

Corporate Procedure

Subject: Street Naming

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APPENDIX 1 – PURPOSE STATEMENT AND SCOPE

Purpose Statement:

To maintain consistency regarding street naming practices to new and existing public and private streets, ensuring historical significance is preserved and considered.

Scope:

This procedure applies to all Town staff that participates in the establishment and maintenance of the Caledon Reserve List of Approved Street Names and who participates in the street naming process.

References and Related Documents:

Street Naming Policy
Municipal Numbering By-law
Public Notice Policy



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APPENDIX 2 – REGION OF PEEL STREET NAMES COMMITTEE

1. The Region of Peel (the Region) maintains a region-wide Street Name Index in order to facilitate emergency response.
2. The Region of Peel Street Names Committee (the Peel Committee) reviews names proposed for new streets or the renaming of existing streets based on municipal and regional policies, and makes recommendations on whether the names should be approved to municipalities within the Region.
3. The Peel Committee is comprised of representatives from all municipalities, including representation from area Fire, Police, and Emergency Services within the Region.
4. The Town of Caledon's representatives on the Peel Committee includes Heritage Resource staff and staff from Fire & Emergency Services.
5. Regional street naming policies are reflected in this document.



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APPENDIX 3 – STREET NAMES RESERVE LISTS

1. *Region of Peel Master List of Approved Names*

The Region maintains a list of surplus pre-approved street names (the Peel Master List) that can be assigned for use in Caledon, Brampton, or Mississauga.

2. *Caledon Reserve List of Approved Street Names*

Heritage Resource staff maintain a list of street names previously approved by the Peel Committee for use in Caledon (the Caledon Reserve List).

The Caledon Reserve List includes street names that are surplus to needs following registration of plans of subdivision or by-law amendments, and street names of historical significance to Caledon.

Heritage Resource staff shall continue to add street names of local historical significance to the Caledon Reserve List.

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APPENDIX 4 – NAMING NEW STREETS

Street names are required as a condition of draft plan approval for new plans of subdivision. Names may be proposed by development applicants, members of the public, or the Town.

1. Proposed street names shall be submitted to Heritage Resource staff for review against existing names in the Region's Street Name Index, pre-approved names on the Peel Master List and Caledon Reserve List, and for review against regional and municipal street name criteria.
2. Applicants are encouraged to submit proposed street names early in the development process.
3. It is the applicant's responsibility to ensure that proposed street names adhere to the street naming policies and criteria outlined in this document.
4. Applicants are encouraged to use pre-approved names from the Caledon Reserve List and the Peel Master List.
5. A minimum of one (1) historically significant street name shall be used in each plan of subdivision; applicants are encouraged to use more than one (1) historically significant name where possible. It is the applicant's responsibility to contact Heritage Resource staff to ascertain pre-approved historic name(s) appropriate to the proposed development.
6. Following preliminary review of proposed street names, Heritage Resource staff shall submit all acceptable street names to the Peel Committee for review.
7. Heritage Resource staff shall advise the assigned planner for a development application of the Peel Committee's recommendations and to which streets the names shall be assigned.
8. The assigned planner shall advise the applicant of approved street names and to which streets the names shall be assigned.
9. The assigned planner shall ensure that approved street names are correctly indicated on draft approved and registered plans of subdivision.
10. The assigned planner shall advise Building & Support Services of approved street names to enable the assignment of municipal numbering and the creation of property records in AMANDA.
11. Building & Support Services shall advise Information Technology GIS staff of approved street names to enable the creation of municipal numbering records in the Central GIS Database.



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12. Heritage Resource staff shall advise the Peel Committee of street names declared surplus to the needs of registered plans of subdivision within the Town.
13. Where a street name change on a registered plan of subdivision is required due to a revision to the street layout:
 - a) The applicant shall submit a formal request for the name change to the assigned planner, and pay the appropriate fee for preparation of the required by-law amendment, associated Council Report, and registration of the amending by-law.
 - b) The assigned planner shall advise Planning Law staff and Heritage Resource staff of the name change request and confirm payment of the corresponding fee.
 - c) The applicant shall provide to Planning Law staff, in writing, confirmation from Heritage Resource staff that the proposed street name has been reviewed by the Peel Committee.
 - d) Staff in Planning Law shall prepare the by-law amendment and associated report to Council regarding the name change request.
 - e) Staff in Planning Law shall advise the assigned planner, Heritage Resource staff and Building & Support Services of Council's decision, and, if approved, registration of the amending by-law.
 - f) The assigned planner shall advise the applicant of Council's decision and registration of the amending by-law.
 - g) Building & Support Services shall, where necessary, revise assignment of municipal numbering and property records in AMANDA.
 - h) Information Technology GIS staff shall, where necessary, revise municipal numbering records in the Central GIS Database.
 - i) Should the street name change affect inhabited properties, the applicant shall compensate homeowners in accordance with the Town's Municipal Numbering By-law.

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APPENDIX 5 – RENAMING AN EXISTING STREET

Requests to change the name of an existing street may be initiated by members of the public, the Town, or the Region. Such changes require Council approval and a by-law.

1. Changes to existing street names shall only be considered when renaming will result in an improvement to the Town's administration or municipal or regional emergency response services, for commemorative purposes, or in response to road realignment.
2. The person or agency proposing the street name change shall submit the request to Heritage Resource staff for review against existing names in the Region's Street Name Index, pre-approved names on the Peel Master List and Caledon Reserve List, and regional and municipal street name criteria.
3. Where the proposed street name is found to be pre-approved on the Peel Master List or the Caledon Reserve List, Heritage Resource staff may bring the proposed change directly to Council.
4. Where a street name change is proposed, the Town shall give public notice of its intention to pass the by-law in accordance with the Town's Public Notice Policy.
5. Where the street name change has been requested by a member of the public:
 - a) The request must include the proposed street name, street location, and a petition with the signatures of at least 75% of the property owners/residents whose properties front or abut the subject street. Payment of the appropriate fee for preparation and registration of the required report and by-law must also be made at the time of application.
 - b) The proposed names shall be brought to Council by Heritage Resource staff. Heritage Resource staff shall advise the member of the public and Planning Law staff of Council's decision.
6. Where the street name change has been initiated by the Town:
 - a) The proposed name shall be brought to Council by the initiating department. Staff from this department shall advise Heritage Resource staff and Planning Law staff of Council's decision.
7. Where the street name change has been initiated by an applicant due to a change in street layout:
 - a) The request must include the proposed street name, street location, and file number for the Draft Plan of Subdivision application. Payment of the appropriate fee for preparation and registration of the required report and by-law (if required) must also be made at the time of application.

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- b) The proposed name shall be brought to Council by Planning Law staff. Planning Law staff shall advise Heritage Resource staff and Development staff of Council's decision.
8. If Council approves the street name change, Planning Law staff shall register the by-law on title to the lands requiring the name change and advise Heritage Resource staff and appropriate departments.
9. Heritage Resource staff shall advise Building & Support Services, Information Technology GIS staff and the Peel Committee of any street name changes approved by Council.
10. The initiating department shall send notice of the approved street name change to all residents and businesses on the street to be renamed. This notice shall explain the reason(s) for the street name change, when the change will occur, and the street's new name.
 - a) Where the name change has been requested by a member of the public, costs associated with changes to municipal addresses will be borne by the affected property owners.
 - b) Where the name change has been initiated by the Town, the Town shall compensate homeowners, in accordance with the Town's Municipal Numbering By-law.