



<b>POLICIES AND PROCEDURES MANUAL</b>	<b>Category</b> Facilities and Properties	<b>Policy Number</b> FP.009
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**CIVIC ADDRESS STANDARDS AND GUIDELINES POLICY**

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**1.0     POLICY STATEMENT**

- 1.2     The policy provides direction to staff about the civic addressing methods to be used throughout the town’s municipal boundaries including:
- i)    the assigning and maintaining of civic numbers;
  - ii)   the establishment of a Road Name Registry and a defined process for naming and renaming municipal roads;
  - iii)  the installation of appropriate civic number signs ; and,
  - iv)   administration and maintenance of road names
- 1.3     This policy will also play an integral role in the territory-wide 9-1-1 public emergency reporting service.

**2.0     POLICY OBJECTIVES**

- 2.1     The primary objectives of this policy are:
- i)    to standardize the procedure for establishing new civic addresses for properties along highways and newly constructed roads and erecting property signs or affixing numbers to a building;
  - ii)   to provide a simple, logical, and clear system for identifying the location of a property, a person, or a structure;
  - iii)  to facilitate the territory-wide 9-1-1 public emergency reporting service;
  - iv)   to assist the Town with providing efficient emergency services to the public;
  - v)    to provide direction for assigning new street names and changing existing names; and,

- vi) to ensure that records are kept, and appropriate agencies are notified regarding new addresses.

### **3.0 ROLES**

3.1 The role of Town Council will be to:

- i) approve amendments to this policy; and,
- ii) make decisions on requests to name or rename municipal roads based on recommendations from the Naming Committee

3.2 The role of the Naming Committee is set out in the Naming Municipal Facilities and Parks Policy FP.008 as amended.

### **4.0 DEFINITIONS**

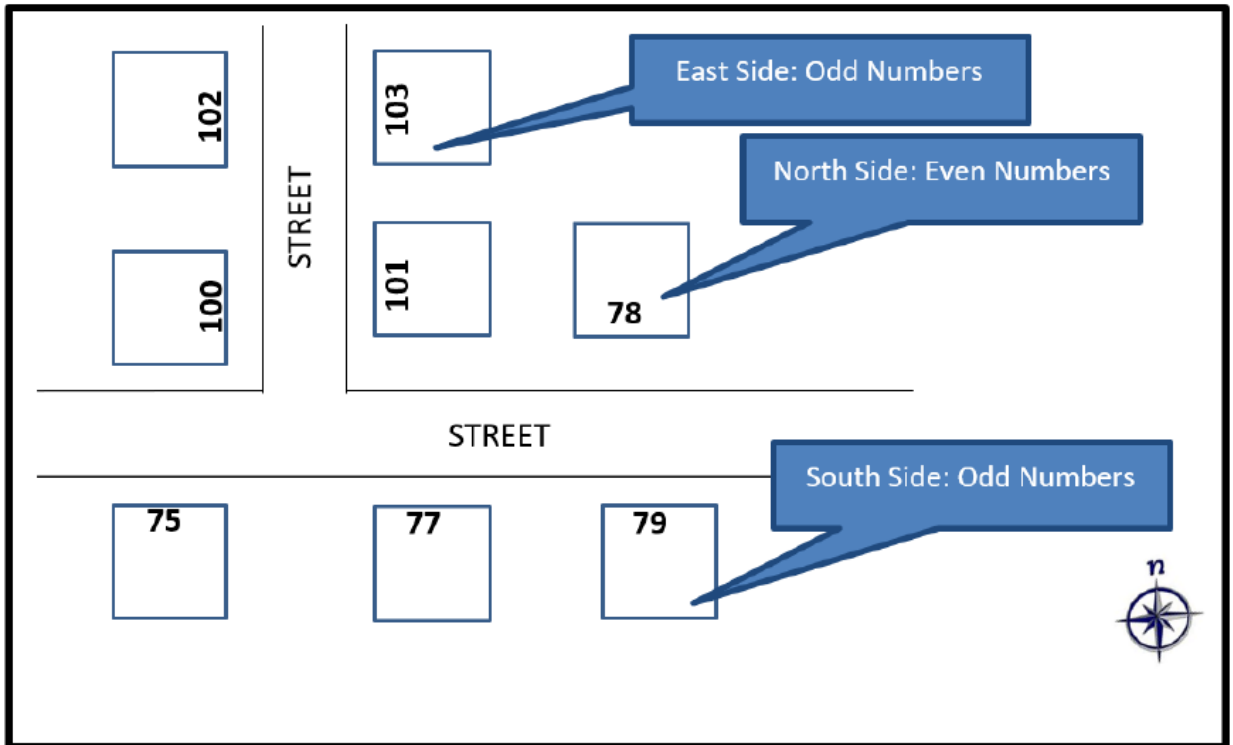
- a) **“Applicant”** means a person that includes an individual, partnership, association, and corporation.
- b) **“Name”** and **“Naming”** includes re-name and re-naming, respectively.
- c) **“Naming Municipal Facilities, Parks and Roads Committee”** or **“Naming Committee”** means a committee designated by Town Council to approve names for the Names Reserve List and Road Name Registry and to review applications for naming municipal facilities, parks, and roads to Town Council.
- d) **“Road Name Registry”** means a list of names approved by the Naming Committee.
- e) **“Senior Administrative Officer”** means the Senior Administrative Officer of the Town of Inuvik.

### **5.0 CIVIC ADDRESS NUMBERING GUIDELINES**

#### General Guidelines

- 5.1 The policy takes into account already established civic addresses and puts forth guidance and direction for assigning new civic addresses to unassigned locations, future roads and development. These guidelines have been developed to include a variety of situations that may be encountered in assigning new addresses. It is imperative that while the following guidelines are established, they should only be followed to the extent that they make sense in a particular or specific situation. Where the situation in the field deviates from these guidelines, civic addresses should be assigned based on common sense and accumulated experience.
- 5.2 Even numbers shall be allotted for the North and West sides of the street. Odd numbers shall be allotted for the South and East sides of the street (see Figure 01). It is extremely important that

before assigning any numbers, the North-South or East-West axis are first identified. Existing streets that have existing addressing schemes that have been developed in a logical and coherent fashion will maintain their current addresses.



