

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.4.5
Section Municipal Services	Subject Road Naming and Community Adjustment	

1. APPLICATION

This policy applies within the boundaries of the Municipality of the County of Annapolis to existing and new municipal roads, public roads, private roads, private service roads, road reserves, community names and community boundaries.

2. AUTHORITY

Sections 47(1), 48(3) and 313(1)(c) of the *Municipal Government Act* as amended.
Approved by Municipal Council 03/12/17.

3. POLICY INTENT

Naming of roads, streets and communities and the adjustment of community boundaries is subject to statutory and regulatory restrictions and established practices of the Department of Transportation & Public Works and the Municipality. Procedures must be consistent to ensure that the integrity of the civic addressing system is maintained.

This policy defines the steps that shall be followed when it is proposed that:

- the name of an existing road or street (public or private) be changed or the name or boundaries of a community be changed; or
- the Municipality assign the name of a new road, street or road reserve as a result of subdivision of land pursuant to the Subdivision Bylaw; or
- the Municipality assign the name of a new private road or street or road reserve as a result of subdivision of land pursuant to the Subdivision Bylaw; or
- a name be assigned to an existing road or community not previously named.

New names for roads, streets and communities will be carefully reviewed to minimize the potential for conflicts with existing names. Changing the name of a road, street or community has important historical and public safety implications with preference or greater consideration to be given to the traditional name acknowledged by local residents. Accordingly, a name change should only be considered in a very limited number of situations. Emergency responder services shall be consulted as a part of any civic address change process.

4. BASIC POLICY PRINCIPLES

- 4.1 Procedures and evaluation criteria. Unless otherwise stated, the procedures and evaluation criteria are to be in accordance with the guidelines specified in the Nova Scotia Civic Address File (NSCAF) Pilot Project - Final Report.
- 4.2 Duplication, numbers, suffixes or prefixes are to be avoided. There should be no duplication or

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near duplication of road and community names within the Municipality. Numerals should not appear in a road or community name nor names differentiated by just a prefix or suffix.

Examples

- If Bayview Boulevard exists in the County, this name (with or without add-ons) would not be accepted for another community in the County.
- Since the community of Port Lorne exists, this name (with or without changes in prefixes or suffixes) would not be accepted for another community in the County (such as Fort Lorne, Upper Port Lorne, Port Lorne Extension).
- 1st Avenue or 2nd Street would not be acceptable.
- First Avenue or Second Street would be acceptable.
- Upper Station Road or Lower Water Street would not be acceptable.
- If Portland Road exists, the name Portland Street would not be acceptable.

4.3 Confusion is to be avoided. In order to minimize diction problems when reporting road names under stress, names that sound very similar are to be avoided.

Examples

- If Smith Road exists; then Smyth Road, Smith’s Road or Smit Road would not be accepted.
- Since the community of Lawrencetown exists, then Lorncetown, Laurencetown, Lewiston or Lawrenceville would not be accepted.

4.4 Continuity of road name to be a criteria. A road running in one compass direction should have one name only and should, at least within a community, have the same name throughout its entire length.

4.5 Changing an existing name is to be discouraged. A request to change the name of a road, street or community will be considered only if:

- 4.5.1 there are valid public safety considerations which affect the civic address system and/or the E911 database; **or**
- 4.5.2 valid issues have been sufficiently documented and adequately presented relative to community identity, heritage and traditions; **and**
- 4.5.3 property owners have been adequately informed and a 2/3 majority or greater of area residents support the change of road name as evidenced by a community survey in an approved format; **or**
- 4.5.4 there are important civic objectives or purposes which may be achieved by approving a change; and
- 4.5.5 the change is approved by Municipal Council.

EVALUATION CRITERIA

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The following evaluation criteria applies to all public roads, private roads and communities and is intended to be a set of standards for evaluating name submissions.

5.1 General Criteria

- 5.1.1 Names that existed prior to approval of this policy are hereby accepted unless the Civic Addressing Coordinator determines a change in name is necessary.
- 5.1.2 Only English or French versions will be accepted, with appropriate accents being applied accordance to the rules of the language and the English version being easy to pronounce, recognizable and easy to spell.
- 5.1.3 The long-standing, local usage of the name by the local public will be given preference.
- 5.1.4 Names must reflect good taste as perceived by the general public.
- 5.1.5 Names submitted with special characters will only be accepted if found in the ASCH special character set (*See Schedule A*)
- 5.1.6 Qualifying words (upper, lower, new, old, north, south, east, west, etc.) will not be accepted for proposed changes or new names unless such qualifier is found in the Nova Scotia Gazetteer or if approved by the Civic Addressing Coordinator.
- 5.1.7 All names for roads or streets must have an associated road type, and only road types identified in Section 5.3 will be accepted.
- 5.1.8 Road names containing a number must be alphanumeric (such as First Street) and submissions using a numeric (such as 1st Street) will not be accepted.
- 5.1.9 Name submissions for communities and roads (including road type) shall have a total of no more than 35 characters.
- 5.1.10 The following identifiers or references are not acceptable:
 - (1) homonyms or like sounding names within the Municipality; for example, “Smith”, “Smyth”, “Smythe”, “Smith’s”, “Smiths”, “Smit” or “Smits”.

