
*For the Tenth Meeting of the Street Naming Committee
to be held on **Monday, May 1st, 2006**
in Committee Room C-12, Tom Davies Square at **4:30 p.m.***

DECLARATIONS OF PECUNIARY INTEREST

FOR INFORMATION ONLY

PAGE NO.

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REFERRED AND DEFERRED MATTERS

1. Report dated January 24th, 2006, from the Executive Director of Administrative Services regarding Street Naming and Numbering Policy, Use of Designations on Street Name Signs 21 - 49
(RECOMMENDATION PREPARED)

MINUTES

1. Report No. 9, Street Naming Committee Minutes of January 30th, 2006 . 50 - 51
(RECOMMENDATION PREPARED)

ANNOUNCEMENTS AND QUESTIONS

ADJOURNMENT **(RESOLUTION PREPARED)**

COMMITTEE MEMBERS

Councillor Rivest
Fern Reginald Cormier
Roy Edey
Claude Gosselin
Paul Eric Lavallee
Rick Harold Sasseville
Tony Sundholm

DISTRIBUTION

Mayor and Members of Council
M. Mieto
C. Matheson
D. Nadorozny
A. Stephen
C. Hallsworth
R. Swiddle
A. Lekun
B. Lautenbach
G. Clausen
B. Tanos
T. Beadman
N. Mihelchic
A. Haché

Angie Haché
City Clerk

Franca Bortolussi
Planning Committee Secretary

Request for Recommendation Street Naming Committee



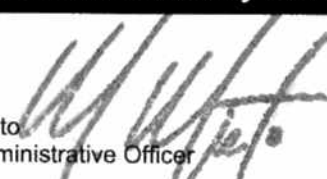
Type of Decision									
Meeting Date	May 1 st , 2006				Report Date	April 27 th , 2006			
Recommendation		Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only			<input checked="" type="checkbox"/>	Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
Signage Policies in other Municipalities

Policy Implications + Budget Impact	
<input type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified
<input type="checkbox"/>	Background attached

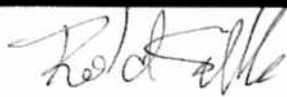
Recommendation	
<input type="checkbox"/>	Recommendation attached

Recommended by the Department Head	
	
Name and Title	Caroline Hallsworth Executive Director -Administrative Support Services

Recommended by the C.A.O.	
	
Name and Title	Mark Mieto Chief Administrative Officer

Date: April 27, 2006

Report Authored By



Name
and Title

Ronald M. Swiddle
City Solicitor

Division Review



Name
and Title

Ronald M. Swiddle
City Solicitor

At its last meeting the Committee, as part of its deliberations on the draft policy, requested the City Solicitor to contact certain other bilingual or northern municipalities with regards to their street signs and policies.

The following information was obtained, and is presented here for the use of the Committee.

Sault Ste. Marie

Sault Ste. Marie has no policies or by-laws concerning street signs. The street signs do not include French designations, but do include English designations.

Timmins

Timmins has no policies on this topic. Street signs do not include designations in any language.

Fredericton, New Brunswick

Fredericton has had a process in place for the last five years that is continuing. This process has two parts. First, new signs, as they are erected, include French and English designations. Second, as old signs are replaced, French and English designations are included.

We are informed that this is the general procedure for all New Brunswick municipalities.

Gatineau, Quebec

Gatineau is the new name for the former municipalities of Aylmer, Buckingham, Hull and Masson-Angers, which were amalgamated on July 21st, 2003. As part of the transition process, the names of 421 streets were reviewed and changed to non-duplicating names on that same date. The signs were all changed over a few weeks. Renumbering of certain streets also occurred on that date. In total, some 73,000 addresses changed. The street signs contain French designations only.

Ottawa

Street signs in Ottawa include both French and English designations.

Duplicated street names were also dealt with by the Transition Board and approximately 150 streets were renamed when the new City was established.

Date: April 27, 2006

Following discussions with the CNIB, it was decided that designations should be on street signs, and that the signs should be in both upper and lower cases, and include all accents, etc, with minimum size requirements.

In 2005, Ottawa passed a By-law on this topic, a copy of which is attached for the information of the Committee.

BY-LAW NO. 2005 - 322

A by-law of the City of Ottawa respecting the naming of highways and the numbering of buildings and lots.

The Council of the City of Ottawa enacts as follows:

DEFINITIONS

1. In this by-law,

“blade sign” means a sign that is affixed to a support structure for the purposes of conveying a message to the public regarding the assigned civic number of the building or lot to which the sign relates;

“building” means the building in which is conducted the principal use of the property on which the building is situated;

“City” means the municipal corporation known as the City of Ottawa or the geographic area of the City of Ottawa as the context requires;

“City Council” means the Council of the City of Ottawa;

“City Solicitor” means the person in the position of City Solicitor of the City of Ottawa;

“civic number” means the number assigned by the City for the purpose of identifying the building or lot;

“civic number sign” means a sign that is affixed to a building for the purposes of conveying a message to the public regarding the civic number;

“Director” means the person in the position of Director of Building Services in the Planning and Growth Management Department of the City of Ottawa or authorized subordinates or assistants;

“height” means the distance above the existing grade of a property at which the civic number is placed;

“highway” means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and except as otherwise provided includes a portion of the highway;

“highway name sign” means a sign that is affixed to a support structure for the purposes of conveying a message to the public regarding the name of the highway to which the sign relates;

“Index of Highways” means the list of names of highways maintained by the City;

“Index of Available Names” means the list of names reserved and available for use when naming highways and changing the names of highways;

“Map” means the map of the City of Ottawa produced from MPA database maintained by the Planning and Growth Management Department of the City;

“municipal address” means the name of the highway and civic number designated by the City;

“owner” means the registered owner of the land under the provisions of the *Registry Act*, R.S.O. 1990, Chap. R. 20, as amended and the *Land Titles Act*, R.S.O. 1990, c. L. 5, as amended and includes a condominium corporation;

“prefix” means a series of letters in front of an existing highway name used to create another unique highway name;

“sign” means any solid material used exclusively to support a civic number or a highway name;

“suffix” means the designation of the type of highway that appears after the highway name in the English version of the name and before the highway name in the French version of the name.

INTERPRETATION

2. (1) In this by-law a word interpreted in the singular number has a corresponding meaning when used in the plural.
- (2) This by-law includes Schedules “A”, “B”, “C” and “D” annexed hereto and Schedules “A”, “B”, “C” and “D” are hereby declared to form part of this by-law.
- (3) In this by-law, the word “metre” shall be represented by the abbreviation “m”, the word “centimetre” by the abbreviation “cm”, the word “feet” by the abbreviation “ft” and the word “inches” by the abbreviation “in”.
- (4) Dimensions specified in metric units shall be the official dimensions. Imperial dimensions contained in parentheses are provided for convenience only.
- (5) If it is declared that if any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

- (6) If there is a conflict between a provision of this by-law and a provision of an applicable Sign By-law of a former municipality or any successor by-law thereto, the section that is more restrictive applies.

NAMING OF A HIGHWAY

3. No highway name shall be shown on the Map or the name of the highway listed in the Index of Highways unless it is named in accordance with the provisions of this by-law.
4. Subject to the provisions of this by-law, the Director is delegated the authority,
- (a) to approve the naming of a highway,
 - (b) to approve the change in name of a highway,
 - (c) to assign civic numbers, and
 - (d) to change civic number.
5. The Director shall not approve the naming of a highway, the change in name of a highway or the change of a civic number unless the Director is satisfied that:
- (a) the proposed name complies with the guidelines set out in Schedule "A" to this by-law;
 - (b) the proposed suffix to be applied to the highway name is in compliance with the guidelines set out in Schedule "B" to this by-law;
 - (c) the proposed numbering of the buildings, lots or units has been determined by the Director and is in compliance with the guidelines set out in Schedule "C" to this by-law;
 - (d) the applicable fees described in Schedule "D" to this by-law have been paid in full by the applicant; and
 - (e) no objections have been received to the notice given pursuant to Section 6 to name a highway or change the name of a highway.

