



**COMMITTEE OF THE WHOLE AGENDA**  
**Tuesday, October 20, 2015 @6:30 pm**  
**Municipal Administration Centre**

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of agenda
- 3) Approval of October 6<sup>th</sup>, 2015 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Road Naming Policy
- 6) Feedback on the Fences and Detention of Stray Livestock Act
- 7) Discussion of Regional Government
- 8) Adjournment

# STRATEGIC PRIORITIES CHART

October 2014

## CORPORATE PRIORITIES (Council/CAO)

### NOW

1. **SOLAR ENERGY: Business Case**
2. **SEWER TREATMENT PLANT: Memorandum of Understanding**
3. **ECONOMIC DEVELOPMENT & TOURISM STRATEGY: Terms of Ref.**
4. **FRINGE AREA WATER: Options**
5. **FRINGE AREA MPS: Completion**

### TIMELINE

November  
December  
November  
January  
December

### NEXT

- PLANNING FUNCTION: Review
- CAPITAL STRATEGY
- POTENTIAL SHARED SERVICES
- INDUSTRIAL PARK
- RESIDENTIAL ENERGY PROGRAM
- LONG TERM FINANCIAL PLAN

### ADVOCACY / PARTNERSHIPS

- *Shared Services Review*
- *Potential Shared Services*

## OPERATIONAL STRATEGIES (CAO/Staff)

### CHIEF ADMINISTRATIVE OFFICER ( )

1. **EDT STRATEGY: Terms of Reference - Nov.**
  2. **REN: Start-up - April**
  3. **SHARED SERVICES: Review**
- Strategic Plan Linkages
  - Policy Review

### FINANCE ( )

1. **CAPITAL STRATEGY: Inventory - June**
  2. **Water utility Rates: Review - Nov.**
  3. **IT Proposal - Staff - Jan.**
- **LONG TERM FINANCIAL PLAN**
  -

### PUBLIC WORKS ( )

1. **SEWER TREATMENT PLANT: MOU - Nov.**
  2. **FRINGE AREA WATER: Options - Jan.**
  3. **Water Meter Proposal - Jan.**
- Maintenance System
  -

### RECREATION ( )

1. **Accessibility Policy -**
  2. **Registration Software**
  3. **Active Transportation Actions**
- -

### CORPORATE SERVICES ( )

1. **SOLAR ENERGY: Business Case - Nov.**
  2. **Residential -**
  3. **MCCAP: Review -**
- Business Continuity
  - Public Engagement Strategy

### PLANNING ( )

1. **FRINGE MPS: Completion**
  2. **South West MPS -**
  3.
- -

**CODES:** **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;  
Regular Title Case = Operational Strategies



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## MUNICIPALITY OF THE COUNTY OF ANTIGONISH

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**TO:** MUNICIPAL COUNCIL  
**FROM:** GLENN HORNE, MUNICIPAL CLERK TREASURER  
**SUBJECT:** ***COMMITTEE OF THE WHOLE MEMO***  
**DATE:** OCTOBER 20, 2015

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### **Considerstion of Road Naming Policy (for Decision)**

Please see the attached policy. The process to name or rename a road in the Municipality is not currently formalized in policy. Further, the existing process is viewed as inconsistent and inefficient. The attached policy has been prepared by planning staff with input and support from municipal staff and seeks to clearly articulate process and responsibilities for the benefit of the public, council and staff.

Staff are recommending this policy for adoption.

### **Feedback on the Fences and Detention of Stray Livestock Act (for Information)**

On September 17, the Municipality received a request for comment from the Minister of Agriculture concerning the Fences and Impounding of Animals Act and the Fences and Detention of Stray Livestock Act. The Department of Agriculture has found these acts to be "repetitive and antiquated," and is proposing to amend or repeal both. Prior to proceeding, the Department is soliciting input from municipalities as to how these acts affect them operationally. A response to this request is being drafted by staff and will be circulated at the meeting for the Committee's consideration.