**Figure 1: General Guidelines**

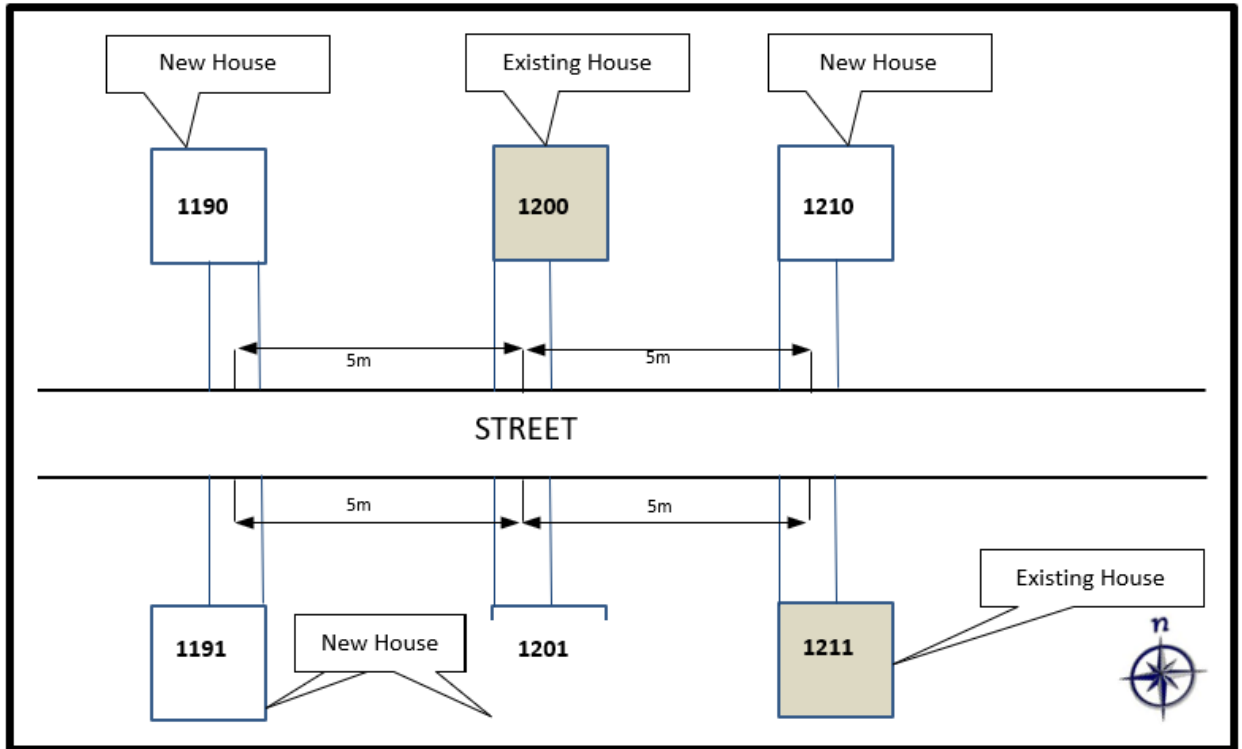
### Interval Method

- 5.3 The frontage interval method is used to determine civic numbers. The frontage interval is 5 metres (16.5 feet), which means that a different property address number is available (but not necessarily used) every 5 metres along a road. Should the road adjoin to a territorial road or highway, the frontage interval will follow the territorial standards. If no standards are in place, a number shall be assigned every 10 metres (32.8 feet) along such a road.

The recommended intervals are:

- 5 m intervals for built-up areas
- 5 m intervals can be used for subdivision plans and/or site plans
- 10 m intervals for non-built-up areas

- 5.4 Two civic numbers are available for every unit of frontage: one number for each side of the road in accordance with the even/odd convention for that road.



**Figure 2: Interval Methods**

Measuring Points

- 5.5 Civic numbering starting points are in accordance with the road direction established by the Town of Inuvik. The centre of the driveway is used as the measuring point for civic numbers assigned to individual properties unless there are exceptional circumstances. For comprehensive development through the plan of subdivision process, adjacent numbering patterns, the layout of new lots and streets, and/or the assigning of numbers at the time of registration before driveways are built (see section 6) may require a more arbitrary application of the frontage interval method. In these cases, the goals will be to provide balance, logic, and flexibility in the assigned number scheme.

Boundary Roads

- 5.6 At municipal boundary lines, the Town shall continue sequentially with the civic numbers generated by the adjoining territorial road or highway.

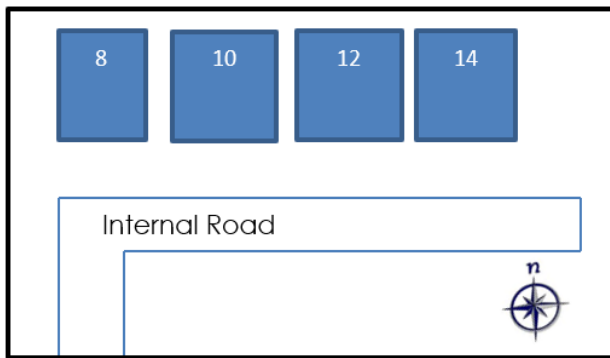
Multiple Dwellings

- 5.7 In general, up to two separate dwellings can be identified by unit numbers at the same address (i.e., 135 Stan Road, Unit A; 135 Stan Road, Unit B).

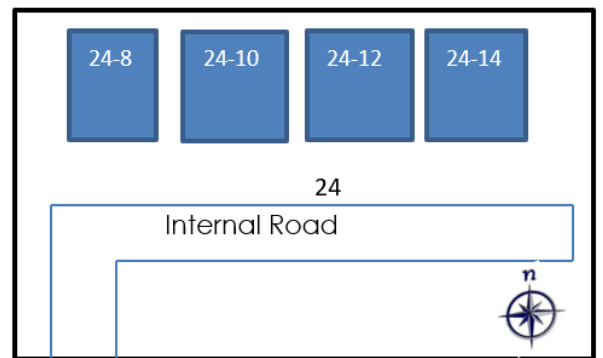
- 5.8 An apartment building or a multiple attached dwelling (i.e., building composed of townhouse units) on one apparent block of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.
- 5.9 On-street housing projects (e.g., semi-detached or townhouse dwellings) which have direct access to the street for each unit will be assigned a separate property identification number for each unit.

Mobile Home Parks

- 5.10 Mobile home parks may be addressed with road names for their internal roads and a separate civic number for each mobile home.
- 5.11 Alternatively, the mobile home park may be assigned one civic number with each mobile home given a unit number provided there are intersection signs on internal roads to show the ranges of unit numbers.



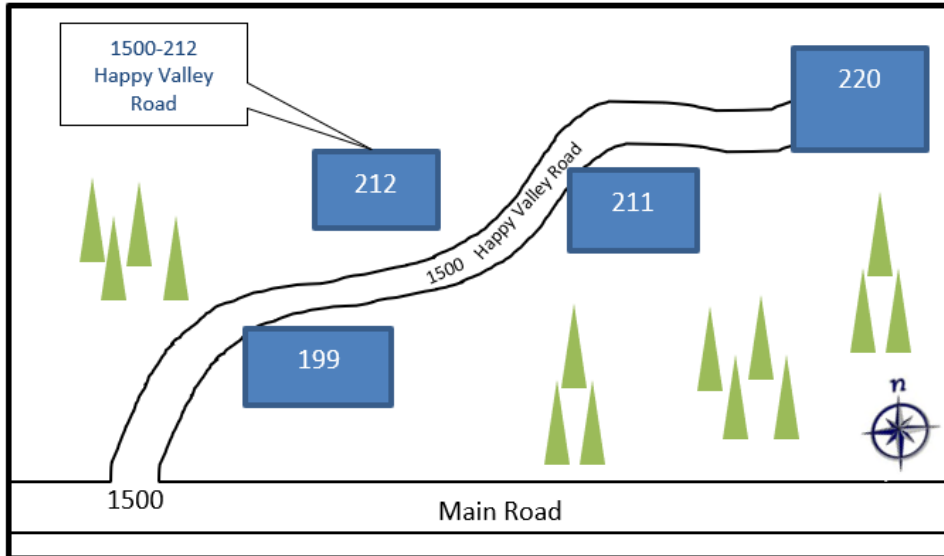
**Figure 3: Separate Civic Address for each unit**



**Figure 4: One Civic Number with different units**

Tourist Trailer Parks, Recreational Vehicle Parks and Campgrounds

- 5.12 A tourist trailer park, recreational vehicle park or campground will be assigned one property identification number and the individual units or sites will be identified by their unit or site numbers.



