



# CITY OF KELOWNA

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## COUNCIL POLICY MANUAL

APPROVAL DATE: 2000/12/18  
RESOLUTION #: R1000/00/12/18  
REPLACING #: R-1981/09/15  
DATE OF LAST REVIEW: November 2008

SUBJECT: ROAD NAME CHANGES FOR ROADS

THAT any name changes for roads in the City of Kelowna be presented to the property owners affected and/or publicly advertised in order that the citizens of the city are able to voice their concerns before the appropriate bylaw is presented to Council for consideration.

REASON FOR POLICY: To provide a process for public input into road name changes for roads in the City of Kelowna.

LEGISLATIVE AUTHORITY: Council Resolution.

PROCEDURE FOR IMPLEMENTATION: Road name changes are processed through the Planning & Development Services Department.



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## COUNCIL POLICY MANUAL

APPROVAL DATE: 1999/08/23  
RESOLUTION #: R728/99/08/23  
REPLACING #: R-77/1977/08/23  
DATE OF LAST REVIEW: November 2008

SUBJECT: STREET NAMING POLICY FOR NEWLY CREATED ROADWAYS

The City of Kelowna will undertake to assign street names for newly-created roadways in compliance with the following policy:

1. Compilation of Street Names

A comprehensive list of potential street names will be compiled by the Planning & Development Services Department with the aid of the Okanagan Historical Society. Names will be taken from:

- i) prominent pioneers and settlers;
- ii) Kelowna residents who have achieved Provincial or Federal prominence or acclaim in fields such as sports, education, politics, medicine, etc.
- iii) residents who have made a major contribution or sacrifice for the welfare or life of the community and Canada;
- iv) names indicating or reflecting a certain location within the city or proximity to a major public or private facility;
- v) names reflecting the physical setting of Kelowna and the Okanagan Valley in terms of indigenous flora and fauna, local geography, etc.
- vi) names of persons prominent in Provincial or Federal affairs (e.g. Provincial Premiers, Lt. Governors, Prime Ministers, Governor Generals).

2. Application of Names

In the application of names to roadways, the following principles will be adhered to:

- i) an attempt will be made to provide a common theme for roadways of a particular subdivision or sub-area of the city to allow for the association of a particular street name to a specific area within the city.
- ii) an attempt will be made to use names of local pioneers or acclaimed residents in those sub-areas of the city where they resided or presently reside.



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APPROVAL DATE: 1999/08/23  
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REPLACING #: R-77/1977/08/23  
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SUBJECT: STREET NAMING POLICY FOR NEWLY CREATED ROADWAYS

### 3. Street Name Suffixes

Street name suffixes (e.g. avenue, street, court, drive, etc.) will be determined by reference to the nature of the road they are describing. The following terms will be applied to the following roadways:

Avenue	A through local road, collector or arterial carrying east-west traffic.
Boulevard	An arterial or major collector carrying predominantly express traffic.
Crescent	A local roadway or minor collector curvilinear in nature and shaped as a crescent.
Court	A non-through local roadway (cul-de-sac).
Drive	A lengthy collector or arterial.
Lane	A through local roadway serving only a limited number of dwellings.
Place	A non-through local roadway.
Road	A roadway serving rural or rural residential areas.
Street	A through local road, collector or arterial carrying north-south traffic.
Way	A major collector or arterial carrying predominantly express traffic.

REASON FOR POLICY: To provide guidelines for naming of roadways within the City of Kelowna.

LEGISLATIVE AUTHORITY: Council Resolution.

PROCEDURE FOR IMPLEMENTATION: Proposed road names are approved by the Planning & Development Services Department based on this policy.



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## COUNCIL POLICY MANUAL

APPROVAL DATE: 1983/08/30  
RESOLUTION #: R1039/08/11/24  
REPLACING #: R990/83/08/30  
DATE OF LAST REVIEW: November 2008

SUBJECT: STREET RENAMING REQUESTS

1. Street renaming requests from residents of the city shall be accompanied by a petition signed by a minimum of two-thirds of the owners of property directly affected by the proposed street name change.