NOTICE

6. (1) Prior to enacting a by-law to name a highway or to change the name of a highway, the Director shall provide notice of the City's intention to enact such a by-law by publishing such notice once in both a French and English newspaper having general circulation in the City.
- (2) The notice shall include a date by which objections to the naming of the highway or the change in name of the highway are to be received by the Director.
- (3) If objections to the proposed name or change of name are received, the Director shall forward the application to Planning and Environment Committee for consideration together with a recommendation of approval or rejection and Council shall either approve or reject the application.

BY-LAW

7. When the Director or Council has approved the name of a highway or a change in the name of a highway pursuant to Section 5 or subsection 6(3) respectively, the City Solicitor shall place the implementing by-law on the Orders of the Day for enactment.

HIGHWAY NAME SIGN

8. (1) Upon approval of the Director or Council of the name of a highway pursuant to Section 7, the owner shall install or cause to be installed a temporary highway name sign in accordance with Schedules "A" and "B" to this by-law.
- (2) The owner shall maintain the temporary highway name sign until such time as the City installs the permanent highway name sign.

NUMBERING

9. (1) Prior to construction of a building, the owner shall obtain the civic number from the Director.
- (2) During construction of a building, the owner shall install or cause to be installed on the building a temporary sign displaying the civic number in accordance with Schedule "C" to this by-law.
- (3) Prior to occupancy, the owner shall install or cause to be installed a civic number sign on the building in accordance with Schedule "C" of this by-law.
- (4) During construction of a building, where a blade sign is required, the owner shall install or cause to be installed a temporary blade sign in accordance with Schedule "C" to this by-law.
- (5) Prior to occupancy, where a blade sign is required, the owner shall install or cause to be installed a blade sign in accordance with Schedule "C" to this by-law.
10. (1) Where the owner does not install or cause to be installed the civic number sign or blade sign, where applicable, in accordance with Section 9, the Director of By-law Services in the Community and Protective Services Department shall send a Notice by registered mail or direct delivery of the Notice by hand to the owner or occupant's last known address requiring the owner or occupant to install or cause to be installed the civic number sign or blade sign, where applicable, in compliance with the requirements of this by-law and the Notice shall specify the time allowed for compliance.
- (2) If the owner does not comply with the Notice within the time allowed for compliance, the City may install or cause to be installed the civic number sign or blade sign, where applicable, adjacent to the property and may recover the

expenses incurred by action or by adding the costs to the tax roll and collecting them in the same manner as taxes.

MAINTENANCE

11. (1) Every owner shall maintain the civic number sign on the building, unit or, where applicable, the blade sign.
- (2) Where the owner does not maintain the civic number sign or blade sign, where applicable, in accordance with subsection (1), the Director of By-law Services in the Community and Protective Services Department shall send a Notice by registered mail or direct delivery of the Notice by hand to the owner or occupant's last known address requiring the owner or occupant to maintain the civic number sign or blade sign, where applicable, in compliance with the requirements of this by-law and the Notice shall specify the time allowed for compliance.
- (3) If the owner does not comply with the Notice within the time allowed for compliance, the City may perform the required maintenance and may recover the expenses incurred by action or by adding the costs to the tax roll and collecting them in the same manner as taxes.

PROHIBITIONS

12. (1) No person shall erect a highway name sign, a civic number sign or a blade sign unless it is in accordance with the provisions of this by-law.
- (2) No person shall refuse to erect a highway name sign or a civic number sign or a blade sign when required to do so by the Director.
- (3) No person shall refuse to maintain a highway name sign or a civic number sign or a blade sign when required to do so by the Director.
- (4) No person shall alter, remove, or deface or in any manner interfere with any highway name sign, civic number sign or a blade sign erected in accordance with the provisions of this by-law.
- (5) Subsection (4) does not apply to prevent sign maintenance work from being performed by the owner or the City.

OFFENCES AND PENALTIES

13. (1) Every person who contravenes any of the provisions of this by-law is guilty of an offence.
- (2) Every person who is convicted of an offence under this by-law is liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, Chapter P. 33, as amended.
14. When a person has been convicted of an offence under this by-law,
 - (a) the Ontario Court of Justice, or
 - (b) any court of competent jurisdiction thereafter,
 may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

REPEALS

15. The following by-laws of the old municipalities are repealed:
 - (a) By-law Number 2228 of the old Corporation of the Township of Cumberland entitled "The Street Numbering By-law";
 - (b) By-law Number 133 of 1989 of the old Corporation of the City of Gloucester entitled "A by-law to provide for the numbering of buildings", as amended;
 - (c) By-law No. 52-97 of the old Corporation of the Township of Goulbourn entitled "Being a by-law to establish a civic address system for the Township of Goulbourn;
 - (d) By-law No. 43-99 of the old Corporation of the City of Kanata entitled "Being a by-law of the Corporation of the City of Kanata to establish and maintain a civic addressing system for the rural area of the City";
 - (e) By-law No. 076-96 of the old Corporation of the City of Nepean entitled "Being a by-law of The Corporation of the City of Nepean respecting the assignment of municipal numbers;
 - (f) By-law # 60-99 of the old Corporation of the Township of Osgoode entitled "being a by-law to provide for the placing and maintaining of a civic address system";
 - (g) By-law Number 164-73 of the old Corporation of the City of Ottawa entitled "A by-law of The Corporation of the City of Ottawa regulating the numbering of buildings", as amended; and
 - (h) By-law No. 61 of 1998 of the old Corporation of Township of West Carleton entitled "Being a by-law to establish a Civic Address Property Numbering System for the Township of West Carleton".

SHORT TITLE

16. This by-law may be referred to as the Municipal Addressing By-law
ENACTED AND PASSED this 13th day of July, 2005.

CITY CLERK

MAYOR

SCHEDULE “A”
Highway Naming Guidelines

1. The owner shall propose names for roadways to be designated highways at the development application stage in accordance with Sections 4, 5, 6 and 7 of this Schedule.
2. Highways to be dedicated to the City shall be named through a subdivision, part lot control or highway opening by-law approval.
3. Highways that are not subject to an approval processes referenced in Section 1 shall be named through the Highway Name Dedication approval process.
4. Proposed highway names shall meet one of the following criteria:
 - (a) generally named after people, places, events or things related to the local area and its citizens;
 - (b) consideration given to local history; or
 - (c) name should strengthen neighborhood identity, e.g. landmarks, language.
5. If a highway is to be named after an individual, the name shall be referred to the Commemorative Naming Committee for compliance with the guidelines for commemorative naming;
6. When choosing names for local highways, consideration shall be given to the “Index of Available Names” maintained by the City.
7. Names for collector highways shall be taken from the “Index of Available Names” maintained by the City.
8. Existing highway names shall not be duplicated.
9. The suffix designation assigned to highway names shall comply with the recognized suffixes set out in Schedule “B”. The assigned suffix shall reflect the roadway characteristics provided in the description section of the suffix list.
10. A prefix in front of an existing highway name is acceptable to create a unique highway name e.g.: the word “Shine” in “Shine Street” may be used to create a new name for e.g. “Sunshine Street”.
11. Highways with a physical barrier (e.g. a river, park, barricade) shall have different names assigned to each section.
12. “Bulbs” or road indentations along a principal highway shall have the same name and be numbered sequentially.
13. Cul-de-sacs shall have a completely different name than the cross highway.

14. Translated names e.g.: “Maple” and “Érable” are acceptable however names close in sound e.g.: “Forest” and “Forêt” are not acceptable.
15. Highway names shall include applicable accents.
16. Highway names shall not exceed 28 characters (Including the prefix (e.g., West Hunt Club Road), suffix (e.g., Elm Street) and spaces between letters.
17. For continuity, the names of new highways shall take into consideration future development on adjacent land.
18. Highway name changes shall not be considered unless there is a safety issue as determined by the Director.
19. When a highway name change is required, the replacement name with the highest support by the owners and occupants required to change their address will be recommended.
20. Use of names similar in spelling or pronunciation shall not be accepted e.g. Dayton Crescent and Deighton Crescent.
21. Cardinal points shall only be used as an option to resolve numbering issues or to segment existing long highway e.g.: Laurier Avenue East and Laurier Avenue West.
22. Identical names with different suffixes will not be accepted e.g.: Caddy Crescent, Caddy Court
23. Identical names with different extensions will be discouraged e.g.: Meadowvale, Meadowlands
24. Where a proposed collector highway intersects with an existing major City collector and forms a natural extension into another new development on the opposite side of the major collector, for clarity and consistency, the highway in the new development shall be assigned the same name.
25. For the purposes of Section 24 of this Schedule, the name of a proposed collector highway (unless it is an extension of an existing highway) shall not be assigned the same name as the development project.
26. (1) Number ranges and a directional arrow shall be displayed on all highway name signs, with the number commencing from the property adjacent to the sign to the highest civic number on the highway and the arrow indicating the direction of upward numbering sequence.
- (2) Two highway name signs shall be displayed on each post at intersecting highways indicating the name of each highway and one sign displaying the name of the intersecting highway at “T” intersections.

