

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: MUNICIPAL ADDRESSING AND NAMING

PURPOSE: To provide a definitive policy basis for the assignment of municipal addresses and the assignment of names to streets, subdivisions, parks and recreation areas, City owned buildings and facilities within the City of Whitehorse.

AUTHORITY: *Municipal Act*, section 265(e) and City of Whitehorse *Property Maintenance Bylaw 92-60*, sections 15(1) and 16.
Council Resolution #98-15-12 dated July 13, 1998

MUNICIPAL ADDRESSING AND NAMING POLICY

POLICY STATEMENTS

1. To establish guidelines for the standardization and assignment of municipal addresses to every land parcel within the City of Whitehorse.
2. To establish guidelines for the co-ordinated and consistent assignment of names to streets, subdivisions, parks and recreation areas, and City owned buildings and facilities within the City of Whitehorse.

OBJECTIVE

To standardize municipal addresses and names for streets, subdivisions, parks and recreation areas, City owned buildings and facilities within the City of Whitehorse so that the geographic location can be easily determined; to avoid confusion resulting from addresses or names which are too similar; and to prevent haphazard methods of address and name assignment.

INTRODUCTION

A municipal address is a unique and unambiguous code that is used by city residents, businesses, emergency service personnel and visitors as the primary way in which to accurately identify and locate properties or buildings. A municipal address consists of a property or house number, a street name, and a thoroughfare designation. It may also contain a unit number (e.g. an apartment or suite number).

Although the naming of streets is a seemingly simple task, there are issues to consider. Street and subdivision names may simply be labels for identification purposes. Additionally, they can be used as part of a system to facilitate finding a

particular location. They can also provide a sense of identity to neighbourhoods. A similar purpose can be served by the names of parks and recreation areas and City owned buildings and facilities.

DEFINITIONS

In this policy,

“Address” means a municipal address as assigned by the City of Whitehorse and consisting of a property number, a street name and a thoroughfare designation. It may also contain a unit number (e.g. an apartment or suite number).

“City” means the Corporation of the City of Whitehorse.

“City owned building” means a building that is owned and maintained by the City of Whitehorse.

“City owned facility” means a facility that is owned and maintained by the City of Whitehorse and may include pump houses, bridges, or lift stations.

“Council” means the duly elected Council of the City of Whitehorse.

“Parks and Recreation Area” as defined in the Parks and Recreation Areas Bylaw, means any designated municipal outdoor area, associated structures, features and displays used to accommodate the active and passive recreation of residents of the City or enhance the beauty or preserve the natural surroundings of the community including:

- (1) Developed parks, playgrounds and landscaped areas with structures or fixtures such as rinks or play apparatus or floral displays or seating areas that have been installed,
- (2) Undeveloped park areas as designated and listed in the Official Community Plan or acquired through subdivision;
- (3) Campgrounds owned and/or operated by the City;
- (4) City trails including Trans Canada trails, connector trails and local trails as defined in the City Trail Plan;
- (5) Greenbelts and buffer areas under the ownership or control of the Crown, Commissioner of the Yukon, or the City of Whitehorse;
- (6) Public utility lots;
- (7) Garden/floral displays, planters, trees, hanging baskets or boulevards that are maintained by the Parks and Recreation Department.

“Thoroughfare designation” means the street name suffix or street type reference (e.g. Street, Road, Avenue, etc.).

RESPONSIBILITIES

1. City Council shall:
 - (1) Have final approval of street names before they are registered at the Land Titles Office.
 - (2) Have final approval of names assigned to subdivisions, parks and recreation areas, City owned buildings and facilities.
 - (3) Establish the effective date for a new name or a name change.
 - (4) Establish administrative fees that must accompany an application for an address change unless it can be demonstrated that the change is in the interest of the municipality.

2. The Planning Services Department shall:
 - (1) Be responsible for developing, administering and implementing guidelines and procedures in support of the Municipal Addressing and Naming Policy to be used for streets, subdivisions, parks, recreation areas, and City owned buildings and facilities.
 - (2) Administer the issuance of municipal addresses, subdivision and street names.
 - (3) Create, maintain and distribute an official list of street names and names of subdivisions, parks and recreation areas, and City owned buildings and facilities.
 - (4) Create a reserve list of names.
 - (5) Forward to the Government of the Yukon, Community and Transportation Services each update of the Official Name List to serve as a resource so that duplication may be avoided.

