

Requests for Highway Naming
Council Policy No. 150/22

PURPOSE:

To provide general guidance for requests to name new Highways and change existing Highway names submitted by developers and members of the public.

POLICY:

1. This Policy must follow the provisions and definitions of the “Highway Numbering and Naming, and Civic Addressing Bylaw No. 2558, 2021” as amended from time to time.
2. All requests for Road Name changes shall be submitted in writing and conform to this Policy and the Highway Numbering and Naming, and Civic Addressing Bylaw No. 2558, 2021.
3. This Policy does not apply to:
 - City core services facilities (e.g. City Hall, fire halls, police stations);
 - Non-City facilities;
 - Non-City facilities which occupy City lands and where the building is currently owned by the Tenant; or
 - Naming of programs, events, or other kinds of sponsorships.
4. Requests for Road Name changes will be considered for the underlined portion as illustrated: e.g. 104 Avenue to Rose Avenue.
5. The City Administration reserves the decision to assign the Street Type as illustrated in the underlined portion: e.g. Rose Avenue.
6. While requests to change the Street Type may occur from time to time, it is at the discretion of the City Administration to approve and base the assigned Street Type on national best practice and standard naming conventions.
7. Strong consideration will be given to names that portray a strong positive image and have historical, natural, cultural or social significance or names that are after persons who have made significant contributions to the community, province, or country.
8. Where warranted, the City Administration will confer with cultural and/or traditional knowledge experts of the language to support names that are culturally respectful and meaningful, and simple to read and pronounce for emergency response services and general wayfinding.

9. Private highway signs installed by a developer or property owner must follow the City's road sign standards for colour, size, and reflective characteristics, according to the Subdivision and Development Servicing Bylaw.
10. Requests for Road Names must follow the convention provided below:
 - a. Road Names must be distinct from those used for Road Names elsewhere in Fort St. John, a neighbouring Municipality or Regional District, and does not share similar syllables or plural forms;
 - b. Road Names shall be reasonably easy to spell and pronounce and have no adverse connotations;
 - c. Road Names must not include special characters or a combination of letters and numbers;
 - d. Profane words and slang are not allowed;
 - e. Road Names, including the Street Type suffix, must not exceed 18 characters in length; e.g. Northern Lights Dr.;
 - f. Prefixes and abbreviations within Road Names are not allowed;
 - g. Road Names that are hyphenated or include apostrophes are not allowed;
 - h. Two-worded Road Names are discouraged;
 - i. Road Names with three or more words (Including Street Type) are not allowed; and
 - j. A single alphabetical letter for Road Names (e.g. A Street, B Avenue), are not allowed.
11. The City Administration will be responsible for ensuring the appropriate Street Type is applied. The following is a list of common Street Types definitions and suffixes and is not exhaustive:

Major Highways:

Boulevard (BLVD) - applied to major highways which may or may not be contained within a single subdivision area.

Highway (HWY) - refers to a federal or provincially designated highways.

Parkway (PKWY) - applied to major transportation arteries that span more than one area of the City.

Trail (TR) - applied to major transportation arteries that span more than one area of the City.

Minor Highways:

Avenue (AVE) - applied to East-West highways, but also valid for other non-cul-de-sac East-West highways as well.

Circle (CIR) - a minor highway that completes a loop upon itself.

Close (CL) - a 'P' shaped or racquet-shaped highway with only one entry.

Court (CRT) - a cul-de-sac.

Crescent (CRES) - a 'U' shaped minor highway accessible at either end from the same highway and with no intersections with through highways.

Drive (DR) - applied to collector highways which may or may not be contained within a single subdivision area. It may change direction.

Heath (HE) - a minor highway adjacent to or embracing open space.

Hill (HL) - a minor highway located on escarpments or land with a noticeable slope.

Gate (GT) - a short highway giving access to a neighborhood from a major highway.

Green (GR) - a minor highway adjacent to or embracing open space.

Lane (LN) - a narrow minor highway.

Place (PL) - a cul-de-sac or 'P' shaped highway.

Rise (RI) - a minor Highway which has a noticeable slope throughout most of its length.

Road (RD) - a minor highway which may change direction.

Street (ST) - applied to North-South highways, and also valid for other non-cul-de-sac North-South highways.

Terrace (TC) - applied to a local collector highway, particularly those located on hills or escarpments, or cul-de-sacs overlooking valleys.

Way (WY) - a minor highway which may change direction.

View (VW) - a minor highway located on an escarpment, lands with a noticeable slope or land adjacent that offer a view.

PROCESS FOR SUBMITTING REQUESTS:

1. Request for Road Names will be submitted and processed through the Planning and Engineering Department (City Administration);
2. For Road Name requests as part of subdivision approval, a written request shall be provided and include:
 - a. A brief, and clear explanation of the reason for the proposed Road Name(s); and
 - b. A map identifying all of the highways with the associated proposed Road Names(s).
3. Persons making a request for a Road Name change may be responsible for polling affected parties and the resolution of issues that may arise from the proposed change and any associated costs.
4. In instances where the City initiates a Road Name change, the City will be responsible for polling affected parties and the resolution of issues that may arise from the proposed change and any associated costs.