- (3) The font, style, scale and content of highway name signs shall comply with the policies set out in the Transportation and Transit Committee report entitled Disposal of Old Boundary Signs and New Street Name Sign Design approved by Council on October 24, 2001.

SCHEDULE “B”
Standardized Highway Name Suffix Designations With Abbreviations

Category	Abbreviations		Description
	English	French	
Boulevard	Blvd	boul.	A four lane divided highway separated by a median
Parkway (promenade)	Pky	prom.	A four lane divided scenic highway characterized by extensive landscaping and controlled access
Drive (promenade)	Dr	prom.	A two lane scenic highway characterized by extensive landscaping and controlled access
Driveway (promenade)	Drwy	prom.	A highway under Federal jurisdiction
Road (chemin)	Rd	ch.	Major through highway
Street, (rue)	St	rue	Generally characterized as a straight collector or through highway
Avenue (avenue)	Ave	av.	Generally characterized as a straight or curvilinear collector or through highway
Way (voie)	Way	voie	Generally characterized by curvilinear collector or through highway
Circle (cercle)	Cir	cercle	A loop highway, generally “P” shaped
Crescent (crescent)	Cres	crois	A loop highway which intersects with the same street at both ends
Bay (passage)	Bay	pass.	A short local highway including bulbs and cul-de-sacs
Court (cour)	Crt	cour	A short local highway including bulbs and cul-de-sacs
Place (place)	Pl	place	A short local highway including bulbs and cul-de-sacs
Grove (bois)	Grove	bois	A short local highway including cul-de-sacs
Heights (Plat)	Hts	plat.	A short local highway including cul-de-sacs
Ridge (côte)	Ridge	côte	A local collector highway
Terrace (terrace)	Terrace	terr.	A local collector highway
Walk (cours)	Walk	cours	A local collector highway
Lane (ruelle)	Lane	ruelle	A substandard highway under public ownership

(NOTE: Articles to be included in the French version of the suffix i.e. du, de la, des and de l’ will follow the suffix before the proper name)

SCHEDULE "C"

Civic Numbering Guidelines

COMMON ELEMENTS

1. Numbering shall be sequential.
2. Odd numbers shall be assigned to one side of the highway and even numbers on the opposite side.
3. Numbering shall be assigned with sufficient range in anticipation of future natural highway extensions into subsequent phases or adjacent development projects.
4. Properties with multiple units shall be assigned one main civic number that may be displayed on either a ground sign permitted by the applicable Sign By-law of the former municipality or any successor by-law thereto or a blade sign located at the street adjacent to the main entrance.
5. With respect to a project with more than one building entrance, the main entrance shall be identified as "A" with secondary entrances identified in a clockwise direction by subsequent letters.
6. Entrances at different levels must be identified accordingly i.e. 2A, 2B, etc.
7. Where the numbering of units or property extends into an adjacent municipality, the owner shall communicate with the adjacent municipality to ensure consistent numbering of units or property.

PHYSICAL REQUIREMENTS

8. Urban Properties

(1) Numbering Display

<u>Setback from Highway</u>	<u>Character Size</u>
Up to 3m (10ft)	7.6 cm (3 in)
Up to 9.1 (30 ft)	10.2 cm (4 in)
Up to 30.5 m (100ft)	15.2 cm (6in)
Over 30.5 m (100ft)	Municipal blade sign must also be posted at the highway

- (2) Requirements for civic number signs displayed on buildings shall be as follows:
 - (a) the number shall have a width to height ratio of 3:5 at the scale set out in the table contained in subsection (1);
 - (b) the number shall be visible at all times from the highway from either direction;
 - (c) the number must be at a height above grade between 2 and 4 metres;

- (d) the number shall be in a numerical format (cursive or roman numerals are not acceptable); and
 - (e) the number and background shall be contrasting colors e.g. white on blue or white on green.
- (3) Requirements for blade signs shall be as follows:
- (a) the City shall supply the blade sign, hardware and post for the fee detailed in Schedule “D”;
 - (b) a replacement blade sign may be installed by the owner or by the City at the owner’s expense for the fee detailed in Schedule “D”;
 - (c) a blade sign shall be located at the highway adjacent to the principal entrance and setback from the front property line a maximum of 1.5 m (5ft);
 - (d) a blade sign shall be mounted perpendicular to the highway and clear of all obstructions so that it is visible when approaching from either direction;
 - (e) if the support structure obstructs visibility of one side of the sign, one blade sign per side on the structure is required; and
 - (f) a blade sign shall be located at a minimum height above grade of 1.2 m (4 ft).
- (4) If the civic number is included in a ground sign for which a permit has been issued under the applicable Sign By-law of the former municipalities or any successor by-law thereto,
- (a) a civic number sign shall be mounted perpendicular to the highway and clear of all obstructions so that it is visible when approaching from either direction;
 - (b) if the support structure obstructs visibility of one side of the civic number sign, a blade sign installed in accordance with subsection 8(3) of this Schedule is required on the side of the structure that is obstructed; and
 - (c) the civic number sign shall comply with or exceed:
 - (i) the minimum character size and the maximum set back from the highway as set out in the table in subsection 8(1) of this Schedule, and
 - (ii) the regulations in clauses 8(2)(a) to (e) of this Schedule apply.

9. Rural Properties

- (1) Requirements for civic numbers displayed on buildings shall be as follows:
- (a) a number shall have a width to height ratio of 3:5 at the scales set out in the table contained in subsection 8(1);
 - (b) a number must be visible at all times from the highway;
 - (c) a number shall be located at a height above grade of between 2 and 4 metres;
 - (d) the number shall be in numerical form (cursive or roman numerals are not acceptable); and

- (e) the number and background shall be contrasting colours e.g., white on blue or white on green.
- (2) Requirements for blade signs shall be as follows:
- (a) the City shall supply the blade sign, post and hardware for the fee detailed in Schedule “D”;
 - (b) a replacement blade sign may be installed by the owner or by the City at the owner’s expense for the fee detailed in Schedule “D”;
 - (c) a blade sign shall be located at the highway adjacent to the principal entrance to the building and set back from the front property line a maximum of 1.5 m (5ft);
 - (d) a blade sign shall be perpendicular to the highway and clear of all obstructions so that it is visible when approaching from either direction; and
 - (e) a blade sign shall be installed at a minimum height above grade of 1.2 m (4ft).

SCHEDULE "D"

Schedule of Fees

Highway Name Dedication Application	\$1,400.00
Highway Name Change Application	\$2,000.00
Civic Number Change Request	\$ 200.00

Blade Signs – Rural Areas

Installation of blade sign and post by the City (mandatory)	\$ 80.00
Installation of blade sign and post by the developer/builder	\$ 50.00
Replacement blade and post, installed by owner	\$ 50.00
Replacement blade only	\$ 25.00

Blade Signs - Urban Areas

Installation of blade sign and post by the City	\$ 80.00
Installation of blade sign and post by the developer/builder	\$ 50.00
Installation or replacement of blade and post by the owner	\$ 50.00
Replacement blade only	\$ 25.00

BY-LAW NO. 2005 - 322

-0-

A by-law of the City of Ottawa respecting the naming of highways and the numbering of buildings and lots.

-0-

Enacted by City Council at its meeting of July 13, 2005.