3. The Parks and Recreation Department shall:
 - (1) Be responsible for notifying Planning Services Department of the need to assign a name to a Parks and Recreation Area.
 - (2) Forward proposed name suggestions received by the Parks and Recreation Department to Planning Services.
 - (3) Administer the naming of parks and recreation areas in co-ordination with Planning Services.
 - (4) Co-ordinate the manufacture and installation of name signs for parks and recreation areas, unless otherwise co-ordinated by a special interest group, by the effective date established by Council.

4. The Maintenance and Safety Services and Engineering Services Departments shall:
 - (1) Be responsible for notifying Planning Services Department of the need to assign a name to a City owned building or facility, other than a Parks and Recreation Area.
 - (2) Forward proposed names to Planning Services if any suggestions are received by Maintenance and Safety Services or by Engineering Services.
 - (3) Co-ordinate the manufacture and installation of name signs for City owned building and facilities, other than parks and recreation areas, by the effective date established by Council.

GENERAL NAMING POLICIES

5. Subdivisions shall be named with a theme in mind and street names shall reflect the theme. Themes may include, but not be limited to, names of historical significance, geological features, flora, fauna, cities, provinces/territories, community importance or persons of honour. Names of parks and recreation areas, City owned buildings and City owned facilities should also reflect the theme of the subdivision where possible.
6. Duplication of names both within the City of Whitehorse and within the 911 area shall be avoided. The intent is to eliminate mistakes or delays in dispatch of emergency services.
7. Names shall not be phonetically similar to others within the City and if possible within the 911 area.
8. Names of streets shall not duplicate the name of a subdivision in another area of the city.
9. All street names shall have a thoroughfare designation appended in order to more clearly define the configuration and function of the street, e.g. Lane, Court or Boulevard. The intent is to provide consistent standards to ensure motorists and others will readily recognize the type of street.

MUNICIPAL ADDRESSES

10. A municipal address shall be assigned to every titled parcel of land within the City of Whitehorse.
11. Where there is more than one building on a titled parcel, each building shall be issued a unique municipal address provided each building houses a different business or residence. Where more than one building for the same business exists on a titled parcel, only one municipal address is issued and each building is given a unique building number to be determined by the property or building owner.

12. A building with multiple uses, such as several different businesses, will be issued one municipal address and the owner shall assign suite or unit numbers to each separate use or business.
13. The numbering system shall allow for expansion to accommodate future growth.
14. In the case of mobile home parks, each stall shall be considered as a unit. The municipal address will be made up of the address for the titled parcel, plus a unit number.
15. A request for a change in a property or house number will only be considered if the adjacent whole number is available and would not be required by subsequent development.

PROCEDURES

Naming

16. Any person wishing to propose a name for a subdivision, a street, a Park and Recreation Area, a City owned building or facility may do so in writing to the City of Whitehorse. Planning Services will maintain a reserve list of possible names for application under the policy.
17. A proposed change to an existing street name will be subject to Council approval.
18. The Developer may provide proposed subdivision and street names for a new subdivision. If no new names are proposed, they shall be chosen from a reserve list.
19. Historical accuracy, significance and appropriateness of proposed names shall be taken into account.
20. Planning Services shall ensure that appropriate notifications are sent to all agencies on a circulation list as compiled by Planning Services.
21. Planning Services shall maintain an Official Names List.
22. Council shall approve, by bylaw at a separate time, street names that are not approved at the same time as a plan of subdivision. A certified copy of the bylaw must be filed in the land titles office in order for the new names to have effect.
23. The department responsible, or a special interest group, shall co-ordinate the manufacture and installation of signs by the established effective date. The developer shall pay for the provision of signs in new developments.
24. Once new street names are approved, a new municipal address shall be issued to each affected property according to the naming and addressing guidelines. Affected property owners shall receive notification of their complete new address and the effective date of change.

25. Costs associated with a change of address, other than the application fee, will be the responsibility of the registered property owner, tenants, residents or businesses.

Addressing

26. Any person requesting a change to his/her existing municipal address may do so in writing to the City of Whitehorse subject to such fees as required under the Fees and Charges Bylaw unless it can be demonstrated that the change is in the interest of the municipality.
27. Planning Services shall determine if an address change can be accommodated and establish an effective date for the new address.
28. Planning Services shall notify the applicant in writing of the new address along with the requirements for posting a municipal address.
29. Planning Services shall ensure that appropriate notifications are sent to all agencies on a circulation list as compiled by Planning Services.
30. Engineering Services Department shall update the Lot and Address Maps.
31. Costs associated with a change of address, *other than the application fee*, will be the responsibility of the registered property owner, tenants, residents or businesses. These costs may include, but are not limited to, costs associated with changing the physical address number, Canada Post charges for changing the mailing address, changes to letterhead, business cards, etc.



July 13, 1998