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| MUNICIPALITY OF THE DISTRICT OF ARGYLE<br><b>POLICY AND ADMINISTRATION MANUAL</b> | REFERENCE NUMBER _____                |
| SECTION<br><b>PROCEDURE AND ORGANIZATION OF COUNCIL</b>                           | SUBJECT<br><b>PRIVATE ROAD NAMING</b> |

## 1. PURPOSE

1.1. To establish a Policy which outlines the procedure of naming municipal streets and private roads.

## 2. DEFINITONS

2.1. In this policy:

- a) **“Affected Resident”** means a resident living at a civic address on the municipal street(s) or private road(s) or portion of municipal street(s) or private road(s) subject to naming or renaming.
- b) **“Majority Approval”** means agreement amongst more than one-half (50%) of the residents at locations which are required to have a civic address on the private road or municipal street (or portion thereof) in question, provided that if there are no such existing locations, majority approval shall be determined by reference to the owners of lots with frontage on the private road or municipal street and “75% majority approval” has a corresponding meaning;
- c) **“Municipality”** means the Municipality of the District of Argyle;
- d) **“Municipal Street”** means “street” as defined in Part XII of the *Municipal Government Act*, and excludes provincial highways;
- e) **“Private Road”** means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a municipal street or provincial highway and which either:
  - 2.1.e.1. serves as a principle vehicular access to three or more lots or buildings subject to civic addressing pursuant to provincial or municipal legislation or subordinate legislation; or
  - 2.1.e.2. is identified geographically on a final plan of subdivision filed after the effective date of this Policy, whether or not it is then physically in existence; or
  - 2.1.e.3. which the Municipality’s Civic Addressing Coordinator otherwise determines should be assigned a name to facilitate emergency response services or other public purposes.

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- f) **“Provincial Highway”** means any public street, highway, road, lane, sidewalk or thoroughfare owned by the Province of Nova Scotia;
- g) **“Road Names”** when used without additional qualification in this Policy means the names of private roads and municipal streets and excludes Provincial highways unless the contrary is stated;
- h) **“Road Naming Standards and Guidelines”** means the standards and guidelines included as Schedule A of this Policy and such other standards and guidelines promulgated by the Municipality, or by the Province of Nova Scotia and accepted by the Municipality from time to time.
- i) **“Road Type”** means a word or abbreviated word used in conjunction with a street or road name to describe the character of the street or road.
- j) All other words used have the same meaning as in governing provincial or municipal legislation or subordinate legislation from time to time unless the context indicates otherwise.

### **3. CIVIC ADDRESSING COORDINATOR**

3.1. The Municipality designates the GIS Technician as its Civic Addressing Coordinator.

### **4. ROAD NAME RECORDS**

4.1. The Civic Addressing Coordinator shall keep or supervise the keeping of a comprehensive road names information record or system identifying all road names (including Provincial highways) in the Municipality with accompanying map, plan or other graphic representation.

### **5. COORDINATION**

5.1. The Civic Addressing Coordinator will be responsible for the administration of this Policy, for the technical evaluation of proposed new road names in the Municipality, and for the dissemination of information to interested parties as defined in section 9 concerning any new or changed road names.

### **6. SUBDIVISION APPLICATIONS**

6.1. The Municipality's Development Officer shall refer every tentative or final subdivision application that involves the creation of a new private road or municipal street or the proposed renaming of a private road or a lengthening, reduction or other change to a private

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road or municipal street to the Civic Addressing Coordinator. An approval by the Coordinator must be given to any such final subdivision plan before approval is given by the Development Officer for such a plan.

## 7. PRIVATE ROADS

7.1. When a subdivision application contains a proposed new or changed private road name, or a new private road name request is otherwise requested by residents or owners, the Civic Addressing Coordinator may reject any proposed private road names if:

- a) in the Coordinator's opinion, the proposed road name does not conform with road naming standards and guidelines; or
- b) the applicant does not confirm to the Coordinator's satisfaction that majority approval has been obtained.

7.2. The Civic Addressing Coordinator shall initiate the naming or renaming of a given private road when:

- a) it comes to the attention of the Coordinator that an existing private road is unnamed;
- b) an existing private road that is only identified by a number intended to be temporary;
- c) a new private road is created or proposed to be created pursuant to a tentative or final plan of subdivision and the subdivision applicant has not been able to confirm a name for the private road which has obtained majority approval;
- d) a new private road is otherwise created or comes to the attention of the Coordinator; or
- e) it comes to the attention of the Coordinator that a private road has a name assigned to it which, in the opinion of the Coordinator, does not conform with road naming standards or guidelines, provided, however, that the Coordinator shall not be obligated to initiate the renaming of a private road under this subsection unless, in the Coordinator's opinion, the cost, confusion and disturbance of the renaming of the road will be outweighed by the benefit in avoiding confusion or duplication in the naming of private roads.

