

Report to Council



Date: May 24, 2012
File: 0950-01
To: City Manager
From: Subdivision Approval Officer
Subject: Street Naming Policy Consolidation

Recommendation:

THAT Council receives for information the Report from the Subdivision Approval Officer dated May 24, 2012 pertaining to a new Council Policy for Street Naming, Street Name/Address Changes and Compensation;

AND THAT Council Policy No. 363 - Street Naming, Street Name/Address Changes and Compensation Policy, as attached to the report by the Subdivision Approval Officer dated May 3, 2012 as Schedule "A" be endorsed by Council;

AND THAT Council Policy No. 92 - Road Name Changes for Roads be rescinded;

AND THAT Policy No. 152 - Street Naming for Newly Created Roads be rescinded;

AND THAT Policy 154 - Street Renaming Requests be rescinded;

AND FURTHER THAT Policy No. 346 - Compensation for Addressing Changes be rescinded.

Purpose:

To consolidate all existing Street Naming Policies into one single Council Policy.

Background:

The City of Kelowna regulates various aspects of road naming and addressing through Council Policy. There are currently 4 Council Policies that guide road naming, road name changes and addressing changes. This policy will replace, Policy No. 152 - Street Naming for Newly Created Roads and its contents will be incorporated under Section A. Street Naming for newly created roadways in the proposed Policy No. 363. The addition of street name suffixes North (N) and South (S) as well as the omission of point no. vi) names of persons prominent in Provincial or Federal officers.

94

Policy No. 92 - Road Name Changes for Roads and its contents will be incorporated into Section B. Street Name Changes (existing roadways/existing addressed properties) in the proposed Policy No. 363. This policy was updated to clarify the required circulation to property owners and Council consideration prior to approval of a street name change.

Policy 154 - Street Renaming Requests and its contents will be incorporated in Section C. Street Renaming requests. A fee of \$500.00 to cover administration costs associated with resident requests has been added to the proposed Policy No. 363.

Policy No. 346 - Compensation for Addressing Changes will be incorporated under Section D. Compensation for Addressing changes in the proposed Council Policy No. 363 upgrading the 6 months of Canada Post to one year for address changes as well as adding a fee of \$250.00 for processing the request which will cover the City's administrative costs associated with the service.

Internal Circulation:

GIS Technician
Addressing Clerk
Fire Department
Infrastructure Planning
Land Use Management
Office of City Clerk

Legal/Statutory Authority:

Community Charter - part 3 Division 5 Section 39(a)

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

Existing Policy:

Policy No. 152 - Street Naming for Newly Created Roads, Policy No. 92 - Road Name Changes for Roads, Policy 154 - Street Renaming Requests, Policy No. 346 - Compensation for Addressing Changes.

Considerations not applicable to this report:

External Agency/Public Comments:

Financial/Budgetary Considerations:

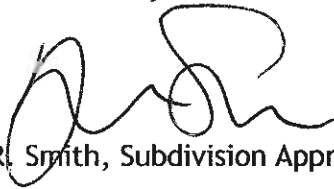
Legal/Statutory Procedural Requirements: N/A

Personnel Implications: N/A

Alternate Recommendation: N/A

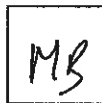
Communications Comments: N/A

Considerations not applicable to this report:
External Agency/Public Comments:
Financial/Budgetary Considerations:
Legal/Statutory Procedural Requirements: N/A
Personnel Implications: N/A
Alternate Recommendation: N/A
Communications Comments: N/A
Submitted by:



R. Smith, Subdivision Approving Officer

Approved for inclusion:



Mo Bayat, Director of Development Services

cc: Infrastructure Planning
Land Use Management
Kelowna Fire Department
Addressing Clerk
GIS Technician



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy

Road Name Changes for Roads

APPROVED September 15, 1981

RESOLUTION: R375/10/04/26

REPLACING: R1000/00/12/18; R-1981/09/15

DATE OF LAST REVIEW: April 2010

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 Subdivision Approvals Branch.



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy

Street Naming Policy for Newly Created Roadways

APPROVED August 23, 1977

RESOLUTION: R375/10/04/26
REPLACING: R728/99/08/23; R-77/1977/08/23
DATE OF LAST REVIEW: April 2010

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

A. COMPILATION OF STREET NAMES

A comprehensive list of potential street names will be compiled by the Subdivision Approvals Branch 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).

B. 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.

C. STREET NAMES 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 Subdivision Approvals Branch based on this policy.



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy

Street Renaming Requests

APPROVED August 30, 1983

RESOLUTION: R375/10/04/26
REPLACING: R1039/08/11/24; R990/83/08/30
DATE OF LAST REVIEW: April 2010

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 Office of the City Clerk. 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 Office of the City Clerk 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 Subdivision Approvals Branch will advise affected property owners and residents and will arrange for new street name signs to be manufactured and installed.



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy

Compensation Policy for Addressing Changes

APPROVED March 9, 2009

RESOLUTION: R375/10/04/26
REPLACING: R228/09/03/09
DATE OF LAST REVIEW: April 2010

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.

