

BY-LAW NUMBER 2025-56

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

BEING a By-Law to Adopt a Policy entitled "Road Naming Policy".

WHEREAS Section 9 of the *Municipal Act, 2001*, SO 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under that Act or any other Act;

AND WHEREAS Section 5(3) of the *Municipal Act S.O. 2001*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by By-Law;

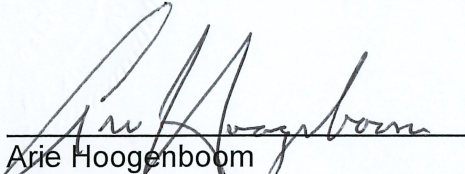
AND WHEREAS the Council of The Corporation of the Township of Rideau Lakes deems it beneficial to the Municipality to establish a Policy outlining the clear parameters for the naming and renaming of private and Township Highways within the municipality.


NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

- 1) That the Policy Statement as attached hereto as Schedule 'A' and entitled "Road Naming Policy" be approved and adopted.
- 2) That Schedule 'A' to this By-Law may be updated from time to time as deemed desirable by Resolution of Council.
- 3) That By-law 2013-67 regarding the policy to name private roadways is hereby repealed.
- 4) That By-law 2023-20 regarding the policy to name public roadways is hereby repealed.
- 5) That any other By-Laws, Resolutions, Motions or Actions of Council that are in contravention of this By-Law are hereby repealed.

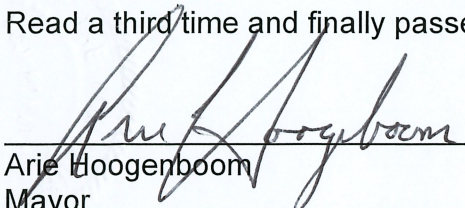
AND FURTHER that this By-Law shall come into force and take effect on the date of passing.

Read a first and second time, the short way, this 7th day of April, 2025.


Arie Hoogenboom
Mayor


Mary Ellen Truelove
Clerk

Read a third time and finally passed this 7th day of APRIL, 2025.


Arie Hoogenboom
Mayor


Mary Ellen Truelove
Clerk



Development Services Department

Sub Department: Civic Addressing

Policy Name: Road Naming Policy

Developed by: Alison Merkley, DSA

Date: March 4, 2025

Reviewed by: MSC

Date: March 10, 2025

Approved by: Council

Date: April 7, 2025

Resolution
Number:

Effective:

Cross
Reference:

Revisions:

1) PURPOSE

To establish guidelines that can be used for the naming of both public municipally owned roadways and private roads under a consistent process.

2) POLICY STATEMENT

The Corporation of the Township of Rideau Lakes is committed to ensuring the safety and wellbeing of its residents. The Road Naming Policy promotes safer communities within the Township of Rideau Lakes by selecting road names that facilitate accurate property identification by Emergency Services throughout the municipality. The policy has been developed to guide the naming of private and public roads to ensure names are appropriate and the road users and landowners are provided an opportunity to meaningfully participate in the process.

3) SCOPE

The policy applies to the naming and renaming of existing and proposed private and public roads within the Township of Rideau Lakes. The policy does not apply to Country Roads or Provincial Highways.

4) PRINCIPLES

To assist in emergency response and public wayfinding.

5) DEFINITIONS

COMMERCIAL PROPERTY/IES: Properties designation under the Commercial Zones, Industrial Zones, or Institutional Zones Sectors of the Zoning By-law.

DUPLICATE ROAD: A roadway that shared the same or similar name as another road in the Township of Rideau Lakes.

NAMING: The act of Council, by by-law, declaring a name for a roadway.

PRIVATE ROAD: A right-of-way providing access to two or more properties, which have not been assumed by the Township for maintenance purposes or considered a shared driveway.

PROPERTY OWNER: A person who uses the road and owns property which is accessed by the road.

PUBLIC ROAD: A municipally owner and maintained roadway as described by Section 26 of the Municipal Act.

SHARED DRIVEWAY: An access which services two properties, where both properties have frontage on an improved street.

SUFFIX: The word that follows the road name and identifies the type of street (i.e., Lane, Road, Street, etc.).

SUPPORTING ADDRESSING DOCUMENTS: United Counties of Leeds and Grenville 911 Protocol Guidelines, Bell 911 Addressing Manual, and the Esri Canada Guide.

SURROUNDING MUNICIPALITY/IES: All municipalities associated with the United Counties of Leeds and Grenville, Township of South Frontenac, Tay Valley Township, Drummond/North Elmsley Township, and the Town of Smiths Falls.

VOTE: An affirmation of support in writing.

6) PROCEDURE

Naming:

- 1) The Township of Rideau Lakes reserves the right to name or rename any public road, including duplicate road names, in the interest of public safety. The Township also has authority to name private roads under Section 48 of the Municipal Act.
- 2) Where resources allow, and at the discretion of Council, a private or public road may be renamed.
- 3) The Township will consider requests and delegations for road name changes. The request must include the rationale for the request and any relevant documentation associated to the request. The applicant is responsible for obtaining support for the request.
- 4) At the time of any road renaming, the corresponding civic address numbers will be updated, if necessary, to align with the emergency services practices and protocols, and supporting addressing documents.