**Figure 5: Campground/Tourist Trailer Park: One Civic Number with different units**

#### Multiple Unit Commercial/Industrial Buildings

- 5.13 A multiple unit commercial/industrial building, such as a shopping plaza, on one apparent block of land with a common access is given one civic number identification number and the units are assigned individual unit numbers. A unit number is skipped if such unit number would repeat the property identification number. Units in a multi-storey commercial/industrial building should generally be assigned unit numbers in accordance with this policy.

#### Corner Lots

- 5.14 Corner lots shall be allocated a civic number on the road which provides the main access to the property.

#### Continuity of Numbering

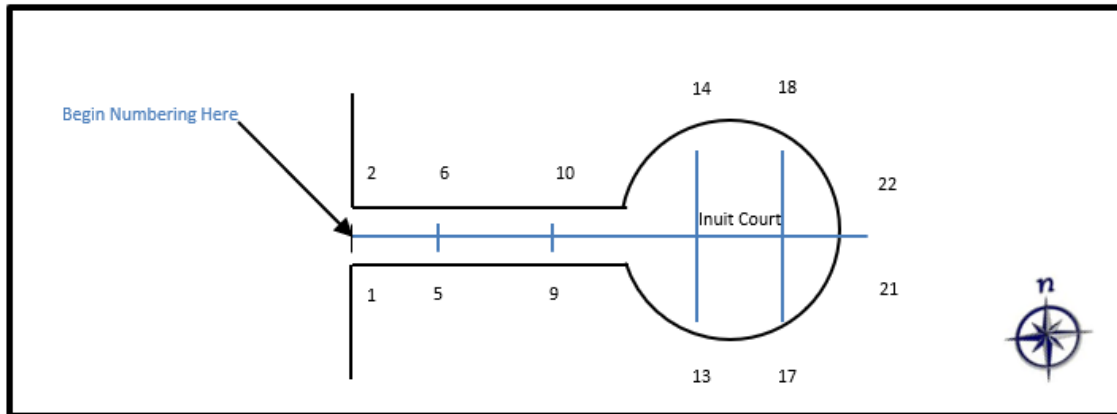
- 5.15 Address numbers will continue consecutively along the full length of a road, even if it crosses a municipal boundary. In general, where there is a jog in a road or two roads with sections in common, numbering is consecutive on the higher order road.

#### Coordination with Existing Numbering in Built-up Areas of Town

- 5.16 Established numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding pattern of numbers.

### Cul-de-Sacs

- 5.17 New cul-de-sacs are to be assigned civic numbers with even numbers on the North and West sides and odd numbers on the South and East sides, beginning at the intersection. The midpoint of the bulb is used to define the split between even and odd numbers.



**Figure 6: Cul-de-Sacs**

### Dead-end Roadways

- 5.18 Dead-end roadways, courts and cul-de-sacs are all essentially treated the same. Odd and even numbers begin at the intersection point with the main roadway and proceed toward the end of the roadway. Appropriate frontage increments are utilized to allow for a sufficient number of civic addresses along the roadway.
- 5.19 In the example presented in Figure 7, James Road has been civic addressed away from the intersection with Airport Road. As per the civic address standards, the even numbers are placed on the North and West sides and odd numbers on the South and East sides. Based on the measured distance of 560 metres for James Road, the calculated civic address ranges for the end of the road are 55 and 56 respectively.



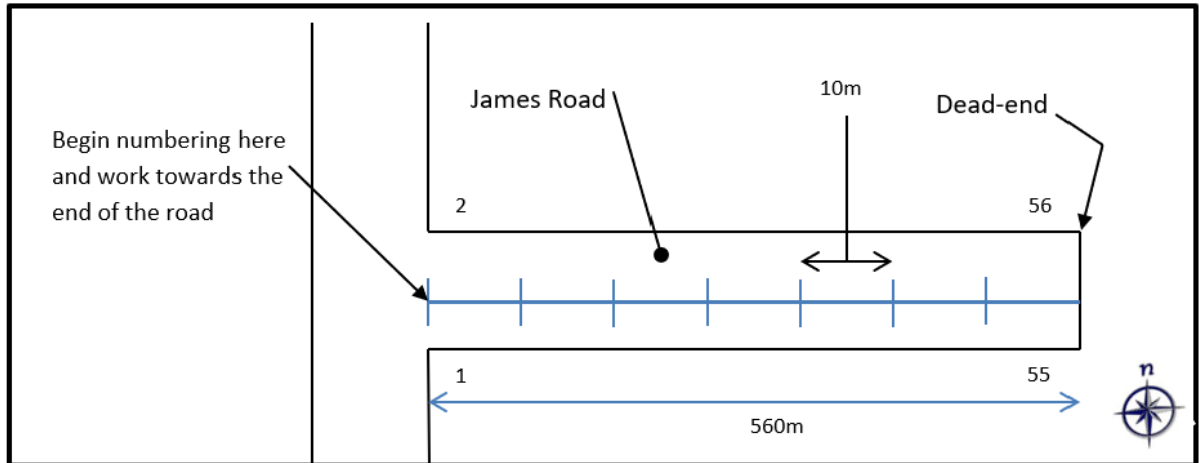


Figure 7: Dead-end Roadway

Crescents

- 5.20 A crescent is a road which loops away from a second road and forms a second intersection with that same road. The beginning of civic address numbers for the crescent starts from the lower civic address numbers on the intersecting roads. When assigning civic address numbers, the outside of the crescent's curve should be numbered first as the frontages are larger and then the inside of the curve should be numbered to match these numbers.
- 5.21 In the example provided in Figure 8, the western most intersection of Mackenzie Road and Redstar Crescent, Point A, is chosen as the start point since the civic numbers along Mackenzie Road are lower at this intersection point.