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7.3. When the Civic Addressing Coordinator initiates the naming or renaming of a private road under section 7.2:

- a) unless the Coordinator has reason to believe that majority approval cannot be obtained for a private road name, the Coordinator shall consult residents or owners on the private road with a view to obtaining majority approval for a private road name that conforms to road name standards or guidelines and shall select and approve such a road name; and
- b) otherwise, he shall select a road name that has been pre-approved by Council in the same manner as described in section 8 for municipal streets.

7.4. By a petition showing three-quarters (75%) majority approval, residents may seek to rename a private road. The Civic Addressing Coordinator will evaluate the proposed new name and may approve the renaming of a private road in respect of which the Coordinator is satisfied the petition is valid and the proposed new road name conforms with road naming standards and guidelines.

## **8. MUNICIPAL STREETS**

8.1. Municipal streets which are created pursuant to the subdivision process, shall be assigned names in accordance with the process outlined above for private roads.

8.2. All other new unnamed municipal streets shall be named by the Civic Addressing Coordinator using a name which conforms with road naming standards or guidelines and which shall be preapproved by Council and the Coordinator's selection shall be the approved road name for that street.

8.3. Notwithstanding section 8.2 of this Policy, Council may name a new municipal street, provided that it obtains the advice of the Civic Addressing Coordinator to ensure conformity with the road naming standards or guidelines.

8.4. The Civic Addressing Coordinator shall initiate the naming of new municipal streets before their actual construction, if possible.

8.5. Only Council may rename an existing municipal street. The Civic Addressing Coordinator may initiate a request to Council to rename a municipal street if, in the Coordinator's opinion, the existing name does not conform with the road naming standards or guidelines, provided, however, that the Coordinator shall not be obligated to initiate a request to Council to rename a municipal street unless, in the Coordinator's opinion, the cost, confusion or disturbance of the renaming of the street will be outweighed by the benefit in

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avoiding confusion or duplication in the naming of streets and roads.

## 9. NOTIFICATION

9.1. Upon a new private road name or municipal street being approved by Council or the Civic Addressing Coordinator, as the case may be, the Coordinator shall forward a road name notification with an attached map or graphic representation identifying with precision the beginning and end points of the road or street and its intersection or junction with any other road or street to:

- a) Affected Residents;
- b) The Nova Scotia Civic Address File or other provincial road names database which is being compiled and made available to the Municipality from time to time; and
- c) All applicable fire services.

## 10. OTHER JURISDICTIONS

10.1. The Civic Addressing Coordinator shall be responsible for reviewing and evaluating any requests from other municipal units or the provincial or federal government for input concerning the renaming of roads or streets under their jurisdiction.

## 11. PRESUMPTION IN CASES OF COMMON OR JOINT OWNERSHIP

11.1. In administering this Policy, it shall be presumed that one resident of a household (or one owner) speaks on behalf of all household residents (or co-owners) unless the Civic Addressing Coordinator has information to the contrary.

## 12. SIGNAGE ON MUNICIPAL STREETS OR PRIVATE ROADS

12.1. In the interest of public safety or the prompt delivery of services, the name of all municipal streets or private roads shall be displayed on a physical sign or signs.

12.2. The Municipality shall erect signage at the road intersection(s). The fees for erecting this signage shall be collected accordingly:

- a) In the case of a new street or road being named, a road name sign shall be erected by the Municipality once all required fees are paid to the Municipality by the developer or initiator;
- b) In the case of a street or road being named or renamed at the initiation of the Civic

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Addressing Coordinator or the Municipality, a road name sign shall be erected by the Municipality with all required fees being borne by the Municipality

- c) In the case of a street or road being renamed at the initiation of a resident, a road name sign will be erected by the Municipality after all required fees are paid to the Municipality by the initiator
- d) In the case of an existing private road, where the road name sign is absent for any reason, the road name sign shall be erected by the Municipality with all required fees being borne by the Municipality.

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## SCHEDULE "A"

### Road Naming Standards and Guidelines

1. All new private road and municipal street names shall conform with the following principles:
  - 1.1. Avoid duplication - there should be no duplication of road names and numbers used as names should be avoided. It is also preferable not to differentiate road and street names exclusively by selecting a different road type, for example, Portland Road and Portland Drive.
  - 1.2. Avoid confusion - road names that sound very similar should be avoided. The reason for avoiding similar or similar sounding names is to eliminate diction problems when people are reporting road names under stress.
  - 1.3. Establish continuity - a road running in one compass direction should have one name only and should have the same name throughout its entire length in the Municipality and, if possible, in adjoining municipalities.
  
2. In particular, the following standards shall be applied:
  - 2.1. Road names should be:
    - a) easy to pronounce;
    - b) comprised of recognizable words or acceptable combination of words;
    - c) easy to spell for a person with intermediate reading level;
    - d) take into account any long-standing local usage of name or words used in the name;
    - e) in good taste;
    - f) contain only those special characters which can be electronically recorded and manipulated with ease using varying conventional software, and shall exclude stylized symbols found in the Latin 1 ASCII set, for example, #, %, etc.
  