### **Discussion of Regional Government (for Discussion)**

At its September meeting, Port Hawkesbury Town Council approved a motion to explore the opportunity for regional government with neighboring municipalities. We understand that a formal letter is forthcoming and this topic is likely to be raised at a Strait Area Mayors & Wardens meeting or other such forum. At this point no details have been shared or discussed among staff or elected officials. Acknowledging we have no formal request or information, time will be provided at the meeting for councillors to share their thoughts on the concept of regional government.

## **COMMITTEE OF THE WHOLE MEETING**

A Committee of the Whole Meeting was held Tuesday October 6, 2015 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were:

- Warden Russell Boucher, Chair
- Deputy Warden Owen McCarron
- Councillor Mary MacLellan
- Councillor Pierre Boucher
- Councillor Angus Bowie
- Councillor Rémi Deveau
- Councillor Vaughan Chisholm
- Councillor Bill MacFarlane
- Councillor Donnie MacDonald
- Councillor Hugh Stewart
- Glenn Horne, Municipal Clerk/Treasurer
- Shirlyn Donovan, Interim Deputy Clerk
- John Bain, Eastern District Planning Commission
- Marlene Melanson, Recreation Director

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher at 5:34pm.

### **APPROVAL OF AGENDA**

The following items were added to the agenda:

- Courthouse Roof Tender
- Identification of unaccounted for lands
- Physical and Health Literacy Conference
- RK MacDonald Board Update

*Moved by Councillor Deveau and seconded by Councillor Boucher that the agenda be approved as amended. Motion carried.*

### **APPROVAL OF MINUTES**

*Moved by Councillor MacLellan and seconded by Councillor MacDonald that the Committee of the Whole minutes for September 15, 2015, be approved as presented. Motion carried.*

### **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the September 15, 2015 minutes.

### **Lochaber Land-Use Planning**

Since the development of the Southwestern Antigonish Planning Strategy has ended, the Municipality has received a number of concerns from residents. Mr. Horne and Warden Boucher had a meeting with John Lamb, a resident of Lochaber. Mr. Lamb and several other residents of the Lochaber area would like to see the planning strategy continue. Warden Boucher agreed to take the issue back to Council to revisit.

John Bain said he has not heard from any residents, Eastern District Planning Commission is at the direction of Council on this matter and is neutral on the position. Mr. Horne said from a staff point of view we have moved forward, this planning initiative is over.

Councillor Stewart said he met with many residents of Lochaber and the majority of people do not want land use planning. There has been a lot of tension between the two sides. This summer there were many calls to the Department of Environment regarding any movement of machinery by the small group of people who want planning. It is tearing the community apart. Councillor Stewart took time to do a survey and meet and talk with residents. There are five people who want planning and the rest are against it.

Councillor Stewart said he will not rescind his motion. The majority of people are happy with the way things are right now.

Deputy Warden McCarron talked about a situation in his district before land use planning was adopted. There was no way to protect certain properties. There was no mechanism to control what people developed. They carved out all pre-existing businesses. Since the planning document was adopted, Deputy Warden McCarron has not had one call regarding the planning document.

A letter will be sent by staff stating that Council discussed the topic and there will be no further action on this matter.

### **Consideration of Planning Activities**

At the direction of Council planning staff have ceased work on the Southwestern Antigonish Municipal Planning Strategy and Land Use By-law. Staff have been requested to present a work plan of major plans to the Municipality's Planning Advisory Committee based on when documents were adopted. Based on this schedule and subject to Council approval the Eastern Antigonish County Municipal Planning Strategy (Approved by Council September 1, 1994) would be the next major project for staff. After this in the order of approval: Keppoch Beaver Mountain (March 2007), Wind Turbines (June 2009), Central Antigonish County (April 2013) and finally the most recently adopted Fringe Plan and By-law.

Mr. Bain recommended to Municipal Council to look at the Eastern Region Planning Document. A planning review committee would be set up to work on the document.

Councillor MacLellan said all of District 1 and some of District 2 are without zoning but in past meetings there was not a strong interest and she is not currently hearing anything. Mr. Bain said he is more than happy to go out and talk about the pros and cons of planning documents if requested.