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- (2) a personal name (combination of given and surname) unless such application is in the public interest. (The person commemorated should have contributed significantly to the area where the road is located and the adoption of the personal name during the lifetime of the person concerned should only be made in exceptional circumstances.)
- (3) formal titles of distinctions associated with a person name such as Captain, Major or Doctor.
- (4) company or commercial product names and names associated with copyright or trademarks.

- 5.1.11 Ownership of land should not in itself be grounds for the application of the owner’s name to a road or community, nor does ownership confer the right to specify the name without consultation with area residents.
- 5.1.12 Mixed language name submissions should be avoided (example: Chapeau Road or Port Petite community).

5.2 Comparisons and Checks

- 5.2.1 A check will be made to confirm continuity of an existing road; i.e. - where a new road is a continuation of an existing road, the new road shall be given the same name as the existing road.
- 5.2.2 A check will be carried out against information found in the “official name” field of the Road Names Database for the Municipality and adjacent neighbouring municipal units as well as the 911 Database. There will be no duplication of road or community names within the Municipality for a new community or road nor requests for renaming an existing community or road; i.e. - any community or road having the same name, the same name and different road type, or is a homonym.
- 5.2.3 Name submissions that reflect legacy details (a name referenced by local residents but not yet recorded) will be given consideration and not necessarily rejected on the basis of duplication.
- 5.2.4 A check will be carried out against information found in the “alias list” field of the Road Names Database. Name submissions which already exist in the alias field of the Road Name Database for the Municipality or adjacent Geographic Service area of a neighbouring municipal unit will not be accepted.
- 5.2.5 A check will be made against information found in the Nova Scotia Gazetteer if named

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after a topographic feature. Such name must reflect the official name as found in the Nova Scotia Gazetteer.

5.2.6 A check will be made with Emergency Response Agencies to confirm that the name does not exist as an official name or alias reference in an adjacent geographic service area.

5.2.7 A check will be made for historical reference for name submissions.

5.3 Road Types

Only the following road types will be accepted for name submissions: (note French-Fr. version)

<u>Type</u>	<u>Code</u>	<u>Definition</u>
Avenue (also Fr.)	Ave	A thoroughfare in an urban setting that is used primarily for local traffic.
Boulevard (also Fr.)	Blvd	A major thoroughfare running in a diagonal direction and usually with a landscaped center.
Court (also Fr.) Crescent (Croissant-Fr.)	Crt Cres.) Crois)	A short drive usually less than 300 metres, branching from an intersection and ending in a cul-de-sac or dead end.
Drive	Dr	A winding thoroughfare longer than 300 meters.
Lane	Lane	A reduced right-of-way or curving street of less than 300 meters, branching from courts and ending in a cul-de-sac or dead end.
Loop	Loop	A short drive that begin and end in the same street.
Road (Chemin-Fr)	Rd Chemin)	A thoroughfare in a rural setting which is frequently used, has heavy traffic volume and runs in any direction.
Street (Rue-Fr)	St Rue)	A thoroughfare in an urban setting which is frequently used, has heavy traffic volume and runs in any direction.

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5.4 Sign Specifications for Private Roads

5.4.1 The lettering of the private road name shall be pursuant to the standards set by the Municipality for private road signs; i.e. -

- (i) lettering to be in white colour against a reflective blue background;
- (ii) upper and lower case lettering is required and the size of the letters should be 100 mm for upper case and 75 mm for lower case.
- (iii) bottom of the lettering to be between 1.5 metres and 2.5 metres above ground (grade);
- (iv) signpost to be made of pressure-treated lumber or rigid aluminum and in accordance with the standards set by the Municipality for private road signs;
- (v) to the extent possible, the signpost is to be located in an unobstructed line of light for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres from the travelled portion of the public (or private) road with approval required from the Department of Transportation and Public Works (Environment and Labour) if the signpost is located within the highway right of way.

6. **PROCEDURE FOR NAME / BOUNDARY CHANGE** (*See Schedule B*) (Renaming or Assigning a Specific Name)

6.1. Submission Phase

A written Notice of Intent initiated by an area resident, the Civic Addressing Coordinator, an emergency service provider or member of Council is received by Municipal Clerk, specifying the current name or reference, the proposed name, boundaries (noting intersections at both ends of subject road), the approximate length and the reason for the change to an existing road or community. (*See Schedules C and D*)

6.2 Evaluation Phase

- 6.2.1 Notice of Intent is presented at the next Committee of the Whole or Municipal Council who can either:
- reject the submission (process stops and initiator notified); or
 - accept the submission for referral to Staff.

