

Municipality of the District of Clare

Road Naming Policy

POLICY

- 1.1** This policy provides direction on what names are acceptable, the road naming process and which road surfaces must be named. The policy objective is to ensure uniform naming standards and practices on all roads.
- 1.2** The Civic Numbering Coordinator shall be responsible for reviewing and recommending to Clare Council the acceptance or rejection of proposed road names, as submitted through:
 - The application process for new public streets created through the subdivision approval process
 - The application process for existing unnamed roads.
 - The application process to rename roads.

PURPOSE

- 2.1** The purpose of the Road Naming Policy is to establish procedures for naming or renaming new or existing streets and roads within the Municipality of the District of Clare. These same procedures will require the use of bilingual signs to identify said streets or roads, as a means of both promoting linguistic duality and recognizing local culture and heritage.

ADMINISTRATION

- 3.1** The Civic Numbering Coordinator shall be responsible for the administration of this Policy, for the technical evaluation of proposed new street or road names in the Municipality, and for the dissemination of information to affected persons concerning any new or changed street or road names.
- 3.2** The Civic Numbering Coordinator shall keep or supervise the keeping of a comprehensive road name information record or system identifying all road names (including Provincial roads) in the Municipality with accompanying maps, plans or other graphic representations.
- 3.3** The Civic Numbering Coordinator shall be responsible for reviewing and approving proposed names for streets and roads in the following circumstances.
 - 3.3.1** A new street or road is proposed or constructed through the subdivision approval process.
 - 3.3.2** A new street or road is created by adding a third addressable building to a driveway.
 - 3.3.3** The Civic Numbering Coordinator receives an application to name or rename an existing street or road.

ROAD NAMING STANDARDS AND GUIDELINES

- 4.1 All new street or road names shall be selected in accordance with the following principles:
 - 4.1.1 **Avoid duplication** - there should be no duplication of street or road names and numbers used as names should be avoided. It is also preferable not to differentiate street and road names exclusively by selecting a different road type (Road/Drive).
 - 4.1.2 **Avoid confusion** - street or road names that sound similar should be avoided. The reason for avoiding similar sounding names is to eliminate diction problems when people are reporting names under stress. Road names should be easily read in both official languages.
 - 4.1.3 **Establish continuity** - a street or road running in one compass direction should have one name only and should have the same name throughout its entire length within the Municipality and adjoining municipalities if possible.

- 4.2 All new street or road names shall be selected in accordance with the following standards:
 - 4.2.1 Easy to pronounce.
 - 4.2.2 The proposed name is to be easily identifiable in both official languages.
 - 4.2.3 Comprised of recognizable words or acceptable combination of words in both official languages.
 - 4.2.4 Consider any long-standing local usage of names or words used in the name.
 - 4.2.5 In good taste.
 - 4.2.6 Contain only those special characters which can be electronically recorded and manipulated with ease using varying conventional software, and shall exclude stylized symbols (#, %, etc.).

- 4.3 Street or road names should be alpha-numeric and names using a numeric should be rejected (i.e. First Street would be acceptable, 1st Street would be unacceptable).

- 4.4 Where a new street or road is a continuation of an existing street or road, wherever possible the new will be given the same name as the existing.

- 4.5 Including the abbreviated road type, street or road names shall have no more than 35 characters.

- 4.6 Company or commercial product names and names associated with copyright or trademarks should be avoided.

- 4.7 Names containing words in languages other than English and French should be avoided except where a proper noun is used.

- 4.8 Words should be spelled correctly and names consisting of more than one language should be avoided except to the extent of using an English or French road type.