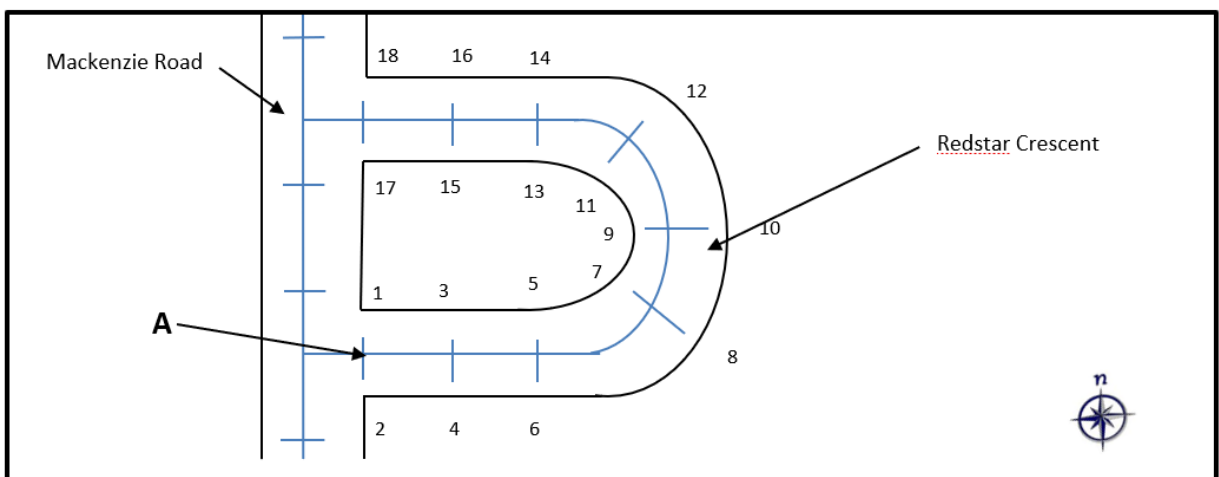
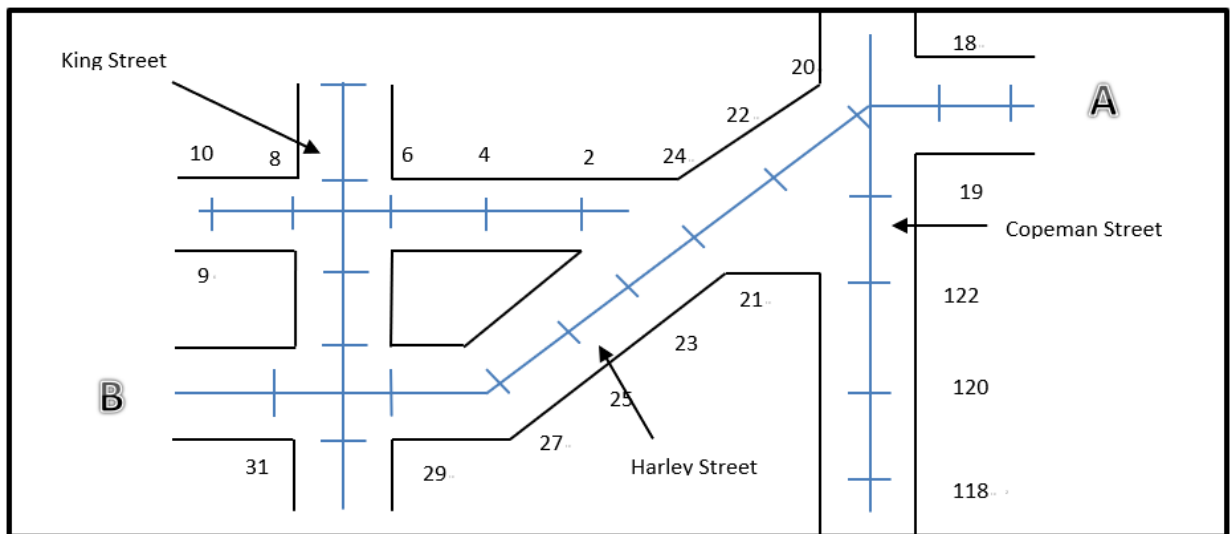


Figure 8: Crescent

### Meandering Roads

- 5.22 A meandering road is defined as a road that changes direction and intersects frequently with other roads. As a result, these roads present some difficulty when assigning consistent civic address numbers.
- 5.23 In the example depicted in Figure 9, Harley Street is a meandering road that intersects with several other roadways. Civic addressing along Harley Street begins to the East of Point A and progresses sequentially and continuously to Point B and beyond. The continuity of civic addressing has been maintained along Harley Street even though it has intersected with several other roads.



**Figure 9: Meandering Road**

### Private Roads

- 5.24 Multiple dwellings or approved building lots that exist on a private right-of-way are considered to be the same as a residential property and each will require a unique civic address.
- 5.25 Street names must be assigned and will require verification that they are unique.
- 5.26 When three or more houses/structures exist along a private road, it is considered to be a road and should be assigned a unique name.
- 5.27 The policies described herein shall apply to lots/development on private roads.

## 6.0 **DETERMINING NEW CIVIC NUMBERS**

### General

- 6.1 New civic numbers will be determined using a nearby known civic address as a reference point. In instances where a civic address is unknown, a road hierarchy approach will be utilized. The road hierarchy, or order of importance of roadway types within the municipal boundary of the Town of Inuvik, can be outlined as follows: arterial routes, collector routes, local routes, and private roads.
- 6.2 In the example represented in Figure 10, Area A is an existing correctly civic addressed area which meets the standards, and Area B requires civic addressing. The starting point to begin civic numbering, Area B, should be the ending civic number of Area A. Thus, the beginning civic number for Area B will be the next number in the sequence for Area A.

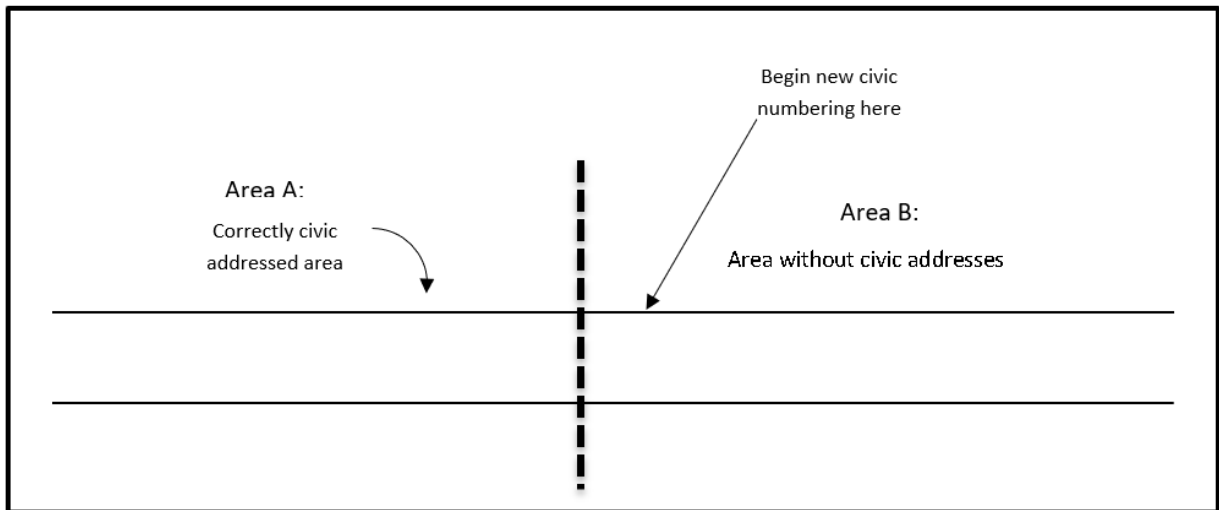


Figure 10: Last Known Civic Address

### Verifying Civic Numbers

- 6.3 Each new civic number should be checked against the civic addressing maps to ensure that the number falls within the ranges identified at the nearest intersections of the subject road.
- 6.4 New numbers can be checked against a newly created Civic Addressing Number Database to ensure that the new number is logical.

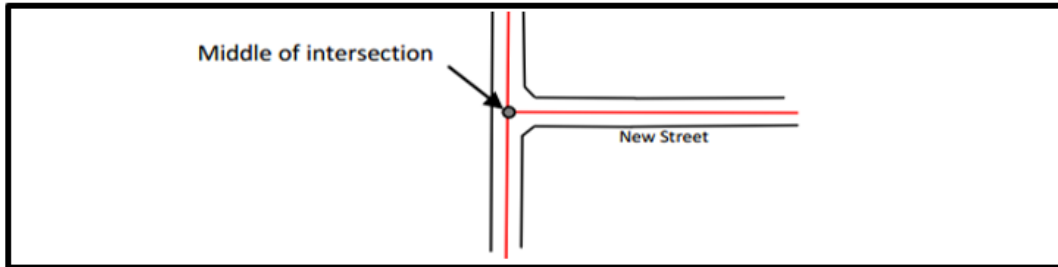
### Civic Address Point

- 6.5 The civic address point is considered to be the point on a property at which the civic address is calculated utilizing the specified address interval method (i.e., 10 metres).

