
Municipality of Cumberland Policy 06-06

Road Naming Policy

General

1. This Policy is entitled the "Road Naming Policy."
2. In this Policy,
 - (1) "municipality" means the Municipality of the County of Cumberland;
 - (2) "municipal street" means "street" as defined in Part XII of the *Municipal Government Act*, and excludes provincial highways;
 - (3) "owner" or "owners" means the person(s) listed on the current tax role as the owner(s) of land with frontage on a private road, municipal street or provincial road;
 - (4) "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:
 - (a) serves as a principal vehicular access to three or more lots or buildings subject to civic addressing pursuant to provincial or municipal legislation or subordinate legislation; or
 - (b) 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
 - (c) which the Municipality's Civic Addressing Coordinator otherwise determines should be assigned a name to facilitate emergency response service or other public purposes;
 - (5) "Province" means the Province of Nova Scotia;
 - (6) "provincial highways" or "provincial roads" means any public street, highway, road, lane or thoroughfare owned and maintained by the Province of Nova Scotia;

- (7) “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;
- (8) “road and street naming standards and guidelines” means the standards and guidelines in Schedule “A” to this Policy and such other standards and guidelines accepted by the Municipality from time to time;
- (9) “simple majority approval” means agreement among more than one-half of the owners on the private road, municipal street or provincial road (or portion thereof) in question and “two-thirds majority approval” has a corresponding meaning;
- (10) 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.

Road Names Records

3. 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 an accompanying map, plan or other graphic representation.

Coordination

4. 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 affected persons concerning any new or changed road names.

Subdivision Applications

5. 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 road or municipal street to the Civic Addressing Coordinator. The Coordinator must approve the proposed new or changed names of roads as shown on any such final subdivision plan before approval is given by the Development Officer.

Petition Process

6. A resident is not eligible to sign a petition to name an existing unnamed private road, or to rename a private road, municipal street or provincial road, unless the resident is also an owner.
7. An owner may only sign a petition once, regardless of the number or size of lots owned by the owner.
8. Where property is owned by more than one owner, each owner shall be eligible to sign a petition, and shall be accounted for when determining whether simple majority or two thirds majority approval has been satisfied.
9. The Municipality may assist an interested party with the preparation of a petition.

Private Roads

10. Where a new private road is created pursuant to the subdivision process, the Civic Addressing Coordinator will consider the name proposed by the developer, and shall approve the proposed road name if satisfied that it complies with road and street naming standards and guidelines.
11. When a subdivision application contains a proposed new or changed private road name, the Civic Addressing Coordinator may reject any proposed private road names if in the Coordinator's opinion, the proposed road name does not comply with road and street naming standards and guidelines.
12. Owners may seek to name an existing unnamed private road by a petition showing simple majority approval. The Civic Addressing Coordinator will evaluate the proposed new name and may approve the naming of a private road if satisfied the petition is valid and the proposed new road name complies with road and street naming standards and guidelines.
13. Owners may seek to rename a private road by a petition showing two-thirds majority approval. The Civic Addressing Coordinator will evaluate the proposed new name and may approve the renaming of a private road if satisfied the petition is valid and the proposed new road name complies with road and street naming standards and guidelines.

Where owners request a new or changed private road name, the Civic Addressing Coordinator may reject any proposed private road names if the applicant does not confirm to the Coordinator's satisfaction that requisite majority approval has been obtained, or if the proposed road name does not comply with road and street naming standards and guidelines.

14. The Civic Addressing Coordinator shall initiate the naming or renaming of a private road when:
 - (1) it comes to the attention of the Coordinator that an existing private road is unnamed;
 - (2) a new private road is created or proposed to be created pursuant to a tentative or final plan of subdivision and the subdivision application has not been able to confirm a name for the private road which has obtained majority approval;
 - (3) a new private road is otherwise created or comes to the attention of the Coordinator;
 - (4) 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 and street 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; or
 - (5) it comes to the attention of the Coordinator that an existing unnamed lane or private drive provides access to three or more dwellings, including dwellings under construction.

15. When the Civic Addressing Coordinator initiates the naming or renaming of a private road under section 15:
 - (1) The Coordinator shall propose a name that complies with road and street naming standards and guidelines. Unless the Coordinator has reason to believe that majority approval cannot be obtained, the Coordinator shall send to each owner on the private road, a ballot with details of the proposed name. Owners who do not return the ballot to the Municipality by a specified date will be deemed to have voted in the affirmative. The Coordinator may approve road names which receive the requisite majority approval under this subsection.

- (2) If the Coordinator has reason to believe that majority approval cannot be obtained, the Coordinator shall select and recommend to Council for approval one or more road names in the same manner as described in section 19 for Municipal Streets.

16. The Municipality may erect and maintain a sign identifying any private road by name.

Municipal Streets

17. Where a Municipal street is created pursuant to the subdivision process, the Civic Addressing Coordinator will consider the name proposed by the developer, and shall approve the proposed name if satisfied that it complies with road and street naming standards and guidelines. The Civic Addressing Coordinator may reject any proposed street name if in the Coordinator's opinion, the proposed street name does not comply with road and street naming standards and guidelines.
18. For all new municipal streets not named pursuant to section 18, the Civic Addressing Coordinator shall recommend to Council one or more names which comply with road and street naming standards and guidelines. Council may select one of the recommended names, or may choose an alternative name after consulting with the Civic Addressing Coordinator to ensure the alternative name complies with road and street naming standards and guidelines.
19. The Civic Addressing Coordinator shall initiate the naming of new municipal streets before their actual construction, if possible.
20. Owners may seek to rename a municipal street by a petition showing two-thirds majority approval. If in the opinion of the Civic Addressing Coordinator, the petition is valid and the proposed new road name complies with road and street naming standards and guidelines, the Coordinator may recommend that Council approve the proposed name. The Civic Addressing Coordinator may choose not to recommend the proposed street name to Council, if in the Coordinator's opinion, the proposed street name does not comply with road and street naming standards and guidelines, or if the applicant does not confirm to the Coordinator's satisfaction that two-thirds majority approval has been obtained.
21. 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 comply with road and street 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 renaming the street

will be out weighted by the benefit in avoiding confusion or duplication in the naming of the