-0-

LEGAL SERVICES

amp - File: G04-01-MUN-1

COUNCIL AUTHORITY:

City Council June 22, 2005
PEC Report 31, Item 12

STREET NAMING COMMITTEE - PENDING ITEMS

1. List of Acceptable Street Names (DEFERRED ITEM)
2. E-mail from Councillor Kett - Misspelling of Kallio Road
3. E-mail from Councillor Berthiaume - duplicate "Pilon" Streets in Rayside-Balfour area
4. E-Mail from Councillor Lyne Reynolds - Request from resident of Brebeuf Street to have lane between 305 and 311 Brebeuf Avenue named St. Germain Lane
5. Request received a business on Armstrong Street to change name of Armstrong Street to Rue Céline Street
6. Request received from Centre francop-ontarien de folklore to change name of Dollard Street to Rue Germaine Street
7. Request received from an area resident to name a new road at the end Oakridge Trail Road, being a private road, named Breezehill Road
8. Request by Croatian Community of Greater Sudbury to change name Bessie Avenue to Rue Cardinal Stepinac Street
9. Request from Joyce Laking (through Councillor Callaghan) that Falconbridge Road and Falconbridge Highway all be called Falconbridge Road
10. Request by Stan Maletich to change the name of Central Lane in Garson to Hayduk Lane.
11. Design Elements for Street Signs
12. Report from City Solicitor regarding request for Provincial funding

N.B. Items 1 to 10 can not be addressed until a policy is approved by Council.

Request for Recommendation Street Naming Committee




Type of Decision									
Meeting Date	January 30, 2006				Report Date	January 24, 2006			
Recommendation		Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only		<input checked="" type="checkbox"/>		Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
Street Naming and Numbering Policy, Use of Designations on Street Name Signs

Policy Implications + Budget Impact	
<input type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified
<input checked="" type="checkbox"/>	Background attached

Recommendation
That the Street Naming Committee recommend to the Priorities Committee of Council that the Street Naming and Numbering Policy be adopted as amended and that Council enact the appropriate by-law.
<input type="checkbox"/>
Recommendation attached

Recommended by the Department Head
 Caroline Hallsworth, Executive Director of Administrative Services

Recommended by the C.A.O.
 Mark Miels Chief Administrative Officer

Date: January 24, 2006

Report Authored By

Name
and Title

Division Review

Name
and Title

Background

The draft Street Naming and Numbering Policy was presented to the Priorities Committee of Council on Thursday, November 23, 2005. The Priorities Committee thanked the members of the Street Naming Committee for the work that has gone into the development of the draft policy. A copy of the presentation, the report and the minutes of that meeting are attached for the information of the Committee.

The Priorities Committee debated the use of designations on street name signs and moved to refer the policy back to the Street Naming Committee, so that the Street Naming Committee might reconsider this section of the policy in more detail, and with regard to the comments of the Priorities Committee. The Priorities Committee indicated that it is important that street name signs be clear, concise and easy to read and questioned why the City would shift from the current practice of not using designations, to a policy requiring the use of designations.

The section of the proposed policy that refers to signage and designations appears on page 10 of 15 of Schedule A. In particular, under the heading "Signage and Other Identification", the following statement appears:

*In furtherance of this policy, all names associated with public roadways or private roadways should be legally designated with appropriate designations in both official languages, and **all street name signs should include the abbreviated designations.***

Under the heading "Use of Designations" the following statement appears:

*Many City street signs do not contain designations. **As these are replaced from time to time, they should be replaced with signs containing the full designation, in order to assist in location finding and addressing (Bessie Avenue, not just Bessie).***

At the request of Councillor Rivest, the following options are presented to the Street Naming Committee for their consideration, in debating the use of designations on street name signs:

1. Retain the statements in the draft policy, which require designations on street name signs
 - i. A variation of this option would be to require designations on street name signs but to add detail to this section of the policy, specifying a different font size or style for the designation

Date: January 24, 2006

2. Remove all references requiring designations on street names signs, from the draft policy
3. Change the wording in the statements in the draft policy to allow for discretion in using designations on street name signs.
 - i. This could be accomplished by changing the word "shall" to the word "may"
 - ii. This could be accomplished by developing further criteria as to when street designations might be applied to particular types of streets or to street names signs of a particular length
4. Other options as might be developed by members of the Committee.

Once the Street Naming Committee has reviewed this element of the policy, the draft Street Naming and Numbering Policy will be revised to incorporate the recommendation of the Street Naming Committee with regards to designations and the draft policy will be again presented to the Priorities Committee of Council.



STREET NAMING COMMITTEE



Street Naming and Numbering Policy

Presentation by:
Councillor André Rivest,
Chair of Street Naming Committee



STREET NAMING COMMITTEE



Objective

- One of the objectives of the committee is to develop an accurate, universally agreed upon system of property identification. Thereby introducing Greater Sudbury to it's first street naming and numbering policy.





Committee Members

- Councillor André Rivest, Chair
- Fern Cormier
- Roy Edey
- Claude Gosselin
- Paul Eric Lavallee
- Rick Sasseville
- Tony Sundholm



Why a Street Naming Policy?

- Naming and numbering of civic addresses is a municipal responsibility
- With the creation of the City of Greater Sudbury on January 1, 2001, there exists an opportunity and a need to consolidate any existing policies from former municipalities into one uniform policy
- It will guide staff in assigning property identification numbers and in accepting new road names as streets are developed.





Process Undertaken

- Committee met 7 times from May to October
- Met with emergency responders and circulated drafts to CGS department heads
- Considered the street naming policy from 27 other municipalities
- Held a public hearing on July 25th, 2005 on 60 unopened streets



The Policy Statement

- The street naming convention may include names based on themes
Example: Moonglow subdivision - Telstar, Moonrock, Jupiter and Galaxy, etc.
- Names must not sound alike or have similar spellings.
Example: Ellen and Helen Street, Main Street and Mane Street, Conservation Street and Conversation Street
- Duplicate names are to be avoided on a move forward basis





The Policy Statement

- Names should not be confused with a designation.

Example: Avenue Road, Crescent Drive, Drive Avenue

- Roadways should not have a directional component.

Example: North Street, West Avenue

- New street names should reflect and respect the history, heritage and culture of the community.

Example: In Finnish settlements, we could consider Finnish names



The Policy Statement

- Avoid names which could be regarded as an advertisement for a specific product, service or company

- Streets may be named after battles involving Canadians or our Greater Sudbury war veterans.

Example: (Poppy) Rue Vimy Ridge Street

- Any names that do not fall within the guidelines should be brought to the committee for review.





House and Building Numbering Criteria

- Odd numbers will be applied to the south and west sides of streets and even numbers on north and east sides
- Numbering of properties shall increase by two numbers for each three meters of road frontage.

Example: In a subdivision with 50 foot frontages, numbers would run 210 X Street – 220 X Street - 230 X Street



Provisions

- Includes a grand fathering provision to allow all existing signs to be acceptable until changed.
- Our street designations will be in both official languages.

Example:

- Rue Paris Street
- Prom. Gravel Dr.
- Boul. Côté Blvd.





The Next Steps

- By-law on the 60 unopened new street names
- Gather a list of proposed street names from the community and organizations
- Request our emergency responders to identify any streets which could become priority for change



Thank You!

- QUESTIONS?
- COMMENTS!



Request for Recommendation Priorities Committee





Type of Decision									
Meeting Date	November 23 rd , 2005				Report Date	November 17 th , 2005			
Recommendation	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
Street Naming and Numbering Policy

Policy Implications + Budget Impact	
<input checked="" type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified
<input checked="" type="checkbox"/>	Background attached

Recommendation	
That Council adopt the Street Naming and Numbering Policy as recommended by the Street Naming Committee and that the appropriate by-law be enacted.	
<input type="checkbox"/>	Recommendation attached

Recommended by the Department Head
 Caroline Halseworth, Executive Director Administrative Services Division

Recommended by the C.A.O.
 Mark Mieto Chief Administrative Officer

Report Authored By

Caroline Hallsworth, Executive Director
Administrative Services Division

Division Review

EXECUTIVE SUMMARY

At the Eighth Meeting of the Street Naming Committee, the following Recommendation was passed:

"THAT the Street Naming Committee recommend that Council adopt the Street Naming and Numbering Policy as outlined in the Report dated October 21st, 2005 from the Executive Director of Administrative Services; and

THAT the French definitions of the street classifications be included in the Street Naming and Numbering Policy."