REASON FOR POLICY: To establish a process for street and road name change requests.

LEGISLATIVE AUTHORITY: Council Resolution.

PROCEDURE FOR IMPLEMENTATION: Petitions forms are available in the City Clerk's Department. Once received, if the name change is supported by at least 75% of affected residents, the Transportation Department will:

1. Contact emergency services (i.e. Police, Fire, BC Ambulance) to ensure name change would not create any problems or confusion. BC MoT and RDCO are also contacted to ensure no similarities or duplications.
2. Letters are issued to all affected property owners and residents. Owners and residents are given up to 30 days to respond to staff.
3. If residents are supportive of the change, a road name change bylaw report is forwarded to Council.
4. If the bylaw is approved by Council, the City Clerk's Department will forward the name change to the Land Titles Office for registration and following registration, will advise all City departments and outside agencies of the official name change.
5. The Transportation Department will advise affected property owners and residents and will arrange for new street name signs to be manufactured and installed.



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# Council Policy

## Park Naming Policy

APPROVED October 27, 1997

RESOLUTION: R375/10/04/26  
REPLACING: R1039/08/11/24; R727/97/10/27; R016/05/01/10  
DATE OF LAST REVIEW: April 2010

THAT the City of Kelowna undertake the task of assigning park names in compliance with the following policy:

### A. NAMING CRITERIA

1. That parks be given names that follow adjacent street names, where the street names have been approved in accordance with the City Council Policy for Street Naming for Newly Created Roadways/Okanagan Historical Society.
2. Where the adjacent street has already been used to name a Park or if the park is higher profile in nature, then a name will be chosen to describe the neighbourhood for neighbourhood parks or the name of a community, sector or unique geographical feature for community, recreation, linear natural area or city wide parks.
3. Where the adjacent street name or name of the neighbourhood, community, sector or unique geographical feature have already been used, the honouring of individuals by park naming may be used as long as there is a significant community contribution by the individual (e.g. prominent pioneers and settlers; Kelowna residents who have achieved Provincial or Federal prominence or acclaim in fields such as sports, education, politics, medicine, etc.; residents who have made a major contribution or sacrifice for the welfare or life of the community or Canada).
4. Existing parks that already have been named are not to be renamed after an individual living or dead unless the proponent of the name change demonstrates:
  - that the community supports the changes;
  - if the existing name of the park is after an individual, the individual for whom the park has been named supports the change if living or the next of kin if the individual is deceased;
  - information that the individual to be honoured has contributed in a significantly tangible way to the community.
5. The honouring of individuals by naming park features be considered if the individual significantly contributed to the community (e.g. prominent pioneers and settlers; Kelowna residents who have achieved Provincial or Federal prominence or acclaim in fields such as sports, education, politics, medicine, etc.; residents who have made a major contribution or sacrifice for the welfare or life of the community or Canada).
6. Honouring of an individual by naming a park feature after them is preferred in parks that are not named after a specific individual (e.g. Simpson Walk in Waterfront Park) and it also is preferred that park features be named using names not specific to an individual where the park is already named to honour an individual (Pioneer Pavilion in Knox Mountain Park).
7. Parks and Park Features will not ordinarily be named after social/ethnic/religious causes or groups.

### B. PROCESSING OF REQUESTS

1. All requests to honour individuals are to be submitted to the City Clerk in writing. The City Clerk will forward the request to the Infrastructure Planning Department for their consideration. The proponent must outline in their detailed submission how their request conforms to the naming criteria for naming a park after an individual and their submission must be supported by:
  - a petition signed by a minimum of two-thirds of the owners of property directly affected, if a park name change is being requested. Where there is joint ownership of the property, only one signature per property is permissible. The petition must be in the City Council approved format as

per the attached. Community support is defined as follows: for neighbourhood parks 2/3 of the owners of property support the park name change within a 1/2 kilometre radius of the subject park; for community parks 2/3 of the owners of property support the park name change within a 2 kilometre radius of the subject park; for District, City, and other Park types 2/3 of the owners of property support the name change within a 5 kilometre radius of the subject park;

- evidence of broad support from the community to honour an individual by naming a future park after that individual;
- information that the person being honoured has contributed in a significantly tangible way to the community;
- a letter from the Okanagan Historical Society stating their opinion on historical significance of the individual to be honoured;
- that the person being honoured is in agreement with the park to be named if they are living or by their next of kin should they be deceased;
- the means (e.g. sign, plaque, etc.) they wish to honour an individual;
- the funding source of the approved means (signs, plaques, etc.).

