

Street Naming Task Team

Terms of Reference

Mandate

The Street Naming Task Team will act as a liaison between the Built & Cultural Heritage Committee and Council in the application of the Commemorative Street Naming Policy to create a Street Name Reserve List and to review proposals to rename a street (or avenue, drive, as the case may be) in the County.

Definition:

Street means a highway, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof, as defined by the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended.

Goals/Purpose

The goals and purpose of the Street Naming Task Team is to:

1. Review all suggestions and nominations for street names, in accordance with Commemorative Street Naming Policy.
2. Utilize the criteria in Appendix A of the Commemorative Street Naming Policy, which the team will use to evaluate street name suggestions, including but not limited to:
 - historical significance, cultural relevance, community impact, equity, diversity and inclusion.
3. Conduct research and/or review historical, cultural, community, or other relevant documents to ensure the validity of the proposed street names.
4. Develop the Street Names Reserve List and group names in settlement/community areas.
5. Review proposals to rename a street in the County and make recommendations (as needed) on the commencement of the process to rename a Street for consideration by the Built & Cultural Heritage Committee, and Council approval.

Membership

The Street Naming Task Team will be a group of 5-7 members with at least one member from each of the following groups:

- Built & Cultural Heritage Committee
- Accessibility Advisory Committee
- Traffic Advisory Committee
- Prince Edward County Arts Council
- General public or other public representative(s) including at least one (1) youth member.

The Built & Cultural Heritage Committee may terminate the appointment of any member without notice.

Roles

The roles of the members are to:

- a. actively participate, and provide support and expertise;
- b. adopt a participatory, inclusive, collaborative and respectful approach;
- c. act as a liaison between the Task Team and the Committee; and
- d. serve as voting members, unless otherwise specified, and count towards meeting quorum for Task Team meetings.

Responsibilities of the Task Team

The Task Team is encouraged to work with County procedures, by-laws and Provincial legislation, with guidance from staff:

- Council's Code of Conduct
- County Accountability and Transparency Policy
- County Procedural By-law
- Other applicable County by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

The Task team will make recommendations to the Built & Cultural Heritage Committee, and ultimately Council. The Task Team will engage with the public/community, as applicable.

Term

The term of the Task Team will be the term of Council.

Staff Support

Upon request from the Chair of the Built & Cultural Heritage Committee, staff supports and resources may be provided to the Task Team with the approval of CAO.

Reporting Relationship to Council

The Street Naming Task Team will act as a resource to the Built & Cultural Heritage Committee and does and does not have any delegated authority.

Reviewing proposals, developing the Street Names Reserve List, and recommendations to commence the renaming process will be provided to Council via County staff.

The Task Team is intended to support and will report to the Built & Cultural Heritage Committee.

Finances

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Meetings

County staff will meet with the Street Naming Task Team once per term of Council to develop the Street Names Reserve List. Should additional names be required, the Street Naming Task Team may be reconstituted during the term of Council.

Should a public meeting be required, staff will provide support, on direction from the CAO.

Title:	Commemorative Street Naming Policy		
Policy Group: Your Government and People	Policy Administrator: Development Services		
Resolution No. CW-242-2022	Policy Number: DS-03		
Approval Date: 2022-09-15	Revision Date: 2026-09-15		

1. Policy Statement

- a) The Corporation of the County of Prince Edward (hereafter referred to as the "County") recognizes that street names are critical for municipal addressing and emergency response.
- b) The County is committed to encouraging community participation and civic pride through Commemorative naming of public and Private Streets in a fair, consistent and efficient manner, while respecting the importance of consultation and legislative guidelines.

2. Purpose

- a) The purpose of the Policy is to:
 - ensure that street name approvals are consistent and reflects a positive image of the County of Prince Edward;
 - ensure the application of key criteria to determine the validity of a Commemorative name;
 - ensure the application of a concrete consultation process; and
 - maintain one central reserve list for all approved names.

3) Scope

- a) The Policy applies to new names, and the process for assigning street names and renaming streets.

4) Legislative Authority

- a) Section 27 of the *Municipal Act, 2001*, S.O. 2001, c. 25 allows a municipality to pass by-laws in respect of a highway only if it has jurisdiction, and Section 48 allows a municipality to name a Private road.

