

CITY OF ST. THOMAS

STREET NAMING POLICY AND PROCEDURES

Policy Statement

The City of St. Thomas acknowledges the need to provide a consistent process for the naming of streets and is committed to honouring and promoting local heritage and identity by acknowledging and celebrating the positive contributions made by individuals and organizations to the City of St. Thomas.

Purpose

The Policy is intended to govern the selection and assignment of street names to all City owned and assumed streets within St. Thomas in a manner that shall not impair the City's ability to deliver services or impair the ability of first responders to respond to emergencies.

Criteria for Street Name Selection

Commemorative

- Name has legacy or significant contribution to the City
- Name of nominated individual or organization has demonstrated milestone achievements, excellence, courage or exceptional service to the citizens of the City of St. Thomas
- Deceased veterans, formerly resident in the City, who served in a war or as a peacekeeper

Thematic

- Themes may have heritage, cultural, historical, or social significance to the City
- Names may designate local events, landmarks, natural geographic features, or nature (flora and fauna)

Avoid

- naming of streets after existing business, corporate, commercial enterprise, or living individuals
- names that are discriminatory, derogatory, or political in nature
- names that are difficult to pronounce or difficult to spell names, including those that begin with silent letters
- names that include characters such as hyphens, apostrophes, dashes
- names that sound similar to existing street names
- re-use of former or discontinued street names

STREET NAMING PROCEDURES

1. The City of St. Thomas shall maintain a Street Names Inventory, with names being removed from the Inventory as they are used.
2. The City shall consider the inclusion of street names and themes on the Street Names Inventory, as written requests are received.
3. Developers must use street names from the Street Names Inventory when naming new streets, unless permission is otherwise granted by Council.
4. Written requests for new street names shall be forwarded to the City Clerk's Office.

Submissions shall provide the following:

- how proposed street name corresponds with street name selection criteria
 - biographical information about requests for naming an individual or organization
 - documentation from the individual's family or organization providing consent for the request
 - information about the positive contribution made by the individual or organization
5. Submissions for new street names and street suffixes shall be reviewed to ensure conformity with the Street Naming Policy and Municipal Addressing By-Law 147-95 by a Staff Committee comprised of representatives from: City Clerk's Office, Planning and Building Department, St. Thomas Police Service, and Fire Department.
 6. Approved street names will be placed on the Street Names Inventory.