22. Council may approve a name proposed pursuant to sections 21 or 22 of this Policy, but is not obligated to do so.
23. Council may rename a Municipal Street without a request from the Civic Addressing Coordinator or from owners in the form of a petition, but shall consult the Civic Addressing Coordinator to ensure the new name complies with road and street naming standards and guidelines.

Provincial Roads

24. The authority for naming or renaming a provincially owned road rests with the Province.
25. The Province generally requires a request from the respective Municipal Council before naming or changing the name of a Provincial Road. When such a request is made, the following procedure shall be followed:
 - (1) Council shall consult the Civic Addressing Coordinator to ensure the proposed name or change of name complies with road and street naming standards and guidelines;
 - (2) Where the proposed name change is minor, including but not limited to a change in spelling or for the purpose of clarity, Council may make a resolution to request such a name change without initiating the petition process;
 - (3) Where, in the opinion of Council, the proposed name change is significant and is not minor in nature, the Municipality shall require a petition showing simple majority approval before submitting a request to the Province to rename a Provincial Road.
26. Council may choose not to submit a request to the province, if after consultation with the Civic Addressing Coordinator, Council is of the opinion that a proposed provincial road name does not comply with road and street naming standards and guidelines, or if the applicant does not confirm to Council's satisfaction that the petition is valid and that simple majority approval has been obtained.

Road Reserves

27. The Civic Addressing Coordinator may initiate the naming of a road reserve if, in the opinion of the Coordinator, the naming of the reserve would avoid confusion, discontinuities or duplication or serve other public purposes. The name for a road reserve shall be assigned at the discretion of the Civic Addressing Coordinator, subject to later revision in accordance with the processes set out in this policy.

Notification

28. 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:
- (1) The Nova Scotia Emergency Measures Organization; and
 - (2) Affected owners and residents.

Other Jurisdictions

29. 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.

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]: <u>July 11, 2006</u>	
Date of Passage of Current Policy: <u>July 19, 2006</u>	
I certify that this ROAD NAMING POLICY was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

SCHEDULE "A"

Road and Street Naming Standards and Guidelines

1. All new private road, municipal street and provincial road names shall conform with the following principles:
 - (1) Avoid duplication – there should be no duplication of road names. 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.
 - (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.
 - (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:
 - (1) Road names shall:
 - (a) be easy to pronounce;
 - (b) be comprised of recognizable words or acceptable combination of words;
 - (c) be easy to spell for a person of intermediate reading level;
 - (d) take into account any long standing local usage of names or words used in the name;
 - (e) be in good taste; and
 - (f) contain only those special characters which can be electronically recorded and manipulated with ease using varying conventional software, and shall exclude stylized symbols.
 - (2) 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).
 - (3) All names must have an associated road type and the road type must conform with the road type criteria in the attached Road and Street Type Schedule, but existing non-conforming road types may be continued to avoid the cost, confusion and disturbance of changing only a road type.

- (4) Road and street 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.
- (5) Where a new road or street is a continuation of an existing road, wherever possible the new road or street will be given the same name as the existing road or street.
- (6) There will be no duplication of road or street names within the Municipality and, if possible, duplication of names with names used in immediately adjoining municipal unites should be avoided.
- (7) Road and street names, including abbreviated road and street type, shall have no more than 35 characters.
- (8) If the road or street is named after a topographic feature or location, the name should reflect the official name as found in the Nova Scotia Gazetteer.
- (9) A personal name (a combination of given name and surname) should not be applied to a municipal street or provincial road 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.
- (10) A name that is intended to be commemorative of a person or event must be historically accurate. A person or group proposing a commemorative name must submit to the Civic Addressing Coordinator evidence or proof of the accuracy of the proposed name, and any interested person or group may submit evidence or proof to the contrary.
- (11) Company or commercial product names and names associated with copyright or trademarks should be avoided.
- (12) Words should be spelled correctly.
- (13) Names with mixed language should be avoided except to the extent of always using an English road or street type.

ROAD and STREET TYPE SCHEDULE

When first naming roads and streets, the name should include a road type consistent with the following:

Abbey	Downs	Landing	Ridge
Acres	Drive	Lane	Road
Alley	End	Limits	Route
Avenue	Estate	Link	Row
Bay	Estates	Lookout	Run
Beach	Exit	Loop	South
Bend	Extension	Manor	South Bound
Bluff	Field	Meadow	Spur
Boulevard	Forest	Mews	Street
Branch	Garden	Moor	Subdivision
Cape	Gardens	North	Terrace
Centre	Gate	Orchard	Thicket
Circle	Glade	Parade	Trail
Common	Glen	Park	Trunk
Connector	Green	Parkway	Turnabout
Corner	Grove	Pass	Vista
Court	Haven	Passage	Walk
Cove	Heights	Path	Water Access
Crescent	Highlands	Pathway	Way
Crossing	Highway	Place	West
Cul-De-Sac	Hollow	Plaza	Wharf
Dale	Island	Quay	
Dell	Junction	Ramp	
Diversion	Knoll	Rest	