*Moved by Councillor Boucher and seconded by Councillor Bowie that the Eastern Region Municipal Planning Strategy and Land-Use By-law are reviewed by EDPC. Motion carried.*

## **Use of Land**

John Bain has prepared the attached memo on the Use of Land. Mr. Bain went over what the MGA allows Municipalities to control through a land use by-law:

- Structures
- Use of Land
- Use within a Structure

It is possible to regulate or prohibit topsoil, gravel and aggregates on a vacant property with a land use by-law with policy support but the fringe plan does not have policy support for this. The other issue is processing the aggregates through a crusher or screener or some other mobile facility.

If the fringe plan was amended now, the property would fall under legal non-conforming because it is a pre-existing property. If that change was made then it could stop any future issues which may arise.

Councillor MacFarlane says the property in question has become an issue. Storing on site is okay but the processing of gravel has become an issue. There is a lot of dust in the air and it is very disturbing to the neighbours.

Mr. Bain thinks that if the processing of the gravel is the issue then the Municipality would have a strong case against it. The crushing of the gravel would be considered construction activities and is not permitted in the zone.

There is another similar issue on Somers Road, but it is more of a noise issue but none of the residents have made official complaints.

Mr. Horne suggests that if it is the will of Council he can make that case and if need be make amendments to the existing by-law. Mr. Bain will send a letter to the land owner stating that they have a construction operation which is not permitted in the zone and they must stop.

## **Off-Site Signage Update**

Further to the discussion at the recent Joint Council meeting, staff have followed up with the Departments of Municipal Affairs and Transportation and Infrastructure Renewal.

Concerning the Municipal Government Act: The Municipality must consider that municipalities are not permitted to grant tax concessions or other forms of direct financial assistance to business or industry - Section 57(2). This means any regulations concerning the limitation of signage must be clear and non-discriminatory.

Concerning the Public Highways Act: No signs are permitted within 1000m of the centre line on controlled-access highways. Municipalities are permitted to regulate signage within the TIR right-of-way on highways without controlled access (ie: Trunks & Routes) through by-law. By-laws concerning the regulation of signage in the TIR right-of-way must be approved by the Minister. Port Hastings and HRM have approved by-laws – Argyle, Kings & Chester currently have by-laws under review.

Business Logo Program: This is the program offered by TIR that sells space on provincial signs on controlled access highways. Under this program up to six businesses purchase placement of its logo on four signs (two in each direction - one on the highway and one on the ramp). The

approximate cost of this program is up to \$25,000 total, divided among the six businesses. There are also additional maintenance and replacement fees.

Mr. Horne said he spoke with a representative from TIR and they didn't see any issue with a Municipal business logo program on Municipal signs. Deputy Warden McCarron said the majority of the signs on Post Road are for business in the town. Councillor Stewart thinks all the signs should be gone.

Mr. Bain said that in Port Hastings the by-law was adopted and letters were sent to sign owners. Some businesses took their signs down and for the rest who did not, the public works department took them down.

As a next step, staff will fully explore the regulation of signs and bring it back to Municipal Council.

### **Review of Inclusion Policy & Adaptive Equipment Loan Program**

Ms. Melanson reviewed the current inclusion practice within the recreation department. The demand for extra support has increased significantly over the past number of years. Laura Duggan conducted extensive research about inclusion opportunities. Draft inclusion policy is attached.

Ms. Melanson asked Council if anyone had any questions. Councillor MacDonald asked how many participants we typically have that require special needs. Ms. Melanson spoke that numbers vary but most of our programs do have participants that require special needs and the numbers are growing.

Ms. Melanson circulated a document about an adaptive equipment loan program from Lunenburg-Queens. Recreation department set up a working group to get feedback about setting up an adaptive equipment loan program here in Antigonish.

The recreation department would like to purchase more equipment and Ms. Melanson said there are lots of funding opportunities available. Typically to gain funding there needs to be some municipal contribution to leverage the funding. There is a surplus in the summer inclusion support leader of \$2736 and she would like to reallocate the funds to start applying for more funding.