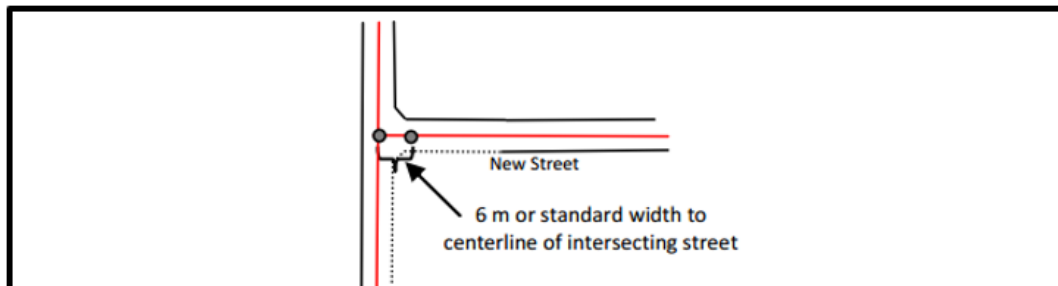
- 6.6 The civic address point will normally be established based upon the location of the driveway leading to the building to be addressed. In situations where the driveway cannot be used, the civic address point will be the front door of the building.

Starting Point for Addressing

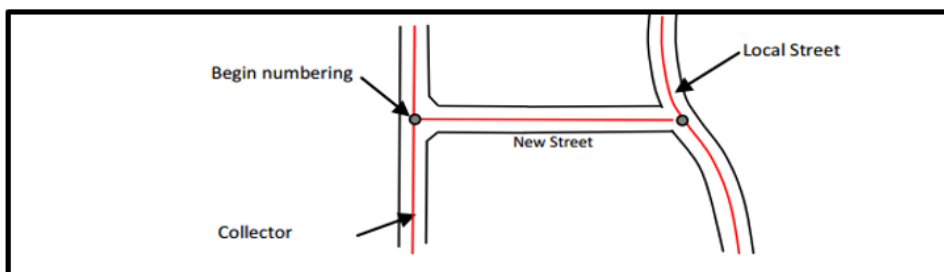
- 6.7 The first civic number on a street can be calculated using several methods and are listed in the following section.



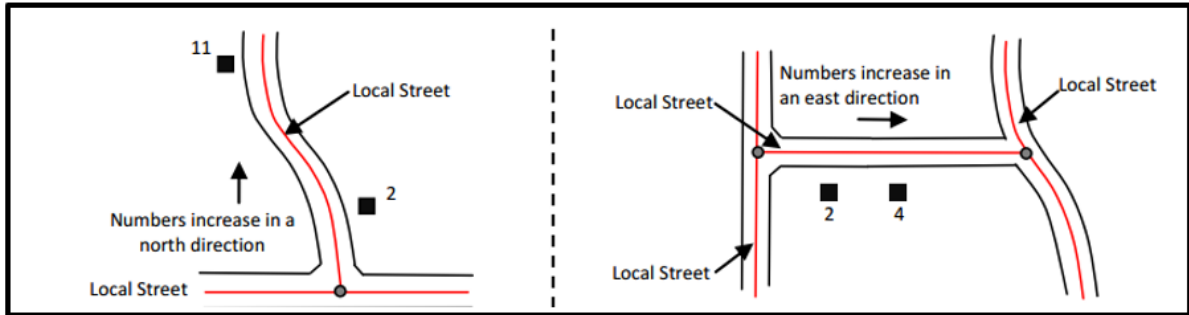
**Figure 11: Commence measurement from the middle of the intersection**



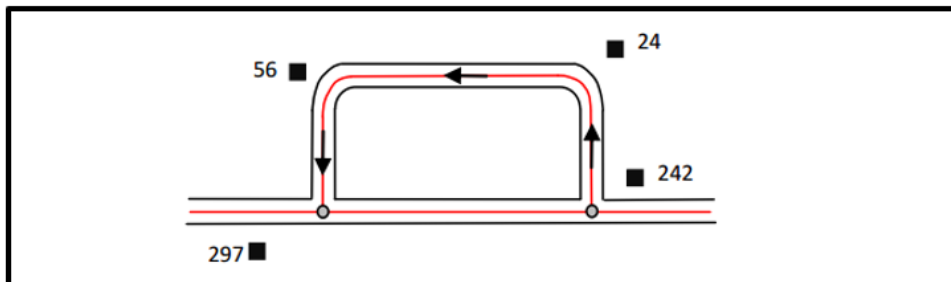
**Figure 12: Commence measurement from the curb and adding six metres, or the standard width to the centreline of the intersecting street.**



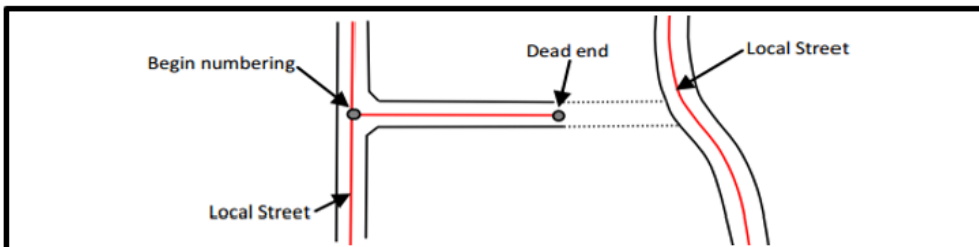
**Figure 13: A street that spans from a minor collector to a local street would be numbered beginning at the end connected to the minor collector.**



**Figure 14:** For connecting streets that have an equal priority, numbers increase progressing in a north and or east direction.



