

TOWN OF WINDSOR

POLICY FOR NAMING ROADS

1.0 ROAD NAMING

1.1 Road Naming

The Civic Addressing Coordinator shall be responsible for reviewing and recommending to Windsor Council the acceptance or rejection of proposed road names, as submitted through:

- a. the application process for new public streets created through the subdivision approval process; or
- b. the application process for existing unnamed roads.

1.2 Road Naming Process

In any of the noted cases where a new road name is required, the process will be as follows:

1.2.1 Application Process for Naming New Public Streets Created Through the Subdivision Approval Process

- a. the Civic Addressing Coordinator will provide to the applicant the current list of available Heritage Names as prepared by the West Hants Historical Society and approved by Council;
- b. if the applicant proposes a road name not included on the Heritage Names list, the applicant shall have the proposed name(s) researched by the West Hants Historical Society at the cost of the applicant;
- c. the applicant will complete the "Application to Name a Road" form and submit it to the Civic Addressing Coordinator;
- d. the Civic Addressing Coordinator will review the application;
- e. if the application does not meet the evaluation criteria, the Civic Addressing Coordinator will advise the applicant with an explanation for the rejection;
- f. if the application meets the evaluation criteria, the Civic Addressing Coordinator will recommend to Windsor Council that the name(s) be approved;
- g. the new name(s) shall appear on the final plan of subdivision;
- h. within one week of the final plan of subdivision being approved, the Civic Addressing Coordinator will record the new name(s) in the Civic Address File, and notify the appropriate agencies: Emergency Measures Organization, ambulance, fire, and police services, Land Information Centre, the Registry of Deeds, and the Nova Scotia Department of Transportation and Public Works;
- i. if a subdivision plan creating a new road is repealed, all agencies notified of the new road name(s) shall be notified of the repeal;
- j. the Civic Addressing Coordinator will contact all residents and/or land owners on the road to inform of the name of the new road(s).

1.2.2 Application Process For Naming Existing Unnamed Roads

- a. the Civic Addressing Coordinator will provide to the applicant the current list of available Heritage Names as prepared by the West Hants Historical Society and approved by Council;

- b. if the applicant proposes a road name not included on the Heritage Names list, the applicant shall have the proposed name(s) researched by the West Hants Historical Society at the cost of the applicant;
- c. seventy-five per cent (75%) of the landowners with frontage on a road shall petition the Town by submitting the “Application to Name a Road” form to the Civic Addressing Coordinator;
- d. the Civic Addressing Coordinator will review the application;
- e. if the application does not meet the evaluation criteria, the Civic Addressing Coordinator will advise the applicant with an explanation for the rejection;
- f. if the application meets the evaluation criteria, the Civic Addressing Coordinator will seek approval from the authority having jurisdiction over the road and Windsor Council;
- g. within one week of approving the new road name, the Civic Addressing Coordinator will record the new name in the Civic Address File, and notify the appropriate agencies: Emergency Measures Organization, ambulance, fire, and police services, Land Information Centre, the Registry of Deeds, and the Nova Scotia Department of Transportation and Public Works;
- h. the Civic Addressing Coordinator will contact all residents and/or land owners on the road to inform of the name of the new road.

1.3 Evaluation Criteria

- a. the name shall be easy to pronounce, easy to spell, and have recognizable words or an acceptable combination of words;
- b. consideration must be given to the long-standing local usage of the name by the local public;
- c. road names shall be in good taste;
- d. qualifying words (such as Upper, Lower, New, Old, etc.) shall be avoided but may be accepted in cases where the qualifier has been applied in an official context (e.g., as found in the Nova Scotia Gazetteer);
- e. all names must have an associated road type and the road type must be checked against a standard list before the submitted name can be accepted;
- f. road names shall be alphanumeric and name submissions using a numeral will be rejected (e.g. First Street, not 1st Street);
- g. where a new road is a continuation of an existing road, wherever possible the new road shall be given the same name as the existing road;
- h. there shall be no duplication of road names within the Town of Windsor; names of existing roads within the Municipality of West Hants and the Town of Hantsport will also be rejected;
- i. all road name submissions must be checked against the alias field in the road names database both for Windsor and the adjacent communities within the Municipality of West Hants and the Town of Hantsport (if the suggested name appears as an alias it will be rejected);
- j. there shall be no like sounding names within the Town;
- k. official road names, including road type, shall have no more than 35 characters (including special characters and spaces);
- l. if the road is named after a topographic feature, the name must reflect the official name as found in the Nova Scotia Gazetteer;
- m. a personal name (given name and surname) shall not be applied to a road unless such application is in the public interest. The person commemorated

should have contributed significantly to the area where the road is located. The adoption of a personal name during the lifetime of the person concerned shall only be made in exceptional circumstances, and with the person's written consent;

- n. no formal titles of distinction shall be associated with the personal name (e.g., Captain, Major);
- o. company or commercial product names, as well as names associated with copyright or trademarks, shall be avoided;
- p. the spelling and accenting of names shall agree with the rules of the language in which they are written.