A. 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).

B. 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.

C. 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



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy

Naming, Street Name/ Address Changes and Compensation

APPROVED @

RESOLUTION:
REPLACING:
DATE OF LAST REVIEW:

A. STREET NAMING 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 (The Pioneer Street Name List) of potential street names will be compiled by the Subdivision Approvals Branch with the aid of the Okanagan Historical Society. Names will be taken from:

- a) Prominent pioneers and settlers;
- b) Kelowna residents who have achieved Provincial or Federal prominence or acclaim in fields such as sports, education, politics, medicine, etc.
- c) Names indicating or reflecting a certain location within the city or proximity to a major public or private facility;
- d) Names reflecting the physical setting of Kelowna and the Okanagan Valley in terms of indigenous flora and fauna, local geography, etc.

2. APPLICATION OF NAMES

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

- a) 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.
- b) 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.

3. STREET NAMES 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 (Ave) | A through local road, collector or arterial carrying east-west traffic. |
| Boulevard (Blvd) | An arterial or major collector carrying predominantly express traffic. |
| Crescent (Cr) | A local roadway or minor collector curvilinear in nature and shaped as a crescent. |
| Court (Ct) | A non-through local roadway (cul-de-sac). |
| Drive(Dr) | A lengthy collector or arterial. |
| Lane | A through local roadway serving only a limited number of dwellings. |
| Place(Pl) | A non-through local roadway. |
| Road(Rd) | A roadway serving rural or rural residential areas. |
| Street(St) | A through local road, collector or arterial carrying north-south traffic. |
| Way | A major collector or arterial carrying predominantly express traffic. |
| North(N) | A road running in a northern direction |
| South(S) | A road running in a southern direction |

B. STREET NAME CHANGES (EXISTING ROADWAYS/EXISTING ADDRESSED PROPERTIES)

- a) City of Kelowna initiated street name changes shall be circulated 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. When choosing a new street name, first priority will be given to established naming themes followed by names of local pioneers or acclaimed residents that appear on the City's Pioneer Street Name List.
- b) Resident requests for street name changes shall be circulated 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. The implementation process for resident requested street name changes is listed at the end of this policy.
- c) Street name changes or new street names that are triggered by circumstances other than those described in 2a and 2b shall be forwarded to Council for naming consideration and the adoption of a street naming bylaw.

*Note: For the purposes of this policy, 'affected owners' means those property owners that would require a street address change as a result of the street name change.

C. STREET RENAMING REQUESTS

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. A fee of \$500 shall be charged to cover administrative costs associated with resident requests.

D. COMPENSATION 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 section is intended to address the various circumstances leading to property address changes and the compensation that is due to those that are impacted.

1. 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:

- a. Affected Residential Property Owners
 - i) Property owner whose address will change as a result of a City of Kelowna initiated road name or numbering change will be granted a free 1-year Change of Address with Canada Post.
 - ii) 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).
- b. Affected Business Owners
 - i) 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.
 - ii) Compensation will be a free 1-year Change of Address with Canada Post.
 - iii) Business owners may also be compensated for the initial printing costs of letterhead and envelopes (to a maximum amount of \$250.00).
 - iv) Business owners may also be compensated for replacement numbers at a maximum cost of \$15.00 per number (to a maximum of 4 numbers).

3. Street 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 1 year of mail forwarding for each impacted property owner.

4. Street Name/Addressing Changes – Neighborhood/Resident

Property owners/business owners initiating addressing changes will not be compensated for any costs related to the change. Furthermore, a fee of \$250.00 shall be charged to process the request in order to cover the City's administrative costs associated with the service.

REASON FOR POLICY

To provide guidelines for the naming of streets within the City of Kelowna.

To provide a process for public input into street name changes for streets in the City of Kelowna

To establish a process for street name change requests.

To clarify responsibilities related to Street Addressing changes and compensation

LEGISLATIVE AUTHORITY

Local Government Act, Section 728.1

Bylaw No.7071 - A bylaw to assign numbers to buildings and structures within the City of Kelowna

PROCEDURE FOR IMPLEMENTATION

Proposed road names are approved by the Subdivision Approvals Branch based on this policy.

Road name changes are processed through the Subdivision Approvals Branch

Petition forms (for resident driven street name changes) are available in the Office of the City Clerk.

Once received, if the name change is supported by at least 75% of affected residents, the Subdivision Approvals Branch will:

1. Contact emergency services (i.e. Police, Fire, BC Ambulance) to ensure name change would not create any problems or confusion. BC Ministry of Transportation and Central Okanagan Regional District 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 Office of the City Clerk will forward the name change to the Land Titles Office and will advise all City departments and outside agencies of the official name change.
5. The Subdivision Approvals Branch will advise affected property owners and residents and will arrange for new street name signs to be manufactured and installed. If the street names change was done that the request of residents, they will be billed (and must pay) for the cost of the new signage in advance of installation.