**Figure 15:** A crescent is numbered from the end with the lower civic numbers for the source street.

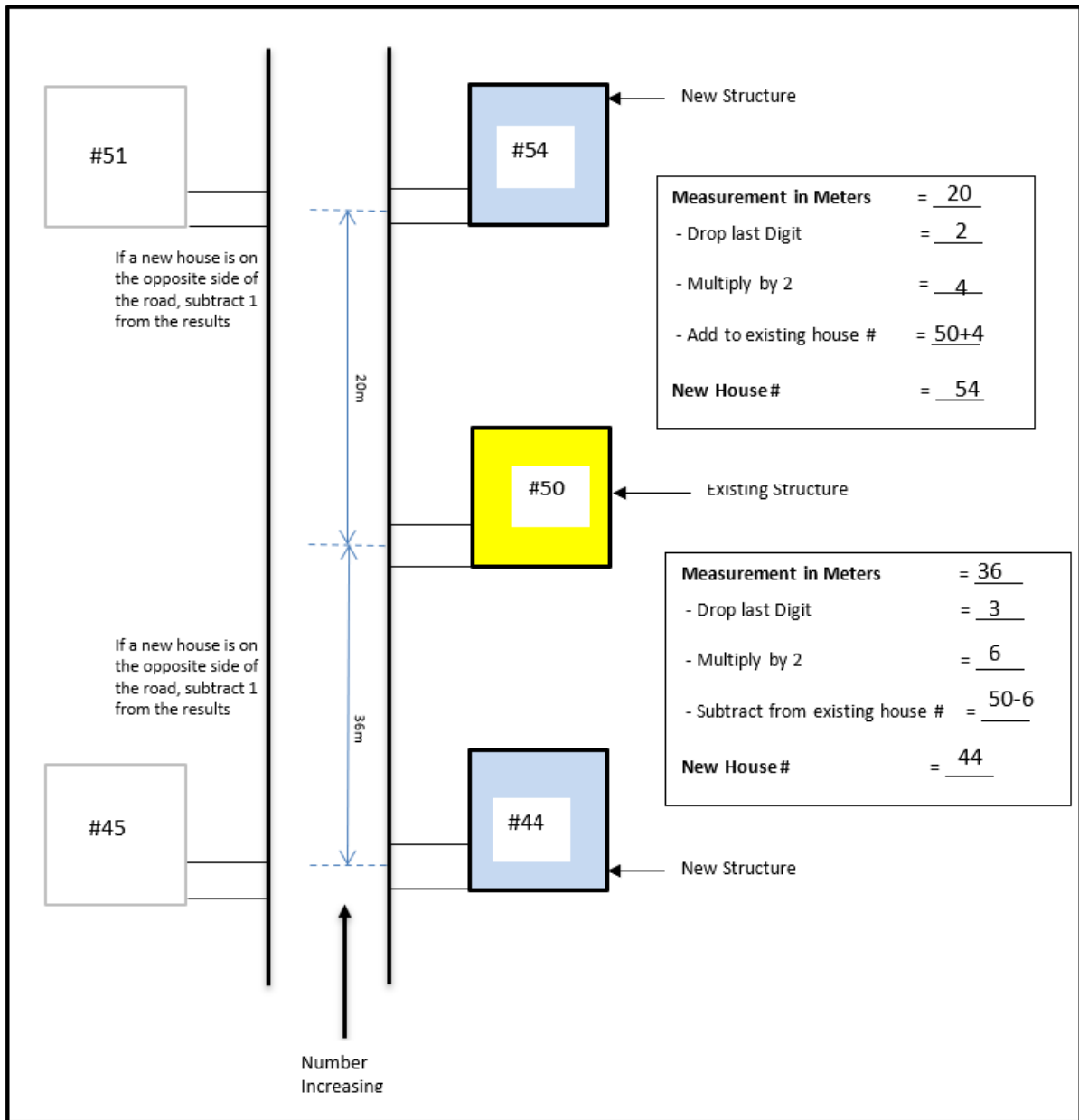


**Figure 16:** A dead-end street is always numbered from the accessible end of the street. If there are future plans to connect the street through to another street, this may be taken into consideration.

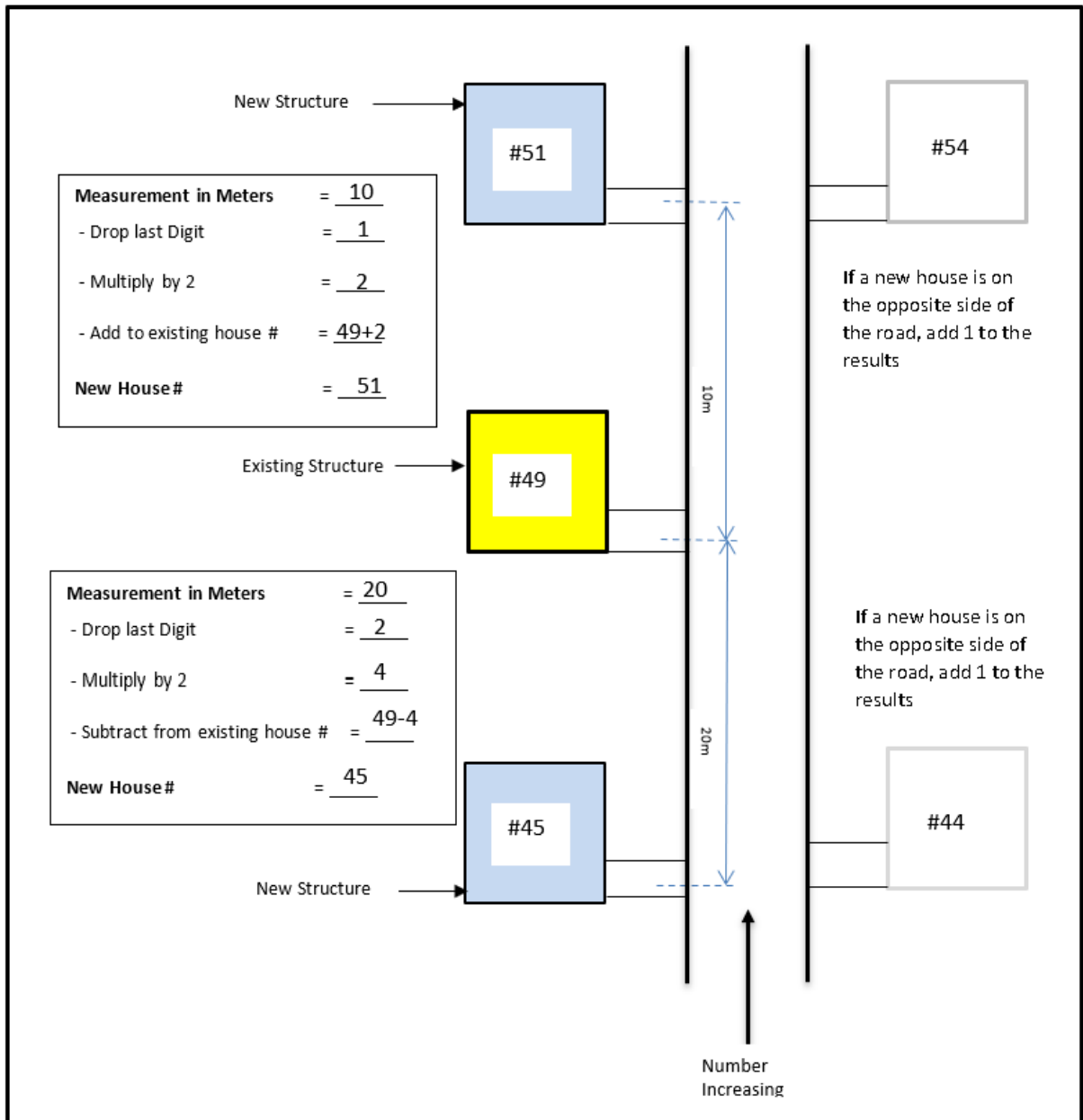
### Civic Address Formulas

- 6.8 The civic addressing system produced by the Town of Inuvik Planning and Development Department has been developed using a formula based on the frontage interval method described in sections 5.1 through 5.4.
- 6.9 Every measurement that was taken along a road was converted to a frontage interval by dropping the last digit (e.g., 432 becomes 43). This frontage interval number was then multiplied by two to ensure consistent calculations and available numbers for both sides of the road. The resulting number was increased by one for a property on the odd side, or by two for a property on the even side of the road. This ensures that property identification numbers “1” and “2” are reserved for the beginning of the road.

6.10 In some cases, the property identification numbers for a road have been increased by a large factor, such as 500 or 1000 to avoid duplicating other addresses. With the Town’s 5-metre frontage interval civic addressing in place, property identification numbers for new development can be calculated by measuring accurately from the driveway point for properties with known identification numbers. The known number may be found on the property number sign or on an intersection sign (measure from centre of intersection). Figures 17 and 18 provide diagrams of how to calculate a new property identification number in this fashion. **Where a property identification number is not available (e.g., new road) or convenient (e.g., large distance away), the Town should be requested to use its fifth wheel measuring device.**



**Figure 17: Known Property Identification Number is an EVEN Number**



**Figure 18: Known Property Identification Number is an ODD Number**

Changing and Reassigning Civic Numbers

6.11 Town staff responsible for assigning new civic numbers may change or reassign civic numbers where necessary to avoid potentially confusing numbering irregularities and ensure that there is an adequate supply of civic numbers for existing and future development within the Town of Inuvik. Affected landowners shall be notified in writing.