Road Name Criteria:

- 1) Road names must be distinct and unique from any other road name within the Township and surrounding municipalities.
- 2) Road shall not use the same or a similar word as that of adjacent roads.
- 3) Road names cannot be derogatory, negative, or inappropriate in any way. This shall be at the discretion of Council.
- 4) Road names that highlight the natural and cultural heritage of the municipality, or the specific local history of the area are encouraged.
- 5) Road names should be easy to pronounce and convey verbally and in writing. Names that begin with a number (either the digit or the word), are not acceptable.
- 6) Road names shall not include any of the following: abbreviations (except approved road suffix, initials, numbers, or any form of punctuation (including hyphens and apostrophes).
 - a. Roads are encouraged to not begin with the following words due to their overuse within surrounding municipalities: Maple, Stone, Sun, Water
- 7) Private roads must end with the suffix Lane.

Renaming of Duplicate Road / Commercial Reimbursement:

- 1) The Township will propose to rename the road with the least number of properties. If there are multiple commercial properties on a road subject to a name change, and there are no less than 50% of the total amount of properties compared to the other duplicate named road, Council may choose to:
 - a. Rename the other duplicate named road should the other road not contain multiple commercial properties.
 - b. Offer a partial and reasonable reimbursement of associated costs resulting from the proposed address change for a commercial property, on presentation of proof of costs incurred.
 - i. Examples of eligible costs incurred may include business cards, signage, and other associated promotional materials.
 - ii. The maximum reimbursement shall be \$500.

Road Continuation / Expansion:

- 1) Where a new road is to be named or an existing road is to be renamed within the Township of Rideau Lakes that is a continuation of another public road, the name of the new or existing road is to be a continuation of the existing public road where possible. If this is not possible, the two roads shall have different names.
- 2) In Villages, duplicate 'Main Street' road names will be addressed by adding the name of the Village in front of the current public road name (i.e., 'Main Street' in Elgin would become 'Elgin Main Street').
- 3) Where neither of the above are possible or applicable, the Township may accept road name suggestions from property owners along the subject public road, Council or other members of the public.
 - a. In the case of a proposed public road associated to a Plan of Subdivision or Condominium, the Township may accept road name suggestions from the developer of the associated project. The suggestion road name(s) shall meet the required name criteria.

Notice of Proposed Naming:

- 1) The Township will inform impacted property owners in writing of the intention to name or rename a road a minimum of four (4) weeks in advance of a decision being made, with a minimum of four (4) weeks provided for name suggestions to be received.
- 2) The notice shall include:
 - a. Letter summarizing the proposed change, key dates, and contact details;
 - b. Copy of the Road Naming Policy;
 - c. Map of the affected area;
 - d. Road Name Suggestion Form;
 - i. There shall be a limit of one suggested name per property;
 - ii. There shall be a limit of one vote per property;
 - iii. The suggested/voted upon name shall be provided in writing and include an email address to allow for follow-up communication;
 - iv. The suggested name must meet the required name criteria.

Name Selection:

- 1) Suggested names are to be reviewed by staff to confirm they meet the name criteria.
 - a. If a suggestion does not meet the road name criteria, staff shall contact the submitter in writing to advise of its rejection and invite them to submit another name for consideration.
 - b. If a suggestion does meet the road name criteria, staff shall confirm in writing the suggestion was received and will be considered along other acceptable suggestions submitted by affected property owners.
- 2) When multiple road name suggestions that meet the name criteria are received by staff by the prescribed deadline, the name with 51% or greater support among the received votes shall be given priority.
 - a. If votes do not exceed 51%, staff may consider the majority or may perform a blind draw of the acceptable submitted road names.
- 3) If no suitable suggestions under the name criteria are received by the prescribed deadline, staff shall select an appropriate name.

Implementation:

- 1) Staff shall provide a report to the Municipal Services Committee with a proposed road name, taking into consideration all eligible suggestions received.
- 2) The Municipal Services Committee shall make a recommendation to Council.
- 3) Road names approved by Council shall be adopted by By-Law by Council.
- 4) The Township will seek to implement the new road name transition in a manner that supports wider public safety. It is understood that updates to the road name in various third-party systems may not occur at the exact same time. Property owners must exercise due diligence during the transition period to ensure services are received.
- 5) The Township shall notify all affected property owners of the change in address in writing and provide a list of common agencies they may need to notify.
- 6) The cost of the road sign and installation, along with applicable civic address signs shall be borne by the municipality.
- 7) Once passed and sign installation has taken place, the Township shall notify all internal departments, emergency services, and agencies/bodies (i.e., Canada Post, MPAC), as well as Google Maps, of the new road name.