



## Street Naming Policy S-844-23

Effective Date:

July 19, 2023

### Part 1 Purpose

The purpose of this policy is to outline the procedures for naming or re-naming municipally-owned streets and privately-owned roads.

### Part 2 Definitions

- 2.1 **“Affected resident”** means a resident living at a civic address on the municipal street(s) or private road(s) or portion of municipal street or private road subject to naming or renaming;
- 2.2 **“CAO”** means Chief Administrative Officer for the Municipality of the District of Yarmouth;
- 2.3 **“Coordinator”** means the designated Civic Addressing Coordinator;
- 2.4 **“Council”** means the Council for the Municipality of the District of Yarmouth;
- 2.5 **“Majority”** means agreement amongst more than one-half of lot owners which have or 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 civic addresses, majority approval shall be determined by reference to the owners of lots adjacent to the private road or municipal street;
- 2.6 **“Municipal street”** means “street” as defined in Part XII of the Municipal Government Act, and excludes provincial highways;
- 2.7 **“Municipality”** means the Municipality of the District of Yarmouth;
- 2.8 **“Nova Scotia Civic Address File (NSCAF)”** means a database maintained by the Province of Nova Scotia that stores civic numbers, street names, community names and other details for addressable locations in the Nova Scotia;
- 2.9 **“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:
  - 2.9.1 serves as a principle vehicular access to three or more lots or buildings subject to civic addressing pursuant to provincial or municipal legislation

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or subordinate legislation; or

- 2.9.2 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
- 2.9.3 which the Municipality's Civic Addressing Coordinator otherwise determines should be assigned a name to facilitate emergency response services or other public purposes.
- 2.10 **"Provincial highways"** means any public street, highway, road, lane, sidewalk or thoroughfare owned by the Province of Nova Scotia;
- 2.11 **"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;
- 2.12 **"Road naming standards or guidelines"** means the standards and guidelines in Schedule "A" to this Policy and such other standards and guidelines issued by the Municipality, or by the Province of Nova Scotia and accepted by the Municipality, from time to time;
- 2.13 **"Road Reserve"** means land set aside, in a subdivision or other land use plan document, for a municipal street or private road but may not be constructed
- 2.14 **"Street"** means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, the Municipality or any other municipality, including a public highway

**Part 3 Civic Addressing Coordinator**

- 3.1 Any employee or employees designated by the CAO may act as its Civic Addressing Coordinator.

**Part 4 Road Names 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



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map, plan or other graphic representation, through the Nova Scotia Civic Address File (NSCAF).

**Part 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 affected persons concerning any new or changed road names.

**Part 6 Subdivision Applications**

- 6.1 The Municipality's Development Officer shall refer every preliminary or final subdivision application that involves:
- 6.1.1 the creation of a new private road or municipal street;
  - 6.1.2 the proposed renaming of a private road or municipal street;
  - 6.1.3 a lengthening, reduction or other change to a private road or municipal street to the Civic Addressing Coordinator.

The Development Officer shall not approve a final plan of subdivision until all road names are approved.

**Part 7 Private Roads**

- 7.1 An applicant wishing to name a new private road shall provide the Civic Addressing Coordinator with at least 3 choices of names for the proposed private road.
- 7.2 When a subdivision application contains a proposed new or changed private road name, or a new private road name is otherwise requested by owners, the Civic Addressing Coordinator may reject any proposed private road name(s) if:
- 7.2.1 in the Coordinator's opinion, the proposed road name does not conform with road naming standards and guidelines; or

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- 7.2.2 the applicant does not confirm to the Coordinator's satisfaction that majority approval has been obtained in the case of a request by owners.
- 7.3 The Civic Addressing Coordinator shall initiate the naming or renaming of a given private road when:
- 7.3.1 it comes to the attention of the Coordinator that an existing private road is unnamed;
  - 7.3.2 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;
  - 7.3.3 a new private road is otherwise created or comes to the attention of the Coordinator; or
  - 7.3.4 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 naming standards or guidelines. 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 private road names.
- 7.4 When the Civic Addressing Coordinator initiates the naming or renaming of a private road under Section 7.3, unless the Coordinator has reason to believe that majority approval cannot be obtained for a private road name, the Coordinator shall consult 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.
- 7.5 By a petition showing 75% majority approval of locations that have or that should have a civic address, owners may seek to rename a private road. The Civic Addressing Coordinator will evaluate the proposed new name and may put forward to Council the renaming of a private road if the Coordinator is satisfied the petition is valid and the proposed new road name conforms with road naming standards and guidelines.
- 7.6 When considering renaming a municipal street or private road, or naming an unnamed municipal street or private road, the Civic Addressing Coordinator shall