BACKGROUND

The Street Naming Committee is an Ad-Hoc Committee of Council which was formed to provide advice to Council related to Street Naming and House Numbering. The Members of the Committee include:

Councillor Andre Rivest, Chair
Fern Cormier
Roy Edey
Claude Gosselin
Paul Eric Lavallee
Rick Sasseville
Tony Sundholm

Naming and numbering of civic addresses is a municipal responsibility and the Municipal Act requires the municipality to pass a specific by-law to name or rename public highways. Some but not all of the predecessor municipalities had a Street Naming Policy. A need was identified for one, uniform policy to address Street Naming in the City of Greater Sudbury so as to ensure that new street names are unique and easily identified and located by Emergency Responders.

The Street Naming Committee met seven times between May and October to develop and review a policy. During their consultations, the Committee invited first responders and departments to comment on the draft policy. Representatives from Emergency Medical Services, Fire Services and Emergency Management attended some of the meetings and a written comment was received from Police Services. The draft policy was also circulated to a number of internal departments, including Traffic and Transportation, for their review and comment. The Committee considered Street Naming Policies from 27 municipalities, primarily in North America. Some of the best practices described in these policies were incorporated into the draft by-law. The Street Naming Committee held a Public Hearing on July 25, 2005 to consider the renaming of unopened streets. As part of that Public Hearing, the Committee received comments from the public as to what should be considered when naming streets.

The proposed Street Naming and Numbering Policy includes a number of elements related to the criteria and process for naming streets. Some of the highlights of the policy are that names must be unique and should not sound like another name (i.e. Helen and Ellen). Emergency Services providers noted the importance of avoiding sound-alike names, as they can be particularly difficult to distinguish on a radio or when there is significant background noise. The Committee recommended that street names should not be confused with a designation (Avenue Road) or direction (South Street) and that street names should be simple, easy to pronounce and use conventional spelling whenever possible.

The policy has been developed to include principles for commemorative street naming and encourages the selection of new street names that reflect our First Nation and multi-cultural heritages. The proposed policy calls for street designations to use both official languages (Rue Paris Street). The policy also proposes that with the concurrence of the Royal Canadian Legion, street signs for streets named after veterans or battles in which Canadians fought will be marked by a poppy, to give honour year round.

The policy also deals with the numbering of buildings and houses. Numbering should be sequential, with the numbers increasing by two numbers for each 3 m of frontage, to allow for growth and in-filling of numbers. Even numbers will be used on the North and East sides of streets and odd numbers on the South and West sides of the streets. It is important that numbers be visible from the street at all times. Typically, in urban areas, numbers are on the structure; while in rural areas, they are at the edge of the property. The Street Naming and Numbering Policy applies to all new streets and buildings.

The proposed policy includes a grand-fathering provision to allow all existing signs to be acceptable until altered.

Many former municipalities had a list or bank of pre-approved street names. The Street Naming Committee will compile the existing lists and seek public input as to new names to create a new list of pre-approved street names for use in subdivisions and developments. At the Council meeting of November 24th, 2005, Council will be presented with a list of 60 unopened streets with duplicate names, with a recommendation to change these street names before the streets are developed, so that the street names come into compliance with the new policy. The Street Naming Committee has requested that Emergency Responders identify those streets that could be priorities for change, and this list will be reviewed by the Committee which will then make recommendations to Council as appropriate.

BY-LAW 2005-277

**A BY-LAW OF THE CITY OF GREATER SUDBURY TO
ADOPT A STREET NAMING AND NUMBERING POLICY**

WHEREAS the Council of the City of Greater Sudbury wishes to adopt a Street Naming and Numbering Policy;

**NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY
HEREBY ENACTS AS FOLLOWS:**

1. The Street Naming and Numbering Policy attached hereto as Schedule "A" and forming part of this By-law is hereby adopted.
2. This By-law repeals By-law
3. This By-law shall come into force and take effect immediately upon the final passing of same.

READ A FIRST AND SECOND TIME IN OPEN COUNCIL this day of , 2005.

_____ Mayor

_____ Clerk

**READ A THIRD TIME AND FINALLY ENACTED AND PASSED IN OPEN
COUNCIL** this day of , 2005.

_____ Mayor

_____ Clerk

SCHEDULE "A"

to By-law 2005-277 of the City of Greater Sudbury

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City of Greater Sudbury **Street Naming and Numbering Policy**

Purpose

The City of Greater Sudbury wishes to adopt a policy and procedures for the naming and numbering of municipal addresses.

Background

The naming and numbering of civic addresses is a City responsibility. This process is normally carried out as part of lot and subdivision creation.

Under the *Municipal Act, 2001*, S.O. 2001, c. 25, a municipality is required to pass a specific by-law to name or rename a public highway. Municipalities are also given the power to name private roadways without assuming these roadways for public use.

Roadways and property lots are normally created through the registration of plans of subdivision, or by approval of severances. Civic numbers are then allocated to these lots by the City's technical services section, and issued to the owner of the property at the time of the issuance of a building permit. The allocation of new municipal addresses may also occur as part of the renaming of existing streets.

Prior to the creation of the City of Greater Sudbury, each of the previous seven area municipalities were responsible for allocating street names and allocating numbers to lots along streets. Many of these municipalities had various processes and by-laws for the allocation of street names and addresses. This work is now carried out through the City's Technical Services Section.

With no formal integration of street naming policies in these previous municipalities, there arose both duplication of street names, and variation in the street numbering systems.

With the incorporation of the City of Greater Sudbury, there is now an opportunity and a requirement to unify and standardize all existing by-laws and procedures, made urgent as a safety measure.

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Problems Associated With Duplicate Names

A street name and lot or building address for a specific geographic location is the linchpin municipalities and organizations around the world use in linking, storing and manipulating data. The duplication (and higher-number replication) of names created with the repeated amalgamation of the previous 33 municipalities now forming the City of Greater Sudbury, as well as differences in numbering protocols, has had a substantial and severe ripple effect.

The lack of uniqueness of a street name can cause confusion, frustration, and time loss. In emergency situations this can mean the loss of valuable seconds, if not minutes or longer, in the response time by emergency vehicles. This is a major concern for all Emergency Services, both those under the City's control, and those provided by other utilities, agencies, or Ministries.

Problems Associated With Numbering

Variations in numbering and methods of numbering do lead to confusion. The following is one example where the variation in the civic numbering system creates confusion. Along the east side of an existing residential street, the houses are numbered 2122, 2130, 1134, 2099, 2101... On this same street, directly across from house number 2130, is house number 2094. This form of civic numbering inconsistency occurs when address numbers are assigned using various conventions.

Confusion in street numbering could and has led to delays in emergency response. All emergency service organizations have a major stake in responding to a crisis situation in a timely manner. Discussions with the Greater Sudbury Police Communications Supervisor revealed that there are serious concerns with the problem of variations in house numbering conventions. Street addresses are so important that the section of the *Municipal Act 2001* which allows municipalities to "establish, maintain and operate a centralized communication system for emergency response purposes" (9-1-1 service), allows municipalities to enter and affix civic numbers to private buildings. Visible and consistent street numbering is a major factor in an emergency response system.

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Themes

The literature indicates that municipalities applied many various conventions to allocate street names and civic numbering. The street naming conventions range from names based on themes to formal alphabetical requirements. We see this form of theme naming in the Moonglo development with names such as Telstar and Moonrock. In the Brossard part of Longueuil, Quebec, the streets in each area start with the same letter. In other municipalities sequential numbers and letters are used for street naming.

POLICY STATEMENTS

Street Name Criteria

Names must not be duplicated within the City, or which sound similar or have similar spelling (*Ellen Street, Helene Street*). Duplicate names with the same parent name but different designation should also be avoided (*Smith Street, Smith Road*), unless they are linked by geography and non-confusing (*Smith Court* or *Smith Lane* could be permitted if they front on *Smith Street*.)

Names should not be confused with a designation (*Southpark Court, Avenue Road, Circle Drive*). Cardinal directions cannot be used as a street name.

