

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION PROCEDURE AND ORGANIZATION OF COUNCIL	SUBJECT PRIVATE ROAD NAMING

1. PURPOSE

- 1.1. To establish a Policy which outlines the procedure of naming and signing 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 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 road or municipal street to the Civic Addressing Coordinator. An approval by the Coordinator must

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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. Applications for a sign are to be made by completing the form as set out hereto in Schedule "D".

7.2. 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 conform to the Coordinator's satisfaction that majority approval has been obtained.

7.3. 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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7.4. When the Civic Addressing Coordinator initiates the naming or renaming of a private road under section 7.3:

- 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.

7.5. Residents may seek to rename a private road by a petition showing three-quarters (75%) majority approval of the residents at locations that are required to have a civic address; or if there are no locations that require a civic, then by a petition showing majority approval 75% of vacant lot owners whose property has frontage on the 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

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

9. NOTIFICATION

9.1. Upon a new private road name or municipal street name 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 (NSCAF)
- c) Council, and;
- d) 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. The Municipality may provide signage for private roads on the following basis:

- a) The Municipality may provide and install a sign to identify a private road that is identified in the NSCAF system.
- b) The Municipality will not provide signage unless there are currently civic addresses on the road.
- c) Damaged or lost signs will only be replaced when reported to the Municipality via

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Schedule “D” and as time and budgets permit.

12.2. 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.

12.3. Where this Policy provides for the installation of a private road sign, such signs will be installed or maintained by the Municipality or an agent thereof.

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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 "B", but existing non- conforming road types may be continued to avoid the cost, confusion and disturbance of changing only a road type;
5. Road names must only contain letters and road names containing numbers will be rejected: for example, "First Street" would be acceptable, but "1st" Street" would not be accepted.

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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. Naming streets for individuals is a common practice, but typically it is only acceptable if the person is deceased, or noteworthy of such a request. 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)

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

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5.			
6.			
7.			
8.			
9.			
10.			

Please submit this form by email to gistechnician@munargyle.com or by regular mail to:
Civic Address Coordinator, Municipality of Argyle, **5 J.E. Hatfield Court, PO BOX 10, Tusket, NS, B0W 3M0**

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For Office Use Only:	
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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SCHEDULE "D"



A property owner of a property with frontage on a private road may be eligible for a free private road sign for that road. Limit of one sign per road name. The owner who applies shall accept all associated costs, responsibility and maintenance requirements, and must be in compliance with the Land Use By-Law.

Initiator Information:	
First Name:	Last Name:
Mailing Address:	City/Town:
Province:	Postal Code:
Home Phone:	Cell Phone:
Business Phone:	Email:
Road Name Information:	
Name of Private Road:	
Name of Community:	

I consent and agree that I the undersigned am fully responsible for receiving all necessary permissions from landowners where the sign will be installed. I further consent and agree that I will hold and save harmless the Municipality of the District of Argyle from any and all liability associated with the Private Road Sign for which I am applying: The information I have supplied is true and correct to the best of my knowledge and I have received a copy of the recommended guidelines for sign installation.

Signature: _____ Date: _____

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<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members: Of Intent to Consider [7 days minimum]:	November 1, 2021
Date of Passage of Current Policy:	
I certify that this Policy was adopted by Council as indicated above.	
_____	Date
Warden	
_____	Date
Chief Administrative Officer	