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choose a solution that addresses public safety concerns and shall also have regard for the following:

- (a) the potential confusion created for emergency and other municipal services, commercial delivery services, and the travelling public by naming or renaming the municipal street or private road;
- (b) the number of residential units affected and potential costs to residents/owners;
- (c) the number and type of businesses affected and potential costs to owners/occupiers;
- (d) the costs of replacing street name and traffic signs;
- (e) the historical significance, if any, of the existing street name; and
- (f) the appropriateness of the proposed street name in that location.

- 7.7 The Civic Addressing Coordinator shall bring forward recommendations for road naming for Council's approval.
- 7.8 In reference to the above policies, Council shall have the ability to choose a name suggested by the Coordinator or by Council if all presented names from the applicant are rejected.

**Part 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 For all other new unnamed municipal streets, the Civic Addressing Coordinator shall bring forward to Council a name which conforms with road naming standards or guidelines.
- 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. The Coordinator shall not be obligated to initiate



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

**Part 9 Road Reserves**

- 9.1 The Civic Addressing Coordinator may initiate the naming of land identified as 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. In naming a road reserve, the Coordinator will follow the process detailed in Section 7 for private roads.

**Part 10 Notification**

- 10.1 Upon a new private road or municipal street name being approved by Council, 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:
- 10.1.1 Affected owners and residents on the street or road being named or renamed;
  - 10.1.2 All applicable fire services, fire dispatch, Emergency Health Service Dispatch;
  - 10.1.3 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.

**Part 11 Other Jurisdictions**

- 11.1 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.

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**Part 12 Presumption in Cases of Common or Joint Ownership**

12.1 In administering this Policy, it shall be presumed that one speaks on behalf of all owners unless the Civic Addressing Coordinator has information to the contrary.

<b>Chief Administrative Officer's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider (7 days Min)	July 11, 2023
Date of Passage of current Policy	July 19, 2023
I certify that this Street Naming Policy S-844-23 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>July 21, 2023</u> Date

**Date last reviewed by Council:**

**Date last amended:**

**Amendment Log**

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Date	Amendment Description



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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 shall be no duplication of road names, and numbers used as names should be avoided. Road and street names shall not be differentiated exclusively by selecting a different road type, for example, Portland Road and Portland Drive. If possible, duplication of names with names used in immediately adjoining municipal units should be avoided.
  - 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:
    - 2.1.1 be easy to pronounce;
    - 2.1.2 be comprised of recognizable words or acceptable combination of words;
    - 2.1.3 be easy to spell for a person with intermediate reading level;
    - 2.1.4 take into account any long-standing local usage of name or words used in the name;
    - 2.1.5 not be offensive to the public and/or pose a safety concern;
    - 2.1.6 not contain numerals, special characters, decimals, hyphens, or periods, but may contain apostrophes.

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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 Canadian Geographic Names Database);
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;
5. Road names should be alpha-numeric and name submissions using a numeral 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. Road names, including abbreviated road type, shall have no more than 35 characters.
8. If the road is named after a topographic feature or place name, the name should reflect the official name as found in the Canadian Geographic Names Database.
9. 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.
10. Company or commercial product names and names associated with copyright or trademarks should be avoided.
11. Names containing words in languages other than English, French, and Mi'kmaq should be avoided except where a proper noun is used.
12. Words should be spelled correctly and names with mixed language shall be avoided.



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**SCHEDULE "B"  
Road Type**

When first naming roads and streets, the name should include a road type consistent with the Nova Scotia Civic Address User's Guide – Appendix A "Civic Address File Schema".