6.12 Town of Inuvik staff shall not be liable for any cost or damage whatsoever that may be incurred by a property owner due to the reassignment of their civic number.

## **7.0 NEW CIVIC NUMBERS**

7.1 Civic numbers for existing vacant lots and new lots created by consent (severance) shall be issued when the owner or contractor submits an application for a development permit from the Town.

7.2 Civic numbers for new lots in subdivision plans should be assigned immediately after a copy of the plan has been received by the Town in order that numbering can be posted during preliminary development. The approval to assign the civic numbers shall be in consultation with the Planning and Development Department and Lands Officer.

7.3 Signage installation and associated expenses are the responsibility of the owner/developer and must meet the standards outlined in this policy.

7.4 Any costs related to the purchase of the property's civic number plate, post (if required) and materials, and the cost of the installation is the responsibility of the owner/developer.

### Guidelines for Posting Property Numbers

7.5 The following guidelines apply where the main building to which the property number applies is within 30 feet of the edge of the road surface:

- a) Where the main building to which the property number applies is within 30 feet of the edge of the road surface and is clearly visible from the road, the number shall be placed on the main building.
- b) The property number shall be displayed on the right-hand side of a door at a height of not less than 4 feet and not greater than 6 feet above the door threshold. The property number shall not be displayed on the door.
- c) Where the door does not face the road or street to which the civic address applies, the property number shall be displayed on the right-hand side of the wall facing the travelled road at 5 to 7 feet above grade. The numbers shall be a minimum of 4 inches in height and shall face towards and be clearly visible from the road or street to which the civic address applies.
- d) Property numbers shall be of white, engineering grade, reflectorized "3M Scotchlite or equivalent" on a green, engineering grade, reflectorized "3M Scotchlite or equivalent" background. Property numbers shall read horizontally.
- e) The property number shall be displayed in number form (i.e., 116) and not in written form (eg. one hundred and sixteen).



- f) Where there are two units or more at a single address, the number or letter representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such a unit. The property number shall be displayed as per 7.5 (a).

7.6 The following guidelines apply where the main building to which the civic number applies is not within 15.2 metres (50 feet) of the edge of the road surface:

- a) Where the main building is not within 15.2 metres (50 feet) of the edge of the road surface, the civic number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies.
- b) The first priority for signpost placement will be clear visibility from the traveled portion of the road. Secondly, the post should be as far back as possible from the traveled portion of the road to minimize vandalism while maintaining clear visibility.
- c) The civic number shall be displayed on a post approximately 1.7 metres (5.5 feet) above grade but in no case less than 1.2 metres (4 feet) above grade.

7.7 The following is a list of other guidelines to be followed for civic number sign installations:

- a) The posting of civic number signs in any future development shall comply with these performance standards. Existing property owners are encouraged to convert their signage to these standards.
- b) Where the above performance standards cannot be met, the location of the civic number sign shall be decided upon through consultation with Town staff.
- c) The civic number sign and post shall be maintained by the property owner.
- d) Vegetation shall be maintained, (i.e., pruned or spaced) to allow the civic number sign to be seen from vehicles traveling on the road which is used to access the property.
- e) There shall be no duplication of civic number signs.

## **8.0 ROAD NAME REGISTRY APPLICATION PROCESS**

8.1 This policy will establish a Road Name Registry.

8.2 Anyone wishing to have a name added to the Road Name Registry will submit an application to the Senior Administrative Officer on a form established by the Town.

8.3 The Naming Committee shall meet as per the terms of reference adopted under the Naming Municipal Facilities and Parks Policy FP.008 as amended.

8.4 Whenever possible, preference will be assigned to those names that have been on the Road Name Registry the longest but have not been selected.

- 8.5 If the Town receives a Road Name Registry application form that is inaccurate, incomplete or does not follow policy guidelines, the submission will be rejected. If a submission is rejected, the rationale will be communicated to the individual, organization or developer submitting the application.
- 8.6 Within 10 days of a decision being made by the Naming Committee to add a name to the Road Name Registry, the Senior Administrative Officer will notify the applicant.

## **9.0 ROAD NAME CRITERIA**

### Names of People

- 9.1 The name of a person must meet at least one of the following criteria:
- a) A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Town of Inuvik, Northwest Territories or Canada;
  - b) A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
  - c) A person who fosters equality and reduces discrimination;
  - d) A person who risks their life to save or protect others; and/or
  - e) A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the Town of Inuvik, Northwest Territories or Canada.
- 9.2 Naming a road after a person shall be commensurate with the contributions of the person being honoured and having regard for the person's achievements or areas of interest.

### Other Names

- 9.3 Roads may be named after the neighbourhood in which they are located, the name of a person, a geographical designation, an organization or after a historical event.
- 9.4 The Town of Inuvik encourages that the names to be honoured reflect the cultural and ethnic diversity of the community and persons who have made significant contributions to the community.
- 9.5 Names other than a person may reflect a historical event significant to Inuvik.
- 9.6 Names other than a person may recognize the flora and fauna of the local area or the geographical or topographical feature of the local area.

### Exceptions

- 9.7 Notwithstanding the above, a name not identified on the Road Name Registry may be assigned when unique or extenuating circumstances warrant.
- 9.8 Roads may be excluded from naming or renaming at the discretion of the Town of Inuvik.

## **10.0 ROAD NAME GUIDELINES**

- 10.1 When new road names are assigned or accepted, they must not duplicate an existing road name.
- 10.2 Where a new road is a continuation of an existing road, the new road will be given the same name as the existing road.
- 10.3 It is necessary to ensure that there will be no confusion regarding locating a property. A new name should not be overly difficult to pronounce, should be easy to spell, must be in good taste, and must not sound the same as another road name (such as Smith, Smyth, Smythe and Smith's).
- 10.4 Consideration must be given to the long-standing local usage of the name by the local public.
- 10.5 Qualifying words (e.g., upper, lower, new, old, etc.) must be avoided but may be accepted in cases where the qualifier has been applied in an official contest (e.g., Tundra Gazetteer).
- 10.6 Names submitted with special characters (e.g., hyphen, genitive apostrophe, etc.) will be accepted only if the special characters are found in a subset of the extended ASCII character set. This subset does not include stylized symbols such as #, %, etc.
- 10.7 Road names, including road type, must have no more than 35 characters (including special characters and spaces).
- 10.8 No formal titles of distinction will be associated with the personal name (e.g., Captain, Major, Reverend, etc.).
- 10.9 Company or commercial product names, as well as names associated with copyright or trademarks must be avoided.
- 10.10 A personal name (a combination of given name and surname) must not be applied to a road unless such application is in the public interest. The person commemorated must have contributed significantly to the area where the road is located. The adoption of a personal name during the lifetime of the person concerned must only be made in exceptional circumstances. Ownership of land must not in itself be grounds for the application of the owner's name to the road. In fact, ownership of the land must not confer upon the owner the right to name the road without consultation with the other resident(s).
- 10.11 If the road is named after a geographic feature, the name must reflect the official name.

