

Category: Development Services/Planning Dept.

Subject: Street Name Change Policy

Purpose

To provide clarification of the responsibilities and process of the City, property owners and tenants for the purpose of street name changes.

Scope

This policy applies to City and property owner-initiated street name changes.

Policy

1.0 City Initiated Street Name Change

The following steps will be taken to ensure those impacted have an opportunity for input:

- 1.1 City staff (and relevant Council committee, if applicable) to review the proposed Street Name Change and make a recommendation to Council to support or deny.
- 1.2 All impacted property owners and tenants are to be notified of the proposed change and provided with 30 days notice to respond to the proposal and of the opportunity to be heard by Council.
- 1.3 Council will hear from any impacted property owners and tenants at a subsequent Council meeting and resolve to approve or deny.
 - a) If approved:
 - (i) 60 days notice will be provided to all impacted property owners advising them of the name change.
 - (ii) All costs associated with the street name change are to be borne by the City – to a maximum of \$500 per business or household.
 - (iii) City will contact Canada Post and request free one year mail transfers from the old to new addresses for affected properties.
 - b) If denied:
 - (i) The impacted property owners and tenants will be notified of the decision.

2.0 Property Owner Initiated Road Name Change

- 2.1 Property owners must submit a letter with a petition for the proposed name change.
- a) Fee to be paid upon submission.
 - b) The petition must include a minimum of 75% of the impacted property owners in favour of the proposed name change.
- 2.2 Petition will be reviewed by City staff (and relevant Council committee, if applicable) which will either recommend support or denial of the proposal.
- 2.3 All impacted property owners and tenants are to be notified of the proposed change and provided with 30 days notice to object to the proposal and of the opportunity to be heard by Council.
- 2.4 Petition will be forwarded to Council with staff's recommendation to determine approval or denial.
- a) If approved:
 - (i) Council will provide 60 days notice to all impacted property owners and tenants advising of the name change.
 - (ii) All costs associated with the road name change are to be borne by the impacted property owners.
 - b) If denied, the impacted property owners and tenants will be notified of the decision.

Approval History		
Previous revisions/replaces:	March 17, 2014	
Approved by Council on:		Resolution No.:

Certified Correct:

Angie Collison, Corporate Officer