*Moved by Councillor Deveau and seconded by Councillor Stewart that the leftover funds (\$2736) from the inclusion support leader are reallocated to leverage funding for purchasing adaptive equipment. Motion carried.*

### **Antigonish All Wheels Park**

Ms. Melanson attended several meetings with this group. They are looking at developing an all wheels park on the Antigonish Market Square property. The original plan was to build the park with green space where the Christmas tree lot sets up. There is currently a no build zone with one of the lease holders of the mall. The new proposed area is close to the Visitor Information Centre.

The group is looking at several options for who would own and operate the park. The mall owners are very supportive of the concept.

Councillor MacDonald asked if the groups involved are satisfied with the location. Ms. Melanson said they would have preferred the first location because it is more visible but the second location would work as well.

The committee will bring the concept plan and budget to joint Town and County council.

### **Recreation Management System**

Ms. Melanson reviewed the options about the recreation management systems available. The recreation department had a number of webinars with both potential systems. The On Demand program has more features and we currently use Diamond Municipal Solutions as our financial system so the integration would be quite smooth with On Demand. Based on the research conducted by the recreation department Ms. Melanson recommended to Municipal Council that the On Demand: Parks and Recreation by Diamond Municipal Solutions be purchased.

*Moved by Councillor Chisholm and seconded by Councillor Bowie that Municipal Council approve the recommendation to purchase the On Demand: Parks and Recreation Software by Diamond Municipal Solutions. Motion carried.*

### **Review of Proclamations Policy**

Councillor MacFarlane says it has come up over the last number of years, we are an inclusive community and he feels we should do proclamations. Council discussed the topic and decided to repeal the Proclamations Policy

*Moved by Councillor MacFarlane and seconded by Councillor MacDonald that Municipal Council repeal the Proclamations Policy. Motion carried.*

### **Blue Dot Movement**

Municipal Council has been asked to recognize the Blue Dot Movement (Information attached).

*Moved by Councillor MacLellan and seconded by Councillor MacFarlane that Municipal Council endorse the Blue Dot resolution recognizing the right to live in a Healthy Environment. Motion carried.*

### **Special District Grant Request – District #2**

Councillor MacDonald, District #2 is looking to allocate \$3000 of his Special District Grant for repairs to the Paddy Hallow Cemetery.

*Moved by Councillor MacDonald and seconded by Councillor MacFarlane that Municipal Council approve the District 2 Special District Grant request of \$3000 for the Paddy Hallow Cemetery. Motion carried.*

### **Antigonish Arena Update**

Warden Boucher gave an update on the Antigonish Arena. Everything is moving along as predicted. The making of the ice should begin next week. Arena is set to open on time. Council has asked to receive the updates by email. Higgins has done an excellent job. Mr. Horne said they are on par with the financial target as well.

### **Position of Warden & Deputy Warden**

Section 16(2) requires Municipal Council to determine the term of office of the deputy mayor or deputy warden prior to their selection. Similarly, the term of office of the warden expires when the term of office of the council expires, unless prior to the selection of a warden, the council adopts a shorter term of office for the warden.

The Municipality's Policy concerning the Position of Warden and Deputy Warden states that both positions are elected for the full four-year term. If Council would like to consider any changes to this policy they would have to be implemented prior to the October 2016 election.

Based on an informal poll of CAO the practice of appointing a deputy warden varies across the province. Among towns: 10 appoint annually, 1 for two years and 2 for four years. Among rural: 2 appoint annually, 5 for two years and 2 (including us) for four years. The practice of appointing a warden varies less, with the vast majority appointing for a four year term.

Council discussed and decided that the current structure is working.

### **Business Ability Banquet**

CACL Antigonish and East Novability Society for Persons with Disabilities are jointly hosting the 2<sup>nd</sup> Annual Business Ability Banquet on Thursday, November 12<sup>th</sup> at 6:00pm at the Keating Centre. The keynote speaker will be David Fischl. For over three decades Mr. Fischl worked with the Saskatchewan Ministry of Highways and Infrastructure, and finished his career as the Workplace Diversity Coordinator. He was responsible for integrating aboriginal people and persons with disabilities into unionized workplaces. Cost of a plate is \$50/person.