3. Qualifying words such as Upper, Lower, New, Old, etc., should be avoided unless the qualifying word has been applied in some other official context (for example as found in the Nova Scotia Gazetteer);
  
4. All names must have an associated road type and the road type should conform with the road type criteria in the attached Road Type Schedule, but existing non- conforming road types may be continued to avoid the cost, confusion and disturbance of changing only a road type;

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5. Road names should be alpha-numeric and name submissions using a numeric should be rejected: for example, "First Street" would be acceptable, but "1st" Street" should not be accepted.
6. Where a new road is a continuation of an existing road, wherever possible the new road will be given the same name as the existing road.
7. There will be no duplication of road names within the Municipality and, if possible, duplication of names with names used in immediately adjoining municipal units should be avoided.
8. Road names, including abbreviated road type, shall have no more than 35 characters.
9. If the road is named after a topographic feature or place name, the name should reflect the official name as found in the Nova Scotia Gazetteer.
10. A personal name (a combination of given name and surname) should not be applied to a municipal street unless such application is in the public interest. The person commemorated should have contributed significantly in the area in which the road is located. The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances. Formal titles of distinction, such as Captain, Major, Admiral, etc., should be avoided.
11. Company or commercial product names and names associated with copyright or trademarks should be avoided.
12. Names containing words in languages other than English, French, and Mi'kmaw should be avoided except where a proper noun is used.
13. Words should be spelled correctly and names with mixed language should be avoided except to the extent of always using an English [or French] road type.



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**SCHEDULE “B”**

**STANDARD ROAD TYPES**

1. When first naming municipal streets and private roads, the name should include a road type consistent with the following:
  - 1.1. Prefixes: Allee, Autoroute, Avenue, Boulevard, Carre, Carrefour, Cercle, Chemin, Cote, Croissant, Esplanade, Parc, Promenade, Ruelle, Rue, Terrasse, Vale.
  - 1.2. Suffixes: Alley, Avenue, Boulevard, Branch, Bypass, Circle, Close, Connector, Corner, Court, Crescent, Cross, Dell, Diversion, Drive, Estates, Extension, Gate, Glen, Green, Grove, Heights, Hill, Landing, Lane, Line, Loop, Park, Parkway, Path, Place, Ramp, Ridge, Road, Rotary, Route, Row, Run, Street, Square, Terrace, Trail, Walk, Way, Wood.

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**SCHEDULE "C"**



**ROAD NAME CHANGE  
PETITION FORM**  
(Please complete in full, please use additional paper if necessary)

|  |               |                 |           |
|--|---------------|-----------------|-----------|
| <b>Initiator Information:</b>                                |               |                 |           |
| First Name:  | Last Name:    |                 |           |
| Mailing Address:   | City/Town:    |                 |           |
| Province:  | Postal Code:  |                 |           |
| Home Phone:  | Cell Phone:   |                 |           |
| Business Phone:  | Email:        |                 |           |
| <b>Road Name Information:</b>                                |               |                 |           |
| Municipality:  |               |                 |           |
| Existing Road Name:  |               |                 |           |
| First Choice of New Road Name:                               |               |                 |           |
| Second Choice of New Road Name:                              |               |                 |           |
| <b>Local, Historic, or Cultural Significance of Name(s):</b> |               |                 |           |
|  |               |                 |           |
| <b>Petition:</b>   |               |                 |           |
| Name   | Civic Address | Mailing Address | Signature |
| 1.   |               |                 |           |
| 2.   |               |                 |           |
| 3.   |               |                 |           |
| 4.   |               |                 |           |

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| 9.  |  |  |  |
| 10. |  |  |  |

**Please submit this form by email to [gistechnician@munargyle.com](mailto:gistechnician@munargyle.com) or by regular mail to:  
Civic Address Coordinator, Municipality of Argyle, 27 Courthouse Road, Tusket, NS, B0W 3M0**

|  |                     |
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| <b>For Office Use Only:</b>  |                     |
| File Number:   |                     |
| Application Received:  |                     |
| Application Complete:  |                     |
| Signage Fee Enclosed: <input type="checkbox"/> YES <input type="checkbox"/> NO |                     |
| Application Approved:  | Application Denied: |
| Signature:   | Reasons for Denial: |
|  | Signature:          |

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members  
Of Intent to Consider [7 days minimum]: September 11, 2018

Date of Passage of Current Policy: September 25, 2018

I certify that this Policy was adopted by Council as indicated above.

|                                    |                                    |
|------------------------------------|------------------------------------|
| _____ <u>Original Signed</u> _____ | _____ <u>October 9, 2018</u> _____ |
| Warden                             | Date                               |

|                                    |                                    |
|------------------------------------|------------------------------------|
| _____ <u>Original Signed</u> _____ | _____ <u>October 1, 2018</u> _____ |
| Chief Administrative Officer       | Date                               |