5) Definitions

- a) **Commemoration** means an intentional act of acknowledging or celebrating the memory of significant persons or honoring local history, natural feature, wildlife or geography.
- b) **Committee** means the Built & Cultural Heritage Advisory Committee established by the Council of The Corporation of the County of Prince Edward.
- c) **Council** means the governing body of The Corporation of the County of Prince Edward formed and operating under the authority of the *Municipal Act, 2001, S.O. 2001, Chapter 25*.
- d) **Street(s)** means a highway, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof, as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8*, as amended.
- e) **Policy** means this Commemorative Street Naming Policy.
- f) **Private Street** means a Street owned and maintained by one or more land owner and used to access private property.
- g) **Street Name Reserve List** means the database of names which have been pre-approved by the Street Naming Task Team.
- h) **Street Naming Task Team** means the review team established to approve new street names.
- i) **Suffix** means the word that follows the street name – usually to indicate the type of Street (i.e., street, court, avenue etc.) as determined by County staff.

6) General

- a) Street Naming Task Team
 - i. The Street Naming Task Team reports to the Committee as designated by Council.
 - ii. The Street Naming Task Team is responsible for
 - reviewing nominations for street names received from the public;
 - developing and recommending to Council a list of possible new street names, in accordance with criteria outlined in Appendix A of this Policy; and

- recommending the commencement of the process to rename a Street for Council's approval.
- iv. County staff will meet with the Street Naming Task Team once per term of Council. Should additional names be required, the Street Naming Task Team may be reconstituted to consider additional names.
 - v. The Street Naming Task Team will consider all proposed names which meet the Policy criteria but are under no obligation to approve a proposed name even if all the criteria are met.
 - vi. The Terms of Reference of the Street Naming Task Team is approved by Council.

b) Street Name Reserve List

- i. The Street Name Reserve List is a database of names which have been pre-approved.
- ii. The Street Name Reserve List may identify which community is most appropriate for the name. County staff will make every effort to ensure the names are assigned in the most appropriate location.

c) Assigning names to Streets

- i. All new street naming assignments will be drawn from the Street Name Reserve List. The Suffix will be assigned by County staff.
- ii. Any new public or Private Streets within a development must be assigned a name from the Street Name Reserve List. Selected street names are reserved for use within the proposed development are to be shown on future draft and approved plans.
- iii. In the case of a Street extension, every effort should be made for continuity of the street name.
- iv. In the case applicants through the development approvals process propose names not on the Street Name Reserve List, the names must be reviewed and approved by the Street Naming Task Team. All costs are the responsibility of the applicant.

d) Renaming Streets

- i. A proposal to rename a Street is identical requires approval from the Street Naming Task Team, and the proposal must include:

- support letters with the names, addresses, and signatures of 70% of the affected residents. The support letters must demonstrate that at minimum 70% of the affected residents/owners are in favour of changing the name; and
 - a new name that is in accordance with this Policy.
- ii. The Street Naming Task Team will be reconstituted to consider the proposal to rename a Street and make a recommendation to Council. If the proposal to rename a Street is accepted by Council, Council will direct staff to take the necessary steps to rename the Street.
 - iii. Applicants may be required to pay the costs incurred as a result of their request to rename a Street.
 - iv. In the case of renaming a Street that has become non-continuous due to reconstruction or realignment (often referred to as abandoned road or stub-street), approval from the Street Naming Task Team is not necessary to commence the process to rename the Street.

7) Responsibility

- a) Council is responsible for approving this Policy.
- b) The Chief Administrative Officer (CAO) is responsible for
 - directing compliance and resolving any conflicts with this Policy;
 - assigning appropriate service departments for the application of this Policy;
 - establishing procedural guidelines; and
 - making routine changes to the Policy, as required.
- c) The respective service departments are responsible for
 - application of the Policy; and
 - adhering to the limitations set out in other County by-laws and policies.

Amendments	
May 9, 2023	Motion 2023-299

Appendix A - Criteria for Street Naming

1. All proposed street names should be reviewed against the criteria set out in this section of the Policy.
2. The signage should conform with the Ontario Traffic Manual.
3. The proposed street names must be categorized into at least one of the following categories:
 - Names of County resident who have served in the Canadian Armed Forces or who have lost their lives in public service.
 - Names of local individuals/families who made a significant social, political or cultural contribution to the County.
 - Names Commemorating local Indigenous persons, organizations, places, events or culture;
 - Names of historical significance at a regional, provincial or national level. Priority shall be given to themes with local significance; or
 - Names recognizing local native wildlife, flora, fauna or natural features.
4. Proposed street names with the following characteristics will be discouraged for approval:
 - Discriminatory, racist or derogatory names;
 - Names of individuals known for discriminatory behavior and/or beliefs;
 - Names seen as advertising for a business or for commercial purposes;
 - Names with undesirable definitions or those pronounced or spelled similar to those with undesirable definitions (including names with sexual overtones, inappropriate humour and slang); or
 - Names already assigned to existing Streets and park facilities in the County or names with similar spelling or pronunciation to an existing Street name.