

Municipality of Chatham-Kent
Finance, Budget & Information Technology Services
Financial Services

To: Mayor and Members of Council

From: Amy McLellan, CPA, CGA
Manager, Revenue

Date: April 12, 2018

Subject: Road Name Change Policy

Recommendation

It is recommended that:

1. The attached Road Name Change Policy be approved.

Background

Occasionally, road name changes are requested by the public. There is currently not a policy in place to direct administration on approving or denying a road name change. Road name change requests are made for varying reasons, including but not limited to: honoring an individual, recognition of family who owns property abutting a road, and differentiation from similar road names within the Municipality of Chatham-Kent as a result of amalgamation.

Comments

As a result of the occasional request received to change a road name, a policy is required to outline the responsibilities of the individual requesting the change, the responsibilities of administration, guidelines on qualifications and naming standards, and costs incurred by members of the public as a result of a road name change.

When administration receives a request for a road name change, and the individual is able to obtain 100% agreement with the proposed name change by way of petition of all other property owners/tenants with property abutting the road, the request will be brought forward to Council for final approval.

Individuals requesting a road name change will be required to provide a certified cheque in the amount of \$1,500 in advance to the Municipality of Chatham-Kent to cover the administrative costs incurred for advertising, notifying all emergency service agencies, correspondence to abutting property owners and “double signing” the street. The fee is subject to review and amendment by Council. The proposed policy is attached.

Areas of Strategic Focus and Critical Success Factors

The recommendation in this report supports the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation in this report supports the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Technical Advisory Committee was consulted during the development of this policy. The Committee is in agreement with the policy and its requirements of administration and members of the public.

Financial Implications

There are no financial implications resulting from the recommendation.

Prepared by:

Amy McLellan, CPA, CGA
Manager, Revenue

Reviewed by:

Steve Brown, CPA, CMA
Director, Financial Services

Mike Turner, CPA, CMA
Chief Financial Officer, Treasurer

Attachment: Road Name Change Policy

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Chatham-Kent Road Name Change Policy

1.0 Policy Statement and Purpose

A policy outlining the process of road name changes for the Municipality of Chatham-Kent. This policy outlines the criteria which applicants must meet and/or obtain for a road name change to be eligible for consideration. Requests received from applicants shall be forwarded to the Road Name Change Committee for review and then to Council for consideration of the road name change.

2.0 Scope

- Arterial and Collector roadways are excluded from the Road Name Change policy, therefore only name changes for local roads will be considered.
- Road name change must span the entire length of the road; the end of the road will be determined by the Chatham-Kent GIS team within one week upon receipt of initial request.
- Road name changes are initiated by the public.
- Costs incurred by residents (changing postal address etc.) are the responsibility of each resident.
- The proposed new road name shall adhere to the guidelines set out in Appendix A of this policy.
- Where the proposed road name change affects greater than 24 properties, a public meeting shall be held to address questions and concerns with mandatory attendance of the applicant requesting the change. The meeting shall be the responsibility of the applicant. The Municipality of Chatham-Kent must be notified of this meeting and have representation.
- A non-response from a property owner/tenant shall be considered as a “NO – not in favour of road name change”.
- Roads are only eligible to be renamed once every 10 years.
- Only the prefix of the road name is eligible to be changed, not the suffix (ie. Avenue, Street, Crescent).
- Public Notice shall be given in local newspapers and on the municipal website to inform the public when the Report to Council for the road name change will be presented for final approval by Council.

3.0 Criteria

Completion of the criteria listed below is required to allow the Financial Services Division - Property Management to move forward on a request to change an existing road name:

- Circulation of the petition which is to include property owner names and tenant names (if available) and applicable roll numbers provided by Financial Services Division – Property Management, is to be entirely handled by the applicant requesting the road name change.

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- 100% of the property owners/tenants abutting the road with the proposed road name change must sign the petition in favour of the road name change.
- A certified cheque in the amount of \$1,500 must be attached to the returned petition to cover the Municipality's costs in changing the road name (advertising the name change, notifying all emergency services agencies, correspondence to abutting property owners and "double signing" the street). **Fee is subject to regular review and amendment by Council.*

4.0 Responsibility

4.1 Administration

- The petition showing confirmation that 100% of abutting property owners and tenants are in favour of the road name change shall be presented to Council with an accompanying report prepared by Financial Services Division – Property Management with a recommendation.
- A letter shall be circulated to all affected property owners and tenants following the presentation to Council advising them of the outcome.
- Frequently Asked Questions fact sheet regarding next steps for property owners and tenants shall be included with the letter sent to property owners and tenants (this information will also be available on the municipal website)
- Financial Services Division – Property Management shall provide notice to the municipal departments noted below when a road name change has been approved by Council:
 - Public Works
 - GIS
 - Accounts Receivable
 - Engineering
 - Police Dispatch
 - Ambulance Dispatch

4.2 Property Owner/Tenant

- It is the responsibility of the property owner/tenant to update their address with the appropriate agencies at their own cost. The Municipality will not bear any financial costs in relation to the change of address required for property owners.
- Where property is occupied by a tenant, it is the responsibility of the owner to ensure the road name change information is passed on to their tenant following the approval of Council.

Chatham-Kent Road Name Change Policy

Appendix A

1. Road names should not have more than 20 characters.
2. Road names should be one word only
3. Road names shall never contain three or more words in the prefix.
4. Road names shall continue across intersections.
5. Duplicate road names will not be considered.
6. Similar sounding names will not be considered in all of Chatham-Kent, as determined by the Road Naming Committee.
7. Names with spelling that leaves proper pronunciation in question shall be avoided, determined by the Road Naming Committee.
8. Road names shall be simple to pronounce and understandable to the majority of residents in Chatham-Kent as determined by the Road Naming Committee.
9. Road names that are homophones shall be avoided.
10. Road names that rhyme with existing road names shall be avoided.
11. Road names shall avoid the use of numerals.
12. Road names shall avoid the use of abbreviations (for example, St. Clair Street).
13. Redundant street type designations shall be avoided (for example, Dovercourt Street).
14. Roads shall not have the same name with a different suffix (for example, Oak Street and Oak Avenue).
15. Roads shall avoid directional prefixes (for example, West Ridge Line).
16. Where road names in a development are based on a particular theme, the names of all streets within the development shall be consistent with the same theme. Major thoroughfare road names may not be based on the theme.
17. No profane, derogatory, cumbersome, corrupted, modified or discriminatory names, from the point of view of race, sex, colour, creed, political affiliation, religion or other social factors of this nature, shall be used.
18. Road names that could be construed as advertising a particular business shall be avoided.

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19. The re-use of former road names shall be avoided.
20. Road names shall avoid the use of special punctuation and symbols including, but not limited to, those in Table 1 below:

Table 1

Sign	Definition
_	Underscore
/	Forward Slash
=	Equal sign
>	Greater than
<	Less than
**	Star
++	Plus sign
(())	Parenthesis
::	Colon
::	Semi colon
{{}}	Brackets
...	Period
,	Comma
--	Dash
--	Hyphen
' '	Apostrophe
& &	Ampersand