Roadways should not have a directional component differentiating one street separated by a major roadway (*Red Deer Lake Road North, Red Deer Lake Road South*).

Street names that are numerical must be spelled out as opposed to using numbers (*Fifth Avenue*, not *5th Avenue*).

Any names that do not fall within the guidelines should be brought to the Committee for review.

Style

Street names should be unique or sufficiently distinguishable as to minimize confusion during emergency calls.

Street names must not be frivolous or in poor taste.

Street names should not be complicated. Street names should not have unconventional spellings, except for historical purposes.

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Commemorative Street Naming Principles

Street names honouring individuals should be unique, distinctive, and meet the street name requirements as set out in this report.

Commemorative street names should be understandable, recognizable and explainable to the citizens of the City, and should respect the values of all members of our community.

Naming requests for commemorative street names should come from community groups, or organizations, not individuals. Commemorative street names should reflect and respect the history, heritage and culture of the community.

Commemorative street names should reflect an individual's or organization's significant contributions to public life in general, and to the City of Greater Sudbury in particular. Names should not be used which could be regarded as an advertisement for a specific product, service or company. Names which duplicate common facility names should be avoided.

With concurrence of the Legion, street signs for streets named after veterans or battles Canadians fought, are to be marked by a poppy to give honour 365 days a year, in order to honour and commemorate those who sacrificed so much for all Canadians.

Names of specific living individuals should be avoided, unless in exceptional circumstances, with the approval of Council. When naming a street after an individual, every care should be taken to ensure that the name selected reflects an individual of such extraordinary prominence and lasting distinction that no other individuals, families or organizations can come forward and suggest alternative names.

All requests for commemorative street names should be submitted in writing, and shall include the rationale for the proposed name. In the case of a proposal to honour an organization or individual, documentation of the individual or group's record is required. Letters of support from appropriate organizations and individuals that provide evidence of substantial community support for the proposed name are required.

All requests will be forwarded to the technical services section for review within the framework of this policy. As part of the review, staff will ensure that the contributions of an organization or individual are well-documented and broadly acknowledged within the community.

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All requests for naming will be circulated to stakeholder groups, including all emergency responders, for comments.

Where the naming request is substantiated and has documented support by the community, it will be brought forward in an option package for City Council's consideration, either for inclusion in the City's Approved Street Name List, or for a change of a street name.

Approved Street Names

To assist in addressing the problems associated with duplicate street names, staff has collected names that occur in other municipalities and from other sources, and that do not exist within the City of Greater Sudbury. This list should be adopted by Council from time to time as the approved list of street names.

This list of approved street names should be used in the development of any plan of subdivision, but subdividers are encouraged to develop their own themes and suggested names.

Street Name Changes

The City of Greater Sudbury has streets that cross old municipal boundaries and change names. As an example, *St. Laurent Street* becomes *Valley View Road* at the old municipal boundary, mid-block. This should be avoided where possible. If a street name change is inevitable, the change of street names must occur at an intersection, not mid-block.

Names and Street Function

Having industrial traffic entering a residential area due to the street name should be discouraged. Generally, a street should have one name throughout its entire length. In new subdivisions, sections of a street that changes function, from an industrial roadway to a residential street at clearly defined locations, such as at an arterial or collector roadways, should be given unique names.

Non-Continuous (Broken) Streets

Ideally, streets are developed as part of one plan of subdivision. When streets are extended or will be extended due to an expansion of the subdivision, or the creation of an adjacent subdivision, discontinuity of a named street can occur. Topography also plays a major role in breaking named streets into different sections.

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Where road sections are permanently separated by a gap or will not be linked into one continuous roadway in the foreseeable future, consideration should be given to choosing a unique name to each portion of the street. If it is to be expected that the gap will be completed within a few years, the broken streets may be allowed to remain, but the numbering of houses should anticipate the completion.

Private Access

There exist many developments and properties that share accesses over private roadways and lanes. This creates confusion in addressing and locating properties. The creation of street names for the private roadways or lanes would allow for efficiently locating houses and buildings by emergency services as well as the public.

It is recommended that all private driveways, or laneways that serve as the only public access for two or more properties shall be named. Laneways that do not serve as the only public access for a property should not be named.

It is recommended that all street signs for these named roadways be designated private. Private road Street names shall have the street name signs, and an appropriate designation such as Private Road on the sign or directly below the street name sign. This is to inform the public that a named roadway is private and is outside municipal responsibility.

Designations

Roadways are designed and constructed with specific functions in mind. Primary arterials such and *The Kingsway* and the *Notre Dame Avenue/Paris Street* corridor have as their primary function the movement of a large number of people and goods between areas within the City of Greater Sudbury. Arterials also tie the City of Greater Sudbury to the Provincial highway network and the outside world. They are designed to carry high volumes of traffic at high speeds.

Conversely, roadways with the designation "lane" are normally designed to serve as secondary access to abutting properties, and are generally narrow, normally with enough space for only one vehicle to travel at a time.

The City of Greater Sudbury shall formally allocate prefixes to street names based on roadway function and design.

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Street Classifications

1. Arterials

Avenue/Ave - A wide public roadway normally lined with trees or other ornamentation that extends over more than one area.

Boulevard/Blvd - Major roadway that connects two or more areas within the City and/or to the provincial Highway network, and can be constructed with boulevard or median ornamentation.

Drive/Dr - A roadway designed to carry higher volumes of traffic, or to join two or more areas within the City, or areas to major arterials.

Highway/Hwy - Provincially-designated roadways that connect towns or cities.

Parkway/Pky - Major transportation corridor that extends over more than one area of the City of Greater Sudbury, and is in a park-like setting.

Road/Rd - A roadway whose main function can be either that of an arterial roadway or a local street.

Street/St - A public road whose main function can be either that of an arterial roadway or local street.

2. Minor Roadways

Alley/Alley - A narrow roadway with the same functions as that of a "Lane", often private.

Hiérarchie des routes

1. Artères

Avenue/av - Une large voie publique longée d'arbres ou d'autres ornements, qui s'étend sur plus d'un secteur.

Boulevard/boul - Une route majeure parfois longée d'accotements et dont les voies peuvent être séparées par des terre-pleins, reliant au moins deux secteurs de la ville entre elles ou au réseau de routes provinciales.

Promenade/prom - Une route conçue afin d'accueillir un plus grand volume de circulation ou qui assure la liaison entre au moins deux secteurs de la ville, ou qui les relie aux artères majeures.

Route/rte - Une route désignée par la province reliant des villages ou des villes.

Parkway/parkway - Une voie de communication majeure qui s'étend sur plus d'un secteur du Grand Sudbury, et qui est située dans un environnement naturel.

Chemin/ch - Une route dont la fonction principale est soit celle d'une artère ou d'une rue locale.

Rue/rue - Une route publique dont la fonction principale est soit celle d'une artère de circulation ou d'une rue locale.

2. Routes secondaires

Allée/allée - Une route étroite, souvent privée, ayant les mêmes fonctions qu'une ruelle.

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Circle/Cir - A roadway that completes a loop on itself; this designation can be used for a private roadway.

Cercle/cercle - Une route qui forme une boucle; on peut également employer cette appellation pour désigner un chemin privé.

Court/Crt - A short residential street that is often closed at one end or joins two adjacent streets.

Cour/cour - Une courte rue résidentielle, souvent sans issue à un bout, ou qui relie deux rues voisines.

Crescent/Cres - A curved or arc-shaped roadway, especially one that opens onto the same street or adjoining streets.

Croissant/crois - Une route en courbe ou en arc, qui donne ordinairement sur la même rue ou sur des rues voisines.

Gardens/Gdns - Usually applied to private roadways, but can be applied to minor roadways with noticeable vegetation.

Jardin/jardin - S'applique ordinairement aux chemins privés, mais peut désigner une route secondaire aménagée le long d'une végétation visible.

Gate/Gate - A short roadway, being the main access to a subdivision. This designation can be used for cul-de-sacs or roadways to private developments.

Gate/gate - Une courte route, étant la voie d'accès principale à un lotissement. Cette appellation peut également désigner un cul-de-sac ou la voie d'accès à un lotissement privé.

Green/Green - A residential roadway or cul-de-sac usually having adjacent open space.