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- 6.2.2 The Civic Addressing Coordinator:
- conducts a review and consultation process (area Councillor, Department of Transportation and Public Works, RCMP, local fire department, local area ambulance); and
 - does information gathering (Road Name Database, 911 Database, conflicts/anomalies, historical implications, civic implications, other information); and
 - provides comments (relative importance to other civic address problems, time availability/schedule, results of consultation, recommendation).

6.3 Approval/Rejection Phase

- 6.3.1 Review of Staff Report: Committee of the Whole reviews report from Civic Addressing Coordinator and can either:
- a. recommend to Municipal Council to approve the application without public consultation.
 - b. recommend to Municipal Council not to accept the submission - process stops if Council accepts this recommendation and initiator notified; **or**
 - c. approve application for the circulation of an opinion survey or information flyer to be submitted to Council - initiator notified.

- 6.3.2 Circulation of Community Survey: Initiator of submission agrees to be applicant and circulate opinion survey if required. Planning Services provides map of area and list of affected civic addresses. The Municipal Clerk prepares wording for opinion survey (one signature per household). Applicant submits opinion survey to Municipal Clerk for presentation to Council.

Note: The community survey is non-binding on Municipal Council.

- 6.3.3 Circulation of Information Flyer: As an alternative to an opinion survey being circulated, in consultation with the area Councillor, the Municipal Clerk can prepare an information flyer for distribution by mail to respective residents with a response date being noted. Planning Services provides map of area and list of affected civic addresses. The Municipal Clerk submits a recommendation report to the Chief Administrative Officer for presentation to Municipal Council.

Note: The response to the information flyer is non-binding on Municipal Council.

- 6.3.4 Municipal Council receives opinion survey or report on information flyer and can either:
- d. accept negative results or reject survey /report on information flyer - process stops and applicant notified; **or**
 - e. approve name change for recording.

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6.4 **Recording / Notification Phase**

- 6.4.1 Within fourteen(14) days, the Municipal Clerk notifies the Civic Addressing Coordinator to record the new road or community name and advise appropriate agencies; and informs the Applicant of the approval.
- 6.4.2 Within thirty(30) days from receiving notification by the Municipal Clerk, the Civic Addressing Coordinator ensures: (1) the new road or community name is recorded (if applicable), contacts Canada Post, Land Information Management Services, Department of Transportation and Public Works, the National Gazetteer, local emergency services, 911 database and any other relevant agencies); and (2) notifies affected residents of effective date of change by direct mail and/or information flyer as the Civic Addressing Coordinator deems appropriate.

7. PROCEDURE FOR NAMING NEW ROADS: PRIVATE, PUBLIC OR ROAD RESERVES

All new private roads, **municipal** roads or road reserves are to be designated and registered by the developer who must have the names approved by the Civic Addressing Coordinator. As a prerequisite to final subdivision approval, the road must be posted in compliance with road development standards and signage requirements of the Department of Transportation & Public Works or the Municipality.

8. AUTHORITY AND RESPONSIBILITIES

Municipal Council exercises authority and responsibility for approval of all policies and programs of the Municipality.

