

City of St. John's Corporate and Operational Policy Manual

Procedure Title: Street Naming and Civic Addressing Procedures	
Authorizing Policy: Street Naming and Civic Addressing Policy	
Last Revision Date: N/A	Procedure #: 07-04-01-01
Procedure Sponsor: City Clerk	

1. Purpose

To provide direction for the naming/renaming of City Streets and the assignment/reassignment of Civic Addresses or Civic Numbers to residential and commercial properties.

2. Definitions

“Civic Address” means the Civic Number, including the unit number where applicable, and the Street name assigned to a particular property.

“Civic Number” means the number (including any alphanumeric characters) assigned by the City for the purpose of identifying a property.

“Lot” shall have the same meaning as defined by the St. John's Development Regulations 2021, that is, “a plot, tract, or parcel of land which can be considered as a unit of land for a particular use or building”.

“Policy” means the Street Naming and Civic Addressing Policy.

“Reserved Street Names Inventory” means the inventory of names approved by the Street Naming Advisory Committee that meet the requirements of the Policy.

“Street” shall have the same meaning as defined by the St. John’s Development Regulations 2021, that is “a publicly owned street, road, highway, or other way including a structure for any part of the street, road, highway, or other way designed and intended or used by the public for the passage of traffic and include all the space between the boundary lines of the street, road, highway, or other way”.

“Street Naming Committee” (Committee) means the committee approved by Council as detailed in the Policy and related procedures.

3. Procedure Requirements

3.1 Street Names

3.1.1 Naming Categories

- a) A Street name may recognize people (with the exception of living people), organizations, events, places, flora or fauna.
- b) A Street name may describe natural or geographical features.
- c) A Street name honouring a person or organization shall be of historical significance, while recognizing societal, cultural, and historical sensitivities.
- d) A Street name may be established on the basis of a theme. Where Street names in a neighbourhood are based on a specific theme, the Committee may prioritize names for new Streets consistent with that theme.

3.1.2 General Naming Requirements

- a) A Street name shall not be a duplicate of an existing Street or sound similar to any other Street within the City or any communities within the greater St. John’s area that are under the responsibility of the SJRFD. Duplication shall include similar names that are differentiated only by Street suffix.
- b) A Street name shall not contain numbers or special characters with the exception of hyphens or apostrophes.

- c) A Street name shall not be discriminatory (based on any prohibited grounds as defined by the Human Rights Act, 2010 SNL 2010 c. H-13.1 as amended from time to time), or derogatory in nature, or be perceived as such, as determined solely by the City.
- d) A Street name shall not contain more than 20 characters including any combination of spaces and letters and excluding the suffix portion of the Street name.
- e) No Street names added to the Reserved Street Names Inventory shall begin with the use of “Old”, “New” or “The”.
- f) In order to prevent confusion with property records management and public safety, no former Street names shall be reused.
- g) A Street name shall not incorporate product, trademarked, business/commercial, or copyrighted names.
- h) A continuous Street shall have one name throughout its entire length.
- i) A Street name shall not be continued through a right-angle turn.

3.1.3 Street Suffixes

- a) Street names shall have an appropriate suffix, which shall be abbreviated in accordance with Canada Post guidelines.
- b) Selection of Street suffix shall be at the discretion of the Corporate Information Services (CIS) Division.
- c) A non-exhaustive list provides standard suffixes for common Street types is contained in Annex A.

3.2 Submitting a Name for the Reserved Street Name Inventory

As noted in Section 3.2 of the Policy:

- a) Members of the public (including property developers) who wish to submit a Street name for the Reserved Street Name Inventory shall submit a **Street Naming Application Form** to the City.
- b) Property developers submitting draft plans for subdivisions may suggest names from the Reserved Street Names Inventory for the Street names in the subdivision.

- i. Any suggested Street names not on the Reserved Street Name Inventory shall require a **Street Naming Application Form**.
- ii. If no names are suggested from the Reserved Street Names Inventory and no Street Naming Application Form is submitted, property developers shall accept recommendations from the Committee for Street names.