Green/green - Une route ou un cul-de-sac résidentiel généralement attenant à une aire ouverte.

Grove/Grove - A residential street normally located near water or a wooded area.

Bosquet/bosquet - Une rue résidentielle qui se situe ordinairement près de l'eau ou d'une zone boisée.

Heights/Ht - A roadway located on a hill or escarpment.

Hauteurs/haut - Une route située sur une colline ou un escarpement.

Hill/Hill - A roadway that services abutting properties, located on a hill or rise.

Côte/côte - Une route qui dessert des propriétés attenantes, située sur une colline ou un coteau.

Lane/Lane - A narrow roadway usually servicing the back of properties; this designation can be used for residential roadways, normally in a rural setting.

Ruelle/rle - Une route étroite qui dessert ordinairement l'arrière des propriétés; cette appellation peut aussi désigner une route résidentielle, ordinairement en milieu rural.

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Line/Line - A rural roadway, generally along a Lot or Concession line.

Mews/Mews - A residential street.

Montée/Mtée - A roadway usually located on a hill or escarpment.

Place/PI - A roadway normally associated with a relatively open area such as a public square or a short street.

Plaza/Plaza - Normally applied to private roadways or developments. This designation can be used for public roadways, especially ones associated with open areas.

Row/Row - A residential street, often containing row housing.

Trail/Trail - A winding or curving route, normally through the countryside.

Terrace/Ter - A roadway usually located on a hill or escarpment. This designation can also be used for a private residential cul-de-sac.

View/View - A roadway that serves abutting properties, is on an elevated topography, and offers a view.

Way/Way - A roadway designed to serve abutting properties, and may change compass direction from time to time.

Rang/rang - Une route rurale qui suit ordinairement une ligne de lot ou de concession.

Mews/Mews - Une rue résidentielle.

Montée/mtée - Une route généralement située sur une colline ou un escarpement.

Place/place - Une route ordinairement associée à une aire relativement ouverte, telle qu'une place publique, ou une courte rue.

Plaza/plaza - Désigne ordinairement une route ou un projet d'aménagement privé. Cette appellation peut également désigner une voie publique, surtout si elle est associée à un espace ouvert.

Rangée/rangée - Une rue résidentielle, souvent bordée de maisons en rangée.

Sentier/sent - Un chemin sinueux ou en courbe, ordinairement en campagne.

Terrasse/tsse - Une route généralement située sur une colline ou un escarpement. Cette appellation peut également désigner un cul-de-sac résidentiel privé.

Perspective/persp - Une route qui dessert des propriétés attenantes dont le relief est haut, et qui offre une vue sur le paysage.

Passage/pass - Une route conçue pour desservir des propriétés attenantes, qui peut changer de direction de compas de temps à autre.

It should be noted that there are many more designations than that described. Canada Post has a bilingual list of 149 street designations. The list supplied above should be used as a base, but not an exhaustive list, and any additional designation should be evaluated for its appropriateness for the roadway being named.

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Bilingual Status

The City of Greater Sudbury has a policy that fosters its bilingual heritage. The following is the appropriate passage relating to signing.

"Signage and Other Identification"

Signage produced by or for the City of Greater Sudbury and intended for public viewing shall be in both official languages or shall make use of international symbols (icons)."

In furtherance of this policy, all names associated with public roadways or private roadways should be legally designated with appropriate designations in both official languages, and all street name signage should include the abbreviated designations.

Any and all new or replacement signage shall be bilingual.

First Nation and Multi-Cultural Heritage

The City of Greater Sudbury is proud of its First Nation and multi-cultural heritage. The selection of new names for streets or replacement names should reflect this heritage wherever possible. If a name is to be replaced, it should be replaced with a name that continues the original ethnic heritage already there. New names in portions of the City should reflect the ethnic make-up of that community so that Finnish names, for example, are used in areas where those of Finnish descent may be numerous.

Use of Designations

Many City street signs do not contain designations. As these are replaced from time to time, they should be replaced with signs containing the full designations, in order to assist in location finding and addressing (*Bessie Avenue*, not just *Bessie*).

Font Selection and Backgrounds

The former municipalities now forming part of the City of Greater Sudbury have had numerous font sizes and colour schemes for the street naming signs. Those are becoming consistent over time, but are not to be undertaken as a special project. Font

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size is to be large and legible, and consisting of both upper case and lower case letters. Designations such as "st." or "rue" are to be used on all new signs.

The signs should be of high contrast between text and background and in appropriate circumstances may be large signs consisting of retro-reflective backgrounds.

Street Numbering

The allocation of street numbers for each lot can be carried out using various procedures. Address numbers must take into account present uses of the property as well as how the property may be developed. Since these street numbers are relatively permanent they must apply not only the present use of the property but should also consider possible alterations. A property presently developed as a single-family unit can be redeveloped as a duplex. The future possible uses of a property must be considered in allocating street numbers.

In many municipalities, road patterns were created using various protocols. In the Canadian West, many municipalities developed using a grid system. In other areas, due to topography or existing highway networks, radial road patterns were developed.

The grid system allowed street addresses to be numbered based on defined city blocks, such as having the nearest block to the main roadway numbered in the 100s. Others used the major east/west, and north/south roadways as a starting point and numbered properties based on fixed distances from these baselines. As an example, a property with 50-foot frontage would have street addresses different by four from the abutting two properties, while a property with 35-foot frontage would only differ by two numbers from the adjacent properties.

Other jurisdictions overlaid uniform latitudinal and longitudinal grids to produce civic numbers. This would see addresses along all north/south roadways that are between two parallels of latitude have the same range of numbers. In many of these municipalities, boundaries such as a major highway or a lake allow for a reference line from which to commence civic numbering.

The City of Greater Sudbury has a mixture of radial and grid street layouts, often constrained by topography. Any street numbering convention must take into account barriers to common starting points, any possibility of roadway extension, and the numbering pattern within the area.

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This policy addresses this issue by creating a list of major roadways used to create a starting point for street numbering.

As an example, streets running north and south from Municipal Road 15 would have the street addresses increasing from Municipal Road 15. Streets that cross Municipal Road 15 would see either a change in name, or a numerical system that starts from its south end and continues across Municipal Road 15.

General Conventions Street Numbering System

The following roadways will be used as the starting point for numbering unless otherwise indicated.

- 1) Municipal Roads 90, 89, 86, 85, 84, 80, 73, 71, 70, 67, 66, 55, 46, 39, 35, 34, 24, 15, 10, 4, and 537
- 2) All other Arterials
- 3) All designated Collector roadways

Streets will be deemed running east/west or north/south based on their predominant direction. Even civic numbers will be applied to the north and east sides of streets. Odd numbers will be applied to the south and west sides of streets. On roadways that change alignment, even and odd numbers will never be transposed.

On roadways that are crescent or loop shaped, properties on the outside or longest roadway frontage will be allocated even numbers.

On roadways that are crescents or loops, properties on the inside or shortest roadway frontage will be allocated odd numbers.

Numbering of properties shall increase by two numbers for each 3m of frontage along the public roadway.

On roadways that have unequal frontages due to alignment changes, sharp curves or connecting intersections, numbers shall be set aside to create, as closely as possible, numbers that are consistent with the facing properties.

Numbering systems along a roadway shall commence from an arterial or highest classification of roadway. If adjacent roadways are of equal importance, the numbering system shall commence from east to west, or north to south, or consistent with the numbering system within the immediate area.

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On roadways that are partially completed, numbers shall be assigned as if the roadway was completed and commencing from the highest classification of adjoining roadway. If the roadway does or will bisect a higher classification of roadway, the most easterly or northerly end of the roadway will be the starting point.

On cul-de-sac roadways, civic numbers on the right hand side entering the cul-de-sac shall be odd civic numbers.

On multiple-unit developments, the unit designator shall be the prefix followed by a dash and street address (123- 445 Fred St., or Unit 123-445 Fred St.) When the alphabet is used to designate units in a development, the unit designator shall follow the address number (115b Fred St.)