Municipal Councillors have until Tuesday, October 20<sup>th</sup> to let Shirlyn know if they would like to attend.

### **UNSM Conference Attendance**

The Annual UNSM Fall Conference will be taking from November 3-6<sup>th</sup> at the Westin Nova Scotian Hotel. Five Municipal Councillors have indicated that they would like to attend the Conference.

*Moved by Councillor MacFarlane and seconded by Councillor Boucher that five (5) Municipal Councillors will be attending the UNSM Conference in Halifax from November 3-6. Motion carried.*

### **Courthouse Roof Repair**

Three (3) tenders have been received for repair the Courthouse Roof. Staff recommend that MMI be awarded the tender at a cost of \$16,387.50.

*Moved by Councillor Chisholm and seconded by Councillor MacLellan that the Courthouse roof tender be awarded to MMI Roofing and Carpentry for \$16,387.50. Motion carried.*

### **Identification of Unaccounted for Properties**

Mr. Horne, Darlene Thompson and Deputy Warden McCarron met with Kevin MacDonald about the process of finding properties which are not assessed by PVSC and therefore we do not collect property tax. He charges \$50 per property. Every property that has a PID but does not have an assessment account set up for it, he will identify and we can collect tax dollars on these properties. Deputy Warden McCarron spoke about the meeting with Mr. MacDonald and the work he is currently going with the Municipality of the District of Guysborough.

*Moved by Deputy Warden McCarron and seconded by Councillor MacDonald that Municipality contract Kevin MacDonald to identify unaccounted for properties so they can be assessed and added to the tax roll. Motion carried.*

### **Physical and Health Literacy Conference**

Shirlyn Donovan spoke about an upcoming Physical and Health Literacy Conference in Halifax. Laura Duggan, MPAL in the recreation department would like to attend for reasons outlined provided in the document provided. The overall cost with transportation, accommodations and registration fee would be approximately \$475.

*Moved by Councillor Deveau and seconded by Councillor MacFarlane that Municipal Council endorse Laura Duggan attending the Physical and Health Literacy Conference in Halifax. Motion carried.*

### **Staff Reports**

Mr. Horne spoke about the outstanding landfill accounts. In early September staff sent out 25 final notice letters, since then 3 have been paid in full and 3 have been partially paid. Six accounts will be taken to small claims court.

Mr. Horne directed Municipal Council to the remaining items noted in the memo.

### **RK MacDonald**

Councillor MacLellan updated Municipal Council that on September 30<sup>th</sup> Terry Penny had done a presentation on what has changed at the RK.

### **ADJOURNMENT**

*Moved by Councillor Deveau and seconded by Councillor Boucher that the Committee of the Whole meeting be adjourned at 7:45pm. Motion carried.*

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Warden Russell Boucher

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Glenn Horne, Municipal Clerk/Treasurer

THE MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

TOPIC:	Naming and Renaming Municipal Streets and Private Roads
POLICY NUMBER:	25
DATE APPROVED:	
DATE REVISED:	October 13, 2015

**TITLE:**

This Policy may be cited as the “Road Naming Policy” of the Municipality of the County of Antigonish.

**POLICY:**

1.0 The purpose of the Road Naming Policy is to establish procedures for naming or renaming new or existing streets and roads in the Municipality of the County of Antigonish.

2.0 **Definitions:**

2.1 **“Affected resident”** means a resident living at a civic address on the street(s) or road(s) or portion of street(s) or road(s) subject to naming or renaming.

2.2 **“Majority approval”** for the purposes of this Policy means agreement among at least two thirds (66.6%) of the residential households required to have a civic address on the municipal street or private road (or portion thereof) in question.

2.3 **“Municipality”** means the Municipality of the County of Antigonish.

2.4 **“Municipal street”** means “street” as defined in Part XII of the *Municipal Government Act*, and excludes provincial highways.