- 10.12 No road name signs shall be posted displaying any road name other than the official street names maintained in the Town of Inuvik Road Name Registry.
- 10.13 The road type must be chosen from the standard list of prefixes and suffixes as outlined in section 12 of this policy. All names must have an associated road type.

#### Subdivisions

- 10.14 The developer may submit names for all new subdivision streets to the Town for Council approval. The final decision for the naming of roads in the new subdivision shall be at the sole discretion of Council with recommendation from the Naming Committee. All names must meet the criteria set out in section 7.

#### Private Roads

- 10.15 The owner of a private road must submit a request to the Town for the approval of Council to have the road name assigned. All names must meet the criteria set out in section 7. A proposed road name will be cleared through the Town's Road Name Registry prior to being accepted by Council.
- 10.16 Where a private road within municipal boundaries is owned by the territorial or federal government, they will have full discretion in assigning names as long as those names are in line with this policy. The selected name will be submitted to the Town staff member responsible for administering this policy. The Naming Committee will then provide the recommendation before proceeding to Council for final approval.

### **11.0 NAMING AND RENAMING MUNICIPAL ROADS APPLICATION AND PUBLIC HEARING PROCESS**

- 11.1 Anyone wishing to request to name or rename a road must submit an application to the Senior Administrative Officer on a form established by the Town.
- 11.2 Within 10 business days of receiving the application, the Senior Administrative Officer will notify Town departments and agencies if necessary, to request comments and to provide an opportunity to be heard by the Naming Committee.
- 11.3 Administration will provide the application and any supporting documents to the Naming Committee for consideration.
- 11.4 Administration will notify the applicant of the opportunity to be heard by the Naming Committee.
- 11.5 The request will be heard by the Naming Committee within 30 days of receiving the application, and a recommendation put forward to Town Council for decision.
- 11.6 Town Council will hold a public hearing on the proposed road name or name change within 30 days of the Naming Committee's meeting to discuss the request. The applicant and any other

residents affected by the proposed name change will be notified of the date and time of the public hearing.

- 11.7 The date and time of the hearing and details about how the public may submit comments will be advertised on the Town's website and social media platforms as well as for 2 consecutive weeks in the local newspaper.
- 11.8 Council may choose to invite key stakeholders and others who may have an interest in the road naming or renaming to attend the public hearing and provide input to assist with making an informed decision.
- 11.9 The Town staff member responsible for civic addressing, through approval by Council, may, by written notice to affected owners, rename a road when a duplication of the name exists within the town or when renaming would provide a general improvement to the Town's administration of essential services and is in the public's interest.
- 11.10 Council will carefully consider all verbal and written submissions in the course of making its final decision on the proposed name.
- 11.11 Within 10 business days following the public hearing, the Senior Administrative Officer will notify the applicant, affected Town departments and agencies in writing of Council's decision.
- 11.12 Within 14 business days following the public hearing, the Town will advertise all name changes.
- 11.13 Within 90 days of Council's decision to name or rename a road, the Town will purchase and install new signage and any other required materials to complete the name change.

## **12.0 TOWN-INITIATED MUNICIPAL ROAD NAMING OR RENAMING**

- 12.1 Renaming a road should be avoided whenever possible.
- 12.2 From time to time, Council may direct that a road be renamed. The new road name must meet the road naming approval criteria outlined in section 10.
- 12.3 Town Council will schedule a public hearing on the proposed name and set a deadline for written comments in favour or against the proposal. Property owners directly affected by the road name change are to be notified of the time and date of the public hearing and of the deadline for providing comments.
- 12.4 The date and time of the hearing and details about how the public may submit comments will be advertised on the Town's website and social media platforms as well as for 2 consecutive weeks in the local newspaper.
- 12.5 Council may choose to invite key stakeholders and others who may have an interest in the road naming or renaming to attend the public hearing and provide input to assist with making an informed decision.

- 12.6 The Town staff member responsible for civic addressing, through approval by Council, may, by written notice to affected owners, rename a road when a duplication of the name exists within the town or when renaming would provide a general improvement to the Town's administration of essential services and is in the public's interest.
- 12.7 Council will carefully consider all verbal and written submissions in the course making its final decision on the proposed name.
- 12.8 Within 10 business days following the public hearing, the Senior Administrative Officer will notify affected Town departments and agencies in writing of Council's decision.
- 12.9 Within 14 business days following the public hearing, the Town will advertise all name changes.
- 12.10 Within 90 days of Council's decision to name or rename a road, the Town will purchase and install new signage and any other required materials to complete the name change.

### **13.0 GUIDELINES FOR POSTING ROAD SIGNS**

- 13.1 Identification of Territorial or municipally owned roads is the responsibility of the respective jurisdiction.
- 13.2 The owner of a private road shall ensure that a road name sign is erected according to the following specifications:
- 1) Road name signs shall be mounted on separate poles from regulatory signs whenever possible and be located at all intersections in a manner approved by the Town's Director of Public Works.
  - 2) Road name sign plates shall be extruded aluminum blades with heat activated application of engineering grade reflective vinyl to the plate. Lettering shall be reflective white. Lettering should be on both sides of the sign where applicable.
  - 3) Lettering shall be done by the application of die cut letters, or by the heat-fixed screening process, subject to the approval of the Town's Director of Public Works. Lettering shall be upper case standard block condensed style. Lettering size and sign plate height shall be as follows:
    - 200 mm (8") high sign blank
    - 150 mm (6") high street name
    - 50 mm (2") high address numbers, if required

### **14.0 ROAD TYPES AND SUFFIXES**

- 14.1 The use of street name suffixes typically describes the type of road, length, or its shape; however, they may be used to uniquely identify a road with the same street name. The following designations should be used:

- AVENUE (AV) – A roadway or thoroughfare that is continuous and not limited to a single subdivision.
- BOULEVARD (BL) – A street with a landscaped median, dividing the roadway.
- CIRCLE (CIR) – Permanently dead-end street or terminating in a cul-de-sac and containing a centre island.
- COURT (CRT) – Permanently dead-end street or terminating in a cul-de-sac.
- CRESCENT (CR) – A curvilinear street.
- DRIVE (DR) – A curvilinear street.
- LANE (LN) – Minor street within a subdivision.
- PARKWAY (PY) - A thoroughfare designated as a collector or arterial with a median reflecting the parkway character implied in the name.
- PLACE (PL) – Permanently dead-end street or terminating in a cul-de-sac, or short through street.
- ROAD (RD) – A designated thoroughfare.
- STREET (ST) – The common or default suffix.
- WAY (WY) – A curvilinear street.

Street Name Direction Suffix	Abbreviation
West	W
East	E
North	N
South	S
North West	NW
North East	NE
South West	SW
South East	SE

## 15.0 **NOTIFICATION OF NEW OR CHANGED ASSIGNED ADDRESSES**

- 15.1 Immediately following the assigning of a new or changed address number for a building or a lot, the Town staff member responsible for making the necessary entries and assigning new civic addresses is responsible for providing written notice to the applicable agencies and departments which require continuous updates of the Town's address changes. These agencies would include but are not limited to the following:

- a) Fire Department
- b) Police Department
- c) Territorial Government Department of Municipal and Community Affairs
- d) Territorial Government Department of Lands
- e) Ambulance Service
- f) Canada Post Corporation
- g) Inuvialuit Regional Corporation
- h) Gwich'in Tribal Council
- i) Territorial Government Department of Transportation
- j) Government of Canada Natural Resources Canada