2. If the Infrastructure Planning staff deems that the submission is in accordance with policy, staff will recommend the naming of the park to City Council for approval.

If the Infrastructure Planning deems that the submission does not fit with the policy, staff will notify the proponent in writing of its decision.

### **C. APPEALS**

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If the proponent is not satisfied with the decision, the proponent may seek City Council review for re-consideration.

#### **REASON FOR POLICY**

Two long-time members of Council (Mayor Stuart and Councillor Lee) were retiring and it was consider timely to develop a policy to outline criteria for the naming of parks.

#### **LEGISLATIVE AUTHORITY**

Not Applicable.

#### **PROCEDURE FOR IMPLEMENTATION**

Requests to name a park are to be submitted in writing, along with relevant support material, to the Office of the City Clerk's who will forward the request to the Infrastructure Planning Department. If staff deems that the submission meets with policy, staff will recommend the naming of the park to City Council for approval.





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## COUNCIL POLICY MANUAL

APPROVAL DATE: 2009/03/09  
RESOLUTION #: R228/09/03/09  
REPLACING #: N/A  
DATE OF LAST REVIEW: March 2009

SUBJECT: Compensation Policy for Addressing Changes

Both road name and building numbering changes are sometimes required in the City of Kelowna. Such changes may result from requests by residents, emergency services, government or development. When a road name or numbering change occurs, property owners and businesses are subject to costs for mail forwarding, stationary updates, and new numbers. This policy is intended to address the various circumstances leading to property address changes and the compensation that is due to those that are impacted.

### Addressing Changes initiated by the City of Kelowna

The City of Kelowna will compensate affected property owners and business owners impacted by City initiated addressing changes based on the following policy:

#### 1. Affected Residential Property Owners

- a) Property owner whose address will change as a result of a City of Kelowna initiated road name or numbering change will be granted one free six month Change of Address with Canada Post.
- b) Property owners will also be compensated for replacement house numbers at a maximum cost of \$15.00 per number (to a maximum of 4 numbers).

#### 2. Affected Business Owners

- a) Affected business owners are those businesses who have an active business license on the date that the initial written notification is sent out, advising of a pending change, and whose address will change as a result of a City of Kelowna initiated change.
- b) Compensation will be one free six month Change of Address with Canada Post.
- c) Business owners may also be compensated for the initial printing costs of letterhead and envelopes (to a maximum amount of \$250.00).
- d) Business owners may also be compensated for replacement numbers at a maximum cost of \$15.00 per number (to a maximum of 4 numbers).





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## COUNCIL POLICY MANUAL

APPROVAL DATE: 2009/03/09  
RESOLUTION #: R228/09/03/09  
REPLACING #: N/A  
DATE OF LAST REVIEW: March 2009

SUBJECT: Compensation Policy for Addressing Changes

### Road Name/Addressing changes triggered by development

Property Owners/Business Owners with addressing changes triggered by development shall be compensated by the developer at the rates listed above. In addition, the developer will be required to pay Canada Post for 6 months of mail forwarding for each impacted property owner.

### Road Name/Addressing changes – Neighbourhood/Resident

Property owners/business owners initiating addressing changes will not be compensated for any costs related to the change.

REASON FOR POLICY: Clarify responsibilities related to Addressing Changes and Compensation

**LEGISLATIVE AUTHORITY:** Local Government Act, Section 728.1 and Bylaw No.7071 - A bylaw to assign numbers to buildings and structures within the City of Kelowna

PROCEDURE FOR IMPLEMENTATION: Implemented through the Subdivision Approving Officer