2.5 **“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:

- (a) serves as a principle vehicular access to three or more lots or buildings subject to civic addressing pursuant to provincial or municipal legislation or subordinate legislation, or;

- (b) 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;
  - (c) which the Municipality's Civic Addressing Coordinator otherwise determines should be assigned a name to facilitate emergency response services or other public purposes.
- 2.6 **"Provincial highway"** means any public street, highway, road, lane, sidewalk or thoroughfare owned by the Province of Nova Scotia.
- 2.7 **"Road name"** when used without additional qualification in this Policy means the name of a municipal street or private road and excludes a Provincial highway unless the contrary is stated.
- 2.8 **"Road Naming Standards and Guidelines"** means the standards and guidelines included as Appendix A of this Policy and such other standards and guidelines promulgated by the Municipality, or by the Province of Nova Scotia and accepted by the Municipality from time to time.
- 2.9 **"Road type"** means a word or abbreviated word used in conjunction with a street or road name to describe the character of the street or road.
- 2.10 All other words used have the same meaning as in governing provincial or municipal legislation or subordinate legislation from time to time unless the context indicates otherwise.

### 3.0 **Administration:**

- 3.1 This policy shall be administered by the Civic Addressing Coordinator, as appointed by Municipal Council.
- 3.2 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 map, plan or other graphic representation.
- 3.3 The Civic Addressing Coordinator shall be responsible for the administration of this Policy, for the technical evaluation of proposed new street or road names in the Municipality, and for the dissemination of information to affected persons concerning any new or changed street or road names.
- 3.4 The Civic Addressing Coordinator shall be responsible for reviewing and approving proposed names for streets and roads in the following circumstances:

- (a) A new street or road is proposed or constructed through the subdivision approval process;
- (b) A new street or road is created by adding a third addressable building to a driveway;
- (c) The Civic Addressing Coordinator receives an application to name or rename an existing street or road, or;
- (d) Any circumstance wherein the Civic Addressing Coordinator determines that a street or road should be named or renamed in the interest of public safety or the prompt delivery of services.

3.5 When a new or changed street or road name has been approved by the Civic Addressing Coordinator he or she shall forward a road name notification with an attached graphic representation identifying the beginning and end points of the street or road and its intersection or junction with any other street or road to:

- (a) All affected residents;
- (b) All applicable fire and police services;
- (c) Antigonish Regional Emergency Management Coordinator;
- (d) Canada Post;
- (e) Nova Scotia Transportation and Infrastructure Renewal, and;
- (f) The applicant or initiator (if applicable).

#### 4.0 **New Streets or Roads Created Through Subdivision**

4.1 In the case that a tentative or final subdivision application involves the creation, renaming, or physical alteration of a new or existing street or road the applicant shall complete the “Application to Name a Road” section of the subdivision application form (included as Appendix B) and submit it to the Development Officer or Civic Addressing Coordinator.

4.2 A proposed street or road name proposed in accordance with Section 4.1 must be approved by the Civic Addressing Coordinator before the Development Officer may approve the associated tentative or final subdivision application.

4.3 The application process for naming new streets or roads created through subdivision shall be as follows:

- (a) The applicant shall complete the “Application to Name a Road” section of the subdivision application form and submit it to the Development Officer or Civic Addressing Coordinator;
- (b) The Civic Addressing Coordinator shall review the application;

- (c) If the Civic Addressing Coordinator deems that the application does not conform to the Road Naming Standards and Guidelines, he or she shall reject the application and notify the applicant of the reason(s) for the rejection;
- (d) If the Civic Addressing Coordinator deems that the application conforms to the Road Naming Standards and Guidelines, he or she shall approve the name(s) and notify the applicant of the approval;
- (e) The applicant shall cause the new name(s) to be shown on the associated tentative or final plan of subdivision;
- (f) Within seven (7) days of the final plan of subdivision being approved, the Civic Addressing Coordinator shall record the new name(s) in the Civic Address File, update the road names information record as per Section 3.2, and carry out all required notifications as per Section 3.6, and;
- (g) If a plan of subdivision that creates a new road is repealed, all agencies notified of the new road name(s) shall be notified of the repeal.