Shopping Plazas, Malls, Industrial Parks, Condominiums, Townhouse Developments

Shopping plazas, malls, industrial parks, condominiums and townhouses will have one address for each structure on the property. Each of the owners units, clients or rental units within a plaza, mall, condominium, townhouse development or industrial park shall have an alpha or numeric designator. Industrial parks, condominiums or townhouse developments with a common access will be assigned a designated name for the major common lane or roadway and addresses for each unit or structure will be assigned as set out in this policy.

House Number Signs

The importance of finding a home or business for emergency vehicles cannot be understated. For this reason the previous municipalities addressed the question of signage in an attempt to make addresses visible from the public roadway. With the implementation of the 9-1-1 emergency communication system, the municipalities carried out concerted efforts to have all property in the coverage area signed with a civic number. Two-sided retro-reflective signs with the property's civic number were installed at the intersection of driveways and roadways for all rural homes and businesses. Private driveways serving more than one residence had special signs indicating the range of the civic numbers being serviced by the driveway.

In urban settings where this form of signing would not be universally accepted, numbers installed on houses were acceptable. Criteria were developed for numbers to be used, their location, and in what situations other types of civic numbers would be acceptable.

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The previous criteria varied, and in some instances conflicted with requirements of other municipalities. The following is an attempt by the City of Greater Sudbury to address the differences, and to be acceptable to both the emergency services and to the public.

The following signing requirements are based on existing criteria, and uses distances from the public roadway as a basis for number heights.

Urban Properties Numbering Display

Minimum Character Size

Maximum Setback

7.5mm (3 inch)	Up to 3m (10ft)
15mm (6inch)	Up to 9.1m (30ft)
11mm (4.5 inch)	Up to 15.3m (50ft)
Municipal numbers must be posted at the street	Over 15.3m

A number on the building must be visible at all times from the street, in either direction. The number must be in a numerical format (cursive or roman numerals are not acceptable). The number and background must be in contrasting colours.

Street Posted Numbers

A number posted at the street must have a letter height of 7.5mm (3 inch) and be white on green with retro-reflective numbers. The sign is to be installed on a post at the intersection of the driveway and roadway, at a height of no less than 1.2m (4ft.) and less than 2.1m (7ft.) The sign shall be two-sided with the municipal number on both sides, installed at a right angle to the roadway.

Assigned civic retro-reflective numbers shall also be installed on both sides of rural mailboxes. If the mailbox is installed on the same side as the driveway, the mailbox can be displayed in lieu of the previously required sign.

Multi-occupancy projects must have one main number that may be located on either a pylon sign or a separate sign at the street.

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Nonconforming signs

The approval of this signing policy will create many residences that may not meet the new criteria. Though it would be ideal that once passed, all civic numbers would be changed to meet the criteria, as in most new by-laws the City shall allow a grandfathering provision to allow all existing signs to be acceptable until altered. At that time the new signs should be altered to meet the existing criteria. There are instances that may exist of signs that may not meet the provisions of this By-law but meet the intent for conspicuousness. The acceptance of variation in civic number types is hereby delegated to the Technical Services Section.

Variations to the Policy

All numeric civic addresses on structures that pre-exist the passage of this By-law are deemed legal nonconforming, and may continue until altered.

The General Manager of Growth and Development may approve requests for the installation of civic address numbers that do not meet this By-law, but address its intent for conspicuity. This power may be delegated to the Technical Services Section.

Request of Name Change

In order to maintain continuity and minimize confusion, name change requests should not be considered lightly, and should be handled only where it is appropriate to do so.

If a name change request deals with a duplicated, interrupted (broken), or other street name that requires amendment, then the request should be considered by Council or by a Committee established to deal with street naming issues. In this case, the costs associated with advertising and the name change should be borne by the City.

In the case of a private street being named, no advertising costs are involved, and it is in the City's interest to have the street formally referred, and so the City should absorb the costs of any necessary street signs.

In the case of a request to rename an existing public street that is not duplicated or otherwise in need of change, whether the request is commemorative or otherwise, the associated cost of advertising and signage should be borne by those requesting the change and the City should consider the matter accordingly before proceeding.

Item 3
Street Naming &
Numbering Policy

Councillor André Rivest, Chair of the Street Naming Committee gave an electronic presentation which stated that the “objective is to develop an accurate, universally agreed upon system of property identification, thereby introducing Greater Sudbury to its first street naming and numbering policy”.

Councillor Rivest outlined various reasons for a policy indicating that it was the responsibility of the local government to name streets in their jurisdiction. He provided the process the Committee undertook. He advised that a public meeting was held and that the Committee met with emergency responders and City staff for their input.

He provided a brief outline of the statements within the Policy, the house and building numbering criteria, the provisions (street designations in both official languages), and future steps of the Committee.

The members of the Priorities Committee raised concerns regarding the use of designations and having all street name signage include abbreviated designations in both official languages. Concerns were raised with respect to the size of street signs and costs associated.

Motion for Referral

With the concurrence of Council, Councillor Gainer moved that the foregoing item be referred to the Street Naming Committee to review the concerns raised at the Priorities Committee meeting.

MANAGERS' REPORTS

Item 4
Hiring of Consultants

Report dated 2005-11-16, with attachments, from the General Manager of Infrastructure & Emergency Services regarding Hiring of Consultants for Environmental Studies was received.

RECOMMENDATION 2005-70: Moved by Councillor Reynolds:

THAT Earth Tech, Northland Engineering (1987) Limited and Dennis Consultants Civil Engineers be hired to undertake the Class Environmental Study Reports for the COMRIF 2 sub-projects, all in accordance with the recommendations from the General Manager of Infrastructure & Emergency Services in the report dated November 10, 2005.

CARRIED

**THE NINTH MEETING OF THE STREET NAMING COMMITTEE
OF THE CITY OF GREATER SUDBURY**

Committee Room C-10
Tom Davies Square

Monday, January 30th, 2006
Commencement: 4:35 p.m.
Adjournment: 6.05 p.m.

COUNCILLOR ANDRÉ RIVEST PRESIDING

Present Fern Cormier; Roy Edey; Claude Gosselin; Rick Sasseville; Tony Sundholm

Staff C. Hallsworth, Executive Director of Administrative Services;
R. Swiddle, City Solicitor/Director of Legal Services; A. Haché, City Clerk; F. Bortolussi, Planning Committee Secretary

Declarations of Pecuniary Interest None declared.

MANAGERS' REPORTS

Street Naming and Numbering Policy, Use of Designations on Street Name Signs Report dated January 27th, 2006, was received from the Executive Director of Administrative Services regarding Street Naming and and Numbering Policy, Use of Designations on Street Name Signs.

The Chair reported that he made a presentation to the Priorities Committee on November 23rd, 2006 regarding the Street Naming and Numbering Policy as recommended by this Committee. He stated that the policy was well received. The Priorities Committee referred the use of designations and all street name signage back to the Street Naming Committee for further review.

IN CAMERA At 4:40 p.m., the Committee moved In Camera.

Recommendation #2006-01:

That we move "In Camera" to deal with a potential litigation matter in accordance with Article 15.5 of the City of Greater Sudbury Procedure By-law 2002-202 and the Municipal Act, 2001, s.239(2)(f).

CARRIED

At 5:15 p.m., the Committee Chair rose and reported no recommendations emanated from the In Camera session.

After considerable discussion, the Committee agreed to defer this matter for one month in order for the City Solicitor to contact other bilingual cities regarding their policy on the use of designations on street name signs. Options will then be developed for the Committee's consideration.

Next Meeting

The Committee also agreed that members who did not see the Chair's presentation to the Priorities Committee on November 23rd, 2005 could meet one-half hour prior to the next meeting to view the video tape.

FOR INFORMATION ONLY

List of
Pending Items

The list of pending items was received for the information of the Committee. It was noted that Items 1 to 11 in the list of pending items can not be dealt with until such time as a policy is in place.

MINUTES

Report #8
Street Naming
Committee
Minutes of
October 25, 2005

The following recommendation was presented:

Recommendation #2006-10:

THAT Report #8, Street Naming Committee Meeting of October 25th, 2006 be adopted.

CARRIED

Adjournment

Recommendation #2006-03:

That we do now adjourn.
Time: 6:05 p.m.

CARRIED

CITY CLERK

COUNCILLOR ANDRE RIVEST