplete or not in keeping with the General Principles, the Town will provide written reasons for the refusal.
- 6) The Town shall forward the request to Council with a written recommendation for consideration and decision, subject to 7 below.
- 7) Where the street has been approved by the Town Engineer and Council has accepted the deed for the street, Council may approve or deny the result for the street name.
- 8) The Town shall notify the applicant or petitioners of Council's decision.

#### **TO CHANGE AN EXISTING STREET NAME**

- 1) The Town or Council may initiate a street name change if the existing street name is deemed offensive or is a safety concern.
- 2) The majority of assessed land owners abutting the affected street may petition Council requesting a street name change. The Town will verify the completeness of the petition.
- 3) The petitioners shall provide a written explanation on why the names were selected. This may include a history, theme, or other methods or rationale for selection.
- 4) The Town shall evaluate the names with respect to the General Principles. The Town shall apply a suffix to the street name.

- 5) The Town shall notify the petitioners of the completeness of the application. If the Town determines that the application is incomplete or not in keeping with the General Principles, the Town will provide written reasons for the refusal.
- 6) The Town shall forward the request to Council with a written recommendation for consideration and decision.
- 7) Council may approve or deny the request for street name change.
- 8) The Town shall notify the applicant or petitioners of Council's decision.

## **APPROVAL CONSIDERATION**

Council shall:

- Encourage the use of themes of historical names within a neighbourhood;
- Discourage the unwarranted discontinuance of theme of historical names when they are within the same neighbourhood, usually defined by street configuration, subdivision design and/or natural features which define such continuity;
- Encourage the use of significant historical names as approved by the Heritage Advisory Committee.

## **USE OF HISTORIC NAMES**

The Town will supply a list of significant historical names which may be used by the applicant or petitioners. The names on such list are approved by the Heritage Advisory Committee and may be amended from time to time by this Committee. Where historical names are used, they are considered a theme and shall extend throughout the defined neighbourhood.

## **REUSE OF RETIRED STREET NAMES**

If the name of a delisted street is a significant historical name, it will be added to the bank of significant historical names if deemed advisable by the Heritage Advisory Committee.

## **AFTER APPROVAL OF STREET NAME BY COUNCIL**

- 1) The Town shall set the date when the street name is in effect in the Master Street Address Guide.
- 2) The Town shall provide written notification of the street name change to:
  - All assessed owners abutting the street;
  - Emergency Measures Organization;
  - Canada Post
  - Local Ambulance (currently Emergency Health Services)
  - Service Nova Scotia and Municipal Relations
  - School Boards
  - Truro Fire Services
  - Truro Police Services
  - Truro Public Works Department
  - Truro Finance Department

- 3) Council shall provide compensation when Council initiates a street name and/or civic numbering change should the existing street name be deemed offensive or is a safety concern. Compensation shall be in the form of mail redirect for 6 months.

### **COUNCIL RESERVES**

Council reserves the right to:

- Act as arbitrator in the event of dispute;
- Name all collector or arterial streets as identified in the Municipal Planning Strategy;
- By resolution, amend this policy from time to time.

References:

Richmond County Civic Addressing By-law

Halifax Regional Municipality Civic Addressing Policies

Cape Breton Regional Municipality Street Naming Policy