3.2.1 Review Process of a Name Submitted for the Reserved Street Name Inventory

As noted in Section 3.2.1 of the Policy:

- a) The Committee shall review Street names submitted to the Reserved Street Name Inventory.
- b) The Committee shall consult the Inclusion Advisory Committee (IAC) prior to adding names to the Reserved Street Names Inventory.
- c) The Committee reserves the right to consult with additional committees, boards, or other groups.
- d) The Committee shall seek approval at a Special Meeting of Council for names related to people or organizations, pending consent from the named party's representative.
- e) Following approval at a Special Meeting of Council, where a Street name proposed for the Reserved Street Names Inventory relates to a person or organization, the City shall contact the applicant to arrange the completion of a **Named Party's Representative Consent Form**.
- f) All Street names shall be approved by the St. John's Regional Fire Department prior to adding them to the Reserved Street Names Inventory.

3.3 Naming a New Street

- a) When a Street requires a name, it shall be selected by the Committee, prioritizing names significant to equity-deserving groups, where possible, at the sole discretion of the Committee.
- b) All selections shall be subject to final Council approval.

3.4 Street Renaming

3.4.1 Requests for Street Renaming

- a) Applicants shall complete a Street Renaming Application and provide a map or illustration of the Street to be renamed to the Office of the City Clerk.
- b) Upon receiving the Street Renaming Application, the Office of the City Clerk, in consultation with the CIS Division, shall provide the applicant with a list of all of the residential and commercial properties on the street, along with the number of properties required to meet the 50 percent plus one threshold for the petition.
- c) The applicant shall submit a petition with support from a minimum of 50 percent plus one property owners on the Street (with one signature per property), containing the property owner's name, Civic Address, and handwritten signature, using the City-provided template.

3.4.2 Processing

- a) Upon receiving the petition associated with the Street Renaming Application,
 - i. The Office of the City Clerk shall review the submitted petition to confirm that it contains valid property owner names and upon any exclusion for those who are not property owners, that it still meets the 50 percent plus one threshold, and
 - ii. The City Clerk shall seek a Member of Council to sit on the Street Naming Committee only for the purposes of the particular street renaming request, in accordance with Section 93(a) of the Rules of Procedures for the St. John's Municipal Council.
- b) If the petition, upon review, does not meet the 50 percent plus one threshold, the City Clerk may reject the request, subject to extenuating circumstances as determined solely by the City. The City may permit revisions to the petition, in its sole discretion, due to extenuating circumstances.
- c) If the required petition threshold is met, the Office of the City Clerk shall conduct a mail poll of all affected residential and commercial property owners. The Street Renaming Application request shall only

proceed further if 50 percent plus one of all property owners polled by mail by the City support the street renaming.

- d) The Office of the City Clerk shall advise the applicant of the result and any further action.

3.4.3 Public Notice and Consultation

- a) Following completion of the mail poll with 50 percent plus one of all property owners supporting street renaming, and with the approval of Council, the Committee shall provide a public notice period of not less than 60 days.
- b) The Committee shall schedule a public meeting, to be held not less than 30 days prior to submitting a recommendation to Council.
- c) All property owners on the Street shall be notified by mail of the public notice period and the time of the scheduled public meeting.
- d) Following the 60-day public notice period, the Committee shall submit a report and recommendation, including a new recommended Street name, if necessary, to Council.
- e) Following the decision by Council, all property owners on the Street shall be notified by mail of the outcome, including when any change will occur. The City shall also include a pamphlet for affected property owners, as detailed in Annex B, to provide some guidance with respect to notification of the change to various groups.

3.5 Civic Number Assignment Requirements

As noted in Section 3.3 of the Policy:

- a) New Civic Numbers shall be assigned as part of the procedures related to the establishment of new Lots or redevelopment projects and verified by the CIS Division as part of development approval process. The CIS Division shall confirm the Civic Numbers with the Department of Planning, Engineering and Regulatory Services (PERS) and send notification of assignment to an applicant.
- b) With the exception of cul-de-sacs, Street orientation shall define the direction for increasing Civic Numbers.

- i. Civic Numbers shall begin at the south end of a Street and increase toward the north end.
- ii. Civic Numbers shall begin at the east end of a Street and increase toward the west end.
- c) Civic Numbers along a Street shall be even numbers on the right-hand side and odd numbers on the left-hand side in the direction of increasing civic numbers.
- d) The City shall make every effort to maintain Civic Number orientation with adjacent municipalities when possible.
- e) Fractions shall not be permitted to be assigned as part of a Civic Address.
- f) Alphabetic characters (e.g., A, B, C) shall be permitted to be assigned as part of a Civic Address, at the sole discretion of the CIS Division.