4.9 Road types are abbreviated words used in conjunction with a road name to describe the character of the road. The road type used as part of a name should be the type that most accurately corresponds with the physical characteristics of the street or road being named. Road types should be selected from the following list:

- 4.9.1** "Avenue (Ave)" a wide spacious road within an urban/incorporated area.
- 4.9.2** "Boulevard (Blvd)" a wide spacious road within an urban/incorporated area.
- 4.9.3** "Circle (Cir)" a small residential public road which shape is circular.
- 4.9.4** "Court (Ct)" a relatively short road that ends in a cul-de-sac.
- 4.9.5** "Drive (Dr)" a long cul-de-sac or through road.
- 4.9.6** "Lane (Ln)" an access road on a private property.
- 4.9.7** "Loop (Loop)" a road of limited length forming a loop, having no other intersecting road, and functioning mainly as direct access to abutting properties that may be designated for one-way or two-way traffic.
- 4.9.8** "Place (Pl)" either a small residential road or a narrow road in a commercial area.
- 4.9.9** "Street (St)" a road within an urban/incorporated area.
- 4.9.10** "Way (Way)" a short access way.

SIGNAGE ON MUNICIPAL STREET OR PRIVATE ROADS

5.1 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.

EXISTING STREETS OR ROADS

6.1 The Civic Numbering Coordinator may initiate the naming or renaming of existing streets or roads when:

- 6.1.1** It comes to the attention of the Civic Numbering Coordinator that an existing street or road is unnamed.
- 6.1.2** A third addressable building is added to an unnamed driveway.
- 6.1.3** It comes to the attention of the Coordinator that a street or road has a name assigned to which it does not appear to conform to the Road Naming Standards and Guidelines.

6.2 When the Civic Numbering Coordinator initiates the naming or renaming of a street or road under section **6.1** he or she shall consult residents on the private road with the goal of obtaining majority approval of a name. If majority approval is not reached in thirty days, he or she may choose a name at his or her discretion in accordance with the Road Naming Standards and Guidelines. The Civic Numbering Coordinator shall then record the new name and update the road names information record in the Nova Scotia Civic Address File (NSCAF).

6.4 Renaming Municipal Streets or Private Roads.

- 6.4.1** Residents or the Municipality may apply to rename a street or road by submitting a completed “Road Naming Petition Form” (Appendix B) to the Civic Numbering Coordinator. This application shall include a petition showing majority approval (66.6%) among affected residents.

ROAD NAMING PROCESS

- 7.1** Land owners must submit a name that can be translated in both English and French.
- 7.2** Once a name has been submitted, the Municipality must check to avoid similar or similar sounding names within the Digby County area.
- 7.3** The Municipality will send out letters to all property owners on that road including anyone with a home, cottage or business being accessed by that road for approval. For the road name to be approved, 66.6% or more must vote in favor of the proposed road name.
- 7.4** Once the letters are received, if the majority is not in favor of the proposed road name, a new name must be selected and the same process is repeated until a majority is received.
- 7.5** Once a name has been agreed upon, the name must be forwarded to Council for approval. If the name is approved, owners will be notified and the road will be added to the NSCAF.
- 7.6** If Council rejects the proposed name, the owners must submit another name for consideration.
- 7.7** If the road is owned by the Province and not a private road, the proposed name must be approved by the Nova Scotia Department of Transportation and Infrastructure Renewal following Council approval. If rejected, the owners must submit another name for consideration.

Appendix A - Application to name a road

APPLICATION TO NAME A ROAD



**MUNICIPALITY OF THE
DISTRICT OF CLARE**

1185 Highway 1
Little Brook, N.S.
B0W 1Z0

1-902-769-2031

Application received	Date:
Application complete	Date:
Application approved	Date:
Signature	
Application denied	Date:
Reason for denial	
Signature	

INITIATOR INFORMATION

Name			
Address			
Email		Phone	

ROAD NAME INFORMATION

Municipality	
First choice of new road name	
Second choice of new road name	
Comments:	

Chief Administrative Officer's Annotation for Official Policy Book

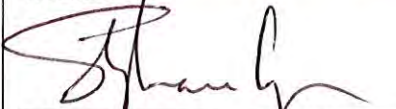
Date of First Reading: February 1, 2017

Date of Passage of Policy: February 15, 2017

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


Warden

February 15, 2017
Date


Chief Administrative Officer

February 15, 2017
Date