



TOWN OF BLACK DIAMOND POLICY

POLICY #: **DEV-033**

TITLE: **Naming Roads and Public Places**

Approval Date: April 1, 2020 **Resolution #:** 2020-113

Revisions:

Approval Date: **Resolution #:**

Department: **Planning & Development**

Policy Statement:

The Town will assign names to roads, parks, buildings, facilities, neighbourhoods, Area Structure Plans, and Outline Plans, based on a set of principles which will recognize and commemorate noteworthy individuals, groups, or events, or the natural and geographic features of the community.

1. Reason for Policy

- 1.1.** The naming of roads is a necessary component of municipal addressing. Addressing provides location identification for the provision of essential services, including emergency response, infrastructure provision and maintenance, bylaw enforcement, delivery services, and provides a basic convenience function for the public.
- 1.2.** Naming of municipal parks, buildings, facilities and development areas provides a means of identification of the named feature.
- 1.3.** Names can provide a sense of community through recognition of historical persons, events, and natural environmental features.
- 1.4.** The naming of roads, municipal parks, buildings, facilities, neighbourhoods and development areas is an opportunity to honour individuals and groups.

2. Related Information

- 2.1.** DEV-032 Assigning of Civic Addressing Policy and its associated Procedures.



3. Definitions

- 3.1.** *Address Number* means the numeric portion of a Municipal Address;
- 3.2.** *Building* means any building or structure intended for use or occupancy by one or more persons;
- 3.3.** *Chief Administrative Officer (CAO)* means the person appointed to the position by the Council of the Town of Black Diamond to carry out the power, duties and functions of the CAO. It may also mean a person appointed to this position on an interim basis or a person to whom the CAO has delegated their authorities to, in accordance with the Town of Black Diamond Chief Administrative Officer Bylaw;
- 3.4.** *Local Roads* means roads, and associated rights-of-ways, developed at a less than collector standard, as defined by the the Town of Black Diamond Engineering Standards Policy, as may be amended from time to time;
- 3.5.** *Major Roads* means roads, and associated rights-of-ways, developed at a collector standard or greater, as defined by the Town of Black Diamond Engineering Standards Policy, as may be amended from time to time;
- 3.6.** *Municipal Address* or *Address* means a locational description assigned by the Town consisting of an Address Number and a Road Name;
- 3.7.** *Neighbourhood* means a distinct geographic area within the Town, usually comprehensively planned and constructed by a single land developer;
- 3.8.** *Parcel* means the aggregate of one or more contiguous areas of land described in a certificate of title;
- 3.9.** *Road* means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles, but for the purposes of this Policy, does not include a Lane;
- 3.10.** *Road Name* means the name assigned to a Road by the Town;
- 3.11.** *Town* means the municipal corporation of the Town of Black Diamond;
- 3.12.** *Town Council (Council)* means the duly elected Council for the Town of Black Diamond.

4. Responsibilities

- 4.1.** Town Council is to:

- 4.1.1.** Approve, by resolution, this Policy and any amendments;
- 4.1.2.** Consider the allocation of resources for the successful implementation of this Policy in the annual budget process;
- 4.1.3.** Ensure all Policies conform to the overall mission, goals and values as set out in the Town's Strategic Plan;
- 4.1.4.** Invite the public to provide recommendations to Council for the naming of public areas and Major Roads;
- 4.1.5.** Review recommendations for the naming of public areas and to formally approve names for public areas and Major Roads.



4.2. Chief Administrative Officer (CAO) is to:

- 4.2.1.** Ensure that this Policy and Procedure is reviewed every three (3) years;
- 4.2.2.** Ensure implementation of this Policy and approve Procedures and any amendments thereto.

4.3. Managers are to:

- 4.3.1.** Understand and adhere to this Policy and Procedure;
- 4.3.2.** Ensure the implementation of this Policy and Procedure within their departments;
- 4.3.3.** Make recommendations to the CAO for necessary Policy or Procedure amendments;
- 4.3.4.** Ensure employees are aware of and adhere to this Policy and Procedure.

4.4. All Employees are to:

- 4.4.1.** Understand and adhere to this Policy and Procedure.

5. End of Policy