## 5.0 **Existing Streets or Roads:**

- 5.1 The Civic Addressing Coordinator shall initiate the naming or renaming of existing streets or roads when:
  - (a) it comes to the attention of the Civic Addressing Coordinator that an existing street or road is unnamed, or;
  - (b) a third addressable building is added to an unnamed driveway.
- 5.2 The Civic Addressing Coordinator may initiate the naming or renaming of existing streets or roads when:
  - (a) it comes to the attention of the Coordinator that a street or road has a name assigned to it which does not appear to conform to the Road Naming Standards and Guidelines.
- 5.3 When the Civic Addressing Coordinator initiates the naming or renaming of a street or road under sections 5.1 or 5.2 he or she shall consult residents on the private road with the goal of obtaining majority approval of a name. If majority approval is not reached in thirty (30) days, he or she may choose a name at his or her discretion in accordance with the Road Naming Standards and Guidelines. The Civic Addressing Coordinator shall then record the new name in the Civic Address File, update the road names information record in accordance with Section 3.2, and carry out all required notifications in accordance with Section 3.6.

## 6.0 **Renaming Municipal Streets or Private Roads**

- 6.1 Residents or the Municipality may apply to rename a street or road by submitting a completed "Road Name Change Petition Form" (included as Appendix C) to the Civic Addressing Coordinator. This application shall include a petition showing majority

approval among affected residents (two thirds or 66.6%) of the proposed name change.

6.2 The application process for renaming streets or roads shall be as follows:

- (a) The applicant shall complete the “Road Name Change Petition Form” and submit it to the Civic Addressing Coordinator;
- (b) The Civic Addressing Coordinator shall review the application;
- (c) If the Civic Addressing Coordinator deems that the application does not conform to the Road Naming Standards and Guidelines, or that the application does not demonstrate majority approval of the proposed name change, he or she shall reject the application and explain to the applicant the reason(s) for the rejection;
- (d) If the Civic Addressing Coordinator deems that the application conforms to the Road Naming Standards and Guidelines and that majority approval of the proposed name change has been demonstrated, he or she shall approve the application and forward the application to Municipal Council as a motion for consideration and approval;
- (e) If Municipal Council denies the application, the Municipal Clerk shall provide the applicant with the reason(s) for the rejection;
- (f) If Municipal Council approves the application, the Municipal Clerk shall notify the Civic Addressing Coordinator of the approval;
- (g) Within seven (7) days of the application being approved, the Civic Addressing Coordinator shall record the new name(s) in the Civic Address File, update the road names information record in accordance with Section 3.2, and carry out all required notifications in accordance with Section 3.6.

## 7.0 **Other Jurisdictions**

7.1 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 streets or roads under their jurisdiction.

## 8.0 **Presumption in Cases of Joint Residency or Ownership**

8.1 In administering this Policy, it shall be presumed that one resident of a household speaks on behalf of all residents and one property owner speaks on behalf of all property owners.

## 9.0 **Signage on Municipal Streets or Private Roads**

9.1 In the interest of public safety or the prompt delivery of services, the name of all municipal streets or private roads shall be displayed on a physical sign or signs erected in compliance with section 9(c) of the *Civic Addressing By-Law*.

9.2 The Municipality shall erect signage at the road intersection(s) in compliance with section 9(c) of the *Civic Addressing By-law*. The fees for erecting this signage shall be collected accordingly:

- (a) In the case of a new street or road being named, a road name sign shall be erected by the Municipality once all required fees are paid to the Municipality by the developer or initiator;
- (b) In the case of a street or road being named or renamed at the initiation of the Civic Addressing Coordinator or the Municipality, a road name sign shall be erected by the Municipality with all required fees being borne by the Municipality;
- (c) In the case of a street or road being renamed at the initiation of a resident, a road name sign will be erected by the Municipality after all required fees are paid to the Municipality by the initiator.

