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**Section:** Corporate Services

**Policy Title:** Road Naming Policy

**Policy No.:** A09-CORP-008

**Effective Date:** 2025-04-17

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## ROAD NAMING POLICY

### 1.0 PURPOSE

- 1.1. This policy establishes the processes and criteria for naming, renaming or dedicating Municipal highways, including the methods by which the public may provide suggestions and comments.

### 2.0 ROAD NAME PROCEDURES

- 2.1. The naming, renaming and dedication of Highways shall be the responsibility of the Council of the Township of Malahide. Council may, at any time, direct that a specific name be used for a specific Highway. The intent of naming is for permanent recognition. The renaming of Highways is strongly discouraged as it significantly impacts numerous individuals, Township departments and the community.
- 2.2. Along with the legal requirements of notice, the registration of the street naming or renaming By-law, surrounding municipalities both inside and outside of the County of Elgin should be notified of the proposed road names.
- 2.3. Every attempt should be made to avoid duplication of road names (particularly within a municipality and the neighbouring municipalities) unless they are continuous in nature. To this end the County of Elgin will maintain a registry of all road names and will assist in the co-ordination of inter-municipal road names.

### 3.0 GUIDING PRINCIPLES

- 3.1. There are several general guidelines which should be followed:
- (1) Roads with sequential numbering should have one name.
  - (2) Roads without sequential numbering should not have one name.
  - (3) Municipal boundary roads should have one name.

- (4) If a road is separated by a river, a controlled access highway (401) or other barriers, two separate names should be assigned.
- (5) If a road is stopped by an unopened road allowance, not likely to be opened, then separate names should be assigned. If the road is likely to be completed, one name may be sufficient but special directional signs may be required.
- (6) Concession and sideroad names should be avoided.
- (7) Roads with common names and different suffixes should be avoided. For example, if there is a Vantage Street there should not be a Vantage Court. However, to address existing legal street names, a maximum of two derivatives of the same street name but having different suffixes may be used where alternatives are not acceptable.
- (8) The prefixes "north, south, west and east" should be avoided.
- (9) Phonetic similarities or minor distinctions in names should be avoided. For example, if there is a Lynwood there should not be a Linwood.
- (10) When there is a significant jog in a road, a separate name for each road segment may be needed.
- (11) The use of a common indicator shall be required. For example, North -South roads should be "Road" and West -East roads should be "Line".
- (12) Consideration should be given to names in current use.
- (13) Consideration should be given to local landmark names such as schools, churches, hamlets etc.
- (14) Difficult to spell and difficult to pronounce names should be avoided.
- (15) Street name changes should only occur at intersections.
- (16) Street names should not exceed a maximum of 26 characters in total. Total number of characters includes any spaces between each element of the street name. The elements of the street name are:
  - Street Name - maximum 15 characters (including any spaces), one space,
  - Street Suffix - maximum 7 characters (when abbreviated), one space; and

- Street Directional Suffix - maximum 2 characters (when abbreviated).

#### **4.0 PROVINCIAL HIGHWAYS**

4.1 Provincial Highways are named as any other road and the highway identifier is maintained.

#### **5.0 PRIVATE ROADS**

5.1 Where approval is given for the usage of a private road name, the name shall:

- (1) Not contain a prefix or suffix.
- (2) Have the designation of "/PRIV." after its name, and
- (3) Not be the same as any municipal roadway name.

5.2 Where a private roadway is in existence or is proposed to be constructed, the owner may apply for the numbering or renumbering of the buildings and lots or units along the roadway and for the naming or renaming the private roadway by filing an application with the Road Superintendent together with:

- (1) A copy of the deed and description of the land,
- (2) The plans of the land in duplicate indicating:
  - the location of the buildings on the site
  - the location of the main entrances to the buildings or the units and the number of units served by each entrance
  - the location of all private roadways, walks, parking areas, aisles and driveways
  - the location of private roadway signs
  - a key plan to indicate how the private roadways tie into the network of public streets, and
  - the proposed name of the roadway
- (3) A processing fee in the amount of \$150.00

#### **6.0 ROAD NAMING DISPUTE ARBITRATION**

In the event of a road naming dispute between municipalities the County Warden will appoint three representatives of County Council, excluding members from municipalities affected by the dispute, to mediate and arbitrate a final name selection.

## **7.0 ROADWAY IDENTIFICATION SIGNS**

The County of Elgin will assist in the co-ordination of the purchase/production of Roadway Identification Signs.

### **7.1 Provincial Highways**

Signs on or at Provincial Highways are subject to Ministry of Transportation standards.

### **7.2 County of Elgin Roads**

Signs on or at County of Elgin Roads are subject to County standards.

### **7.3 Local Municipal Roads**

(1) Road name signs are to be located on the southwest corner of all intersections unless the Road Superintendent otherwise specifies.

(2) Whenever possible roadway name signs should be mounted on separate poles from regulatory signs. At "Tee" intersections, where it is not possible to locate a roadway identification sign on the southwest corner, the roadway sign poles shall generally be located across the intersection opposite the centre line of the intersecting roadway.

(3) Roadway name plates shall be extruded aluminum blades with heat activated application of "engineering grade" reflective vinyl to the blank. Lettering shall be reflective white on a reflective green background. Lettering should be on both sides of the sign where applicable.

### **7.4 Private Roads**

(1) Municipal approval of the private street name is required prior to usage, any municipal number assignment other than a unit number and any sign being erected. Filing in the County registry will be required and will always indicate the street name with \_\_\_\_\_/Private".

(2) Letter colouring will be black lettering on a reflective white background.

(3) Lettering on the sign shall be "Street Name /PRIV".

(4) Be located at all intersections in a manner approved by the Road Superintendent.

(5) Be maintained by the property owner.