3.5.1 Civic Address or Civic Number Reassignment Requirements

As noted in Section 3.3 of the Policy:

- a) When a situation arises requiring reassignment of Civic Numbers, the City shall attempt to minimize the number of properties requiring reassignment.
- b) The City Clerk shall consult with the CIS Division and based on the CIS Division's recommendation, shall provide a response to the property owners of all affected properties.
- c) If there is a change to the civic number, the CIS Division shall advise PERS of the change.

3. Notification

As noted in Section 3.4 of the Policy:

- a) Following approval by Council, the City shall notify the following organizations regarding Street naming/renaming and Civic Address/Civic Number assignment/reassignment:
 - i. St. John's Regional Fire Department
 - ii. NL 911
 - iii. St. John's Transportation Commission (Metrobus)

- iv. Royal Newfoundland Constabulary
- v. Eastern Regional Health Authority
- vi. Canada Post
- vii. Elections Canada
- viii. Newfoundland Power and
- ix. telecommunications providers.

4. Application

These procedures apply to all Streets in the City of St. John's and all Civic Addresses/Civic Numbers for these Streets.

5. Responsibilities

5.1 The Street Naming Committee shall be responsible for:

- a) providing recommendations to Council with respect to Street naming;
- b) completing consultations or public engagement;
- c) managing the Reserved Street Names Inventory.

5.2 The CIS Division shall be responsible for:

- a) managing the Civic Addressing process, including Civic numbering/renumbering.

5.3 The IAC shall be responsible for:

- a) providing recommendations to the Street Naming Committee regarding names submitted for the Reserved Street Names Inventory.

5.4 The St. John's Regional Fire Department shall be responsible for:

- a) approving and reserving Street names for use.

6. References

[Human Rights Act, 2010](#)

[Inclusion Advisory Committee Terms of Reference](#)

Named Party's Representative Consent Form (in development)

Street Naming and Civic Addressing Policy (draft)

Street Naming Application Form (in development)

Street Renaming Application Form (in development)

7. Approval

- Procedure Sponsor: City Clerk
- Procedure Writer: Policy Analyst; Manager, Land Information Services; Geographic Information Systems Technologist
- Date of Approval from Council: May 29, 2023

8. Monitoring and Contravention

- a) The Office of the City Clerk shall monitor the application of the policy and procedures.
- b) Any contravention of the policy and/or associated procedures may be brought to the attention of the Office of the City Clerk, the Department of Finance and Corporate Services (Human Resources Division), the Office of the City Solicitor, and/or the Office of the City Manager for

further investigation and appropriate action, which may include, but is not limited to, legal action and/or discipline up to and including dismissal.

9. Review Date

Initial Review: Two years

Subsequent Reviews: Concurrent with policy review

Annex A

List of Standard Suffixes for Common Street Types*

Street Type	Suffix
Avenue	Ave
Boulevard	Blvd
Circle	Cir
Close	Close
Court	Crt
Cove	Cove
Crescent	Cres
Drive	Dr
Heights	Hts
Highway	Hwy
Hill	Hill
Lane	Lane
Line	Line
Loop	Loop
Place	Pl
Road	Rd
Row	Row
Square	Sq
Street	St
Terrace	Terr
Turn	Turn
Way	Way

* Note: this is a non-exhaustive list.

Annex B

Notifications of Address Change

The following is a non-exhaustive list of individuals and organizations that may need to be contacted by property owners/residents to advise them of an address change. The onus will be on the individual to follow up with appropriate organizations.

- Canada Post
 - If approved by Council, there is no charge, but individual property owners and residents still need to arrange the mail forwarding.
- [Digital Government and Service NL](#) - Drivers License and/or Vehicle Registration
- Canada Revenue Agency
- Service Canada
 - Canada Pension Plan and Old Age Security
 - Employment Insurance
- [Medical Care Plan \(MCP\)](#)
- Immigration, Refugees and Citizenship Canada
 - Work permit, study permit, travel visa
 - [Passport](#) - Only requires updating of the physical passport document with new address.
- Employer
- Private pension plan
- School, university, daycare
- Financial institutions and/or credit card companies
- Landlord
- Doctor, Dentist, or other healthcare professional
- Phone/cable/internet
- Newfoundland Power and/or fuel company
- Insurance companies (home, vehicle, health, etc.)
- Subscriptions