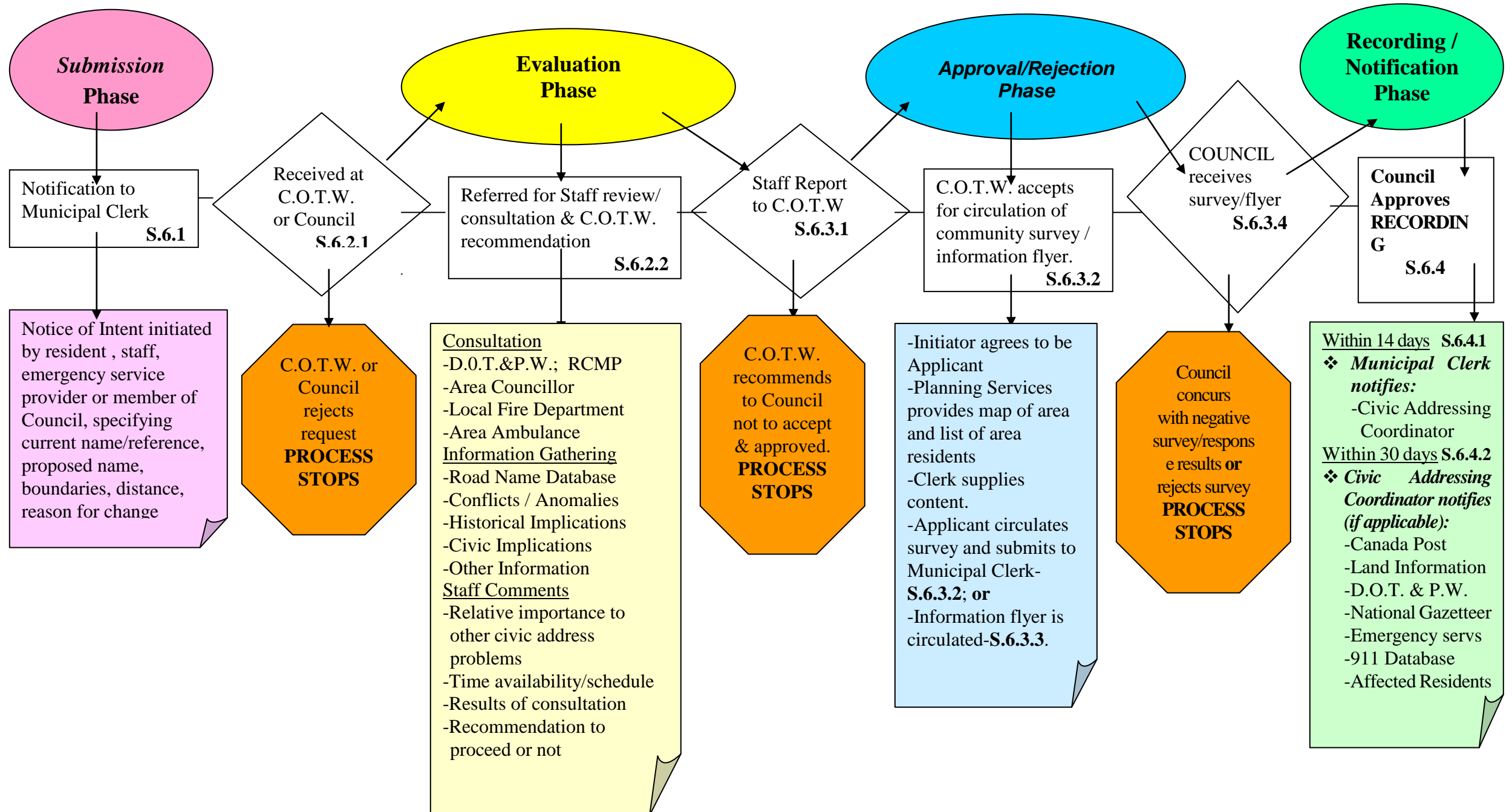
Schedule A to AM-1.4.5

ASCH Special Characters for Road & Community Names

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
a	b	c	d	e	f	g	h	i	j	k	l	m
n	o	p	q	r	s	t	u	v	w	x	y	z
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Schedule B to AM-1.4.5

PROCEDURE FOR RENAMING AN EXISTING ROAD OR COMMUNITY AND/OR CHANGE IN COMMUNITY BOUNDARY



Schedule C to AM-1.4.5
**Notice of Intent to Change
Name of Road**

Note: *Please include a sketch map on the back showing the location of the road and its intersection with other primary roads.*

1. CONTACT INFORMATION

Name of Applicant: _____

Mailing Address: _____

Civic Address: _____

Telephone Number: _____

Name of Contact Person: _____

(if different from above)

Civic Address: _____

Mailing Address: _____

Telephone Number: _____

2. PARTICULARS FOR NAMING ROAD

Current Name of Road: _____

Intersecting Roads: _____

Length of Road: _____

Community: _____

Number of residences on road (approximate) _____

Number of businesses on road (approximate) _____

Is there presently a road sign posted? Yes No

If yes, what is the name on the road sign?: _____

3. PROPOSED ROAD NAME:

4. REASON FOR CHANGE

DATE

SIGNATURE

Notice of Intent to Change Community Name and/or Boundary Change

Note: Please include a sketch map on the back showing the current community location in relation to abutting communities and the proposed name change or boundary change if applicable.

1. CONTACT INFORMATION

Name of Applicant: _____

Mailing Address: _____

Civic Address: _____

Telephone Number: _____

Name of Contact Person: _____
(if different from above)

Civic Address: _____

Mailing Address: _____

Telephone Number: _____

2. PARTICULARS FOR EXISTING COMMUNITY NAME and BOUNDARIES

Current Name of Community _____

Adjacent Communities _____

Number of residences affected (approximate) _____

Number of businesses affected (approximate) _____

Is there presently a community sign posted? Yes No

If yes, what is the name and where is it posted?: _____

3. PARTICULARS FOR RE-NAMING COMMUNITY *or* Not Applicable

New Community Name: *and/or* _____

New Boundary Changes: _____

For Boundary Change, number of residences affected (approximate) _____

For Boundary Change, number of businesses affected (approximate) _____

4. REASON FOR CHANGE IN COMMUNITY NAME AND/OR BOUNDARIES

DATE

SIGNATURE