#### 10.0 **Policy Review**

This policy is to be reviewed once every two years unless the Planning Advisory Committee deems such a review to be unnecessary.


## **Appendix A - Road Naming Standards and Guidelines**

- (1) All new street or road names shall be selected in accordance with the following principles:
  - (a) Avoid duplication. There should be no duplication of street or road names and numbers used as names should be avoided. It is also preferable not to differentiate street and road names exclusively by selecting a different road type (e.g. Portland Road and Portland Drive).
  - (b) Avoid confusion. Street or road names that sound similar should be avoided. The reason for avoiding similar or similar sounding names is to eliminate diction problems when people are reporting names under stress.
  - (c) Establish continuity. A street or road running in one compass direction should have one name only and should have the same name throughout its entire length within the Municipality and adjoining municipalities if possible.
- (2) All new street or road names shall be selected in accordance with the following standards. Street or road names should be:
  - (a) easy to pronounce;
  - (b) comprised of recognizable words or acceptable combination of words;
  - (c) easy for a person with an intermediate reading level to spell;
  - (d) take into account any long-standing local usage of names or words used in the name;
  - (e) in good taste;
  - (f) contain only those special characters which can be electronically recorded and manipulated with ease using varying conventional software, and shall exclude stylized symbols found in the Latin 1 ASCII set (e.g. #, %, etc.)
- (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 (e.g. the word can be found in use in the *Nova Scotia Gazetteer*).
- (4) Street or road names should be alpha-numeric and names using a numeric should be rejected (e.g. "First Street" would be acceptable, while "1st Street" would be unacceptable).
- (5) Where a new street or road is a continuation of an existing street or road, wherever possible the new will be given the same name as the existing.
- (6) Including the abbreviated road type, street or road names shall have no more than 35 characters.

- (7) If the street or road is named after a topographic feature or place name, the name should reflect the official name as found in the *Nova Scotia Gazetteer*.
- (8) A personal name (a combination of given name and surname) should not be applied to a public road unless such an application is in the public interest. In the case of a public street or road, the person commemorated should have contributed significantly in the area in which the street or 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.
- (9) Company or commercial product names and names associated with copyright or trademarks should be avoided.
- (10) Names containing words in languages other than English, French, Mi'kmaw, and Gaelic should be avoided except where a proper noun is used.
- (11) Words should be spelled correctly according to the *Oxford English Dictionary* and names consisting of more than one language should be avoided except to the extent of using an English, French, or Gaelic road type.
- (12) All street or road names should have an associated road type selected in accordance with Section 13. Existing non-conforming road types may continue to be used to avoid the cost, confusion and disturbance of changing the name based only on the type.
- (13) Road types are abbreviated words used in conjunction with a road name to describe the character of the road. The road type used as part of a name should be the type that most accurately corresponds with the physical characteristics of the street or road being named. Road types should be selected from the following list:
  - (a) "Avenue (Ave)" a wide spacious road within an urban/incorporated area;
  - (b) "Boulevard (Blvd)" a wide spacious road within an urban/incorporated area;
  - (c) "Circle (Cir)" a small residential public road which shape is circular;
  - (d) "Court (Ct)" a relatively short road that ends in a cul-de-sac;
  - (e) "Drive (Dr)" long cul-de-sac or through road;
  - (f) "Lane (Ln)" an access road on private property. There may or may not be a private right-of-way;
  - (g) "Loop (Loop)" a road of limited length forming a loop, having no other intersecting road, and functioning mainly as direct access to abutting properties that may be designated for one- way or two-way traffic;
  - (h) "Place (Pl)" either a small residential road or a narrow road in a commercial area;
  - (i) "Road (Rd)" rural, public roads; through roads;
  - (j) "Street (St)" a road within an urban/incorporated area, and;
  - (k) "Way (Way)" a short access way.

## Appendix B - Application for Subdivision Form

# APPLICATION FOR SUBDIVISION

	<p><b>EASTERN DISTRICT PLANNING COMMISSION</b></p> <p>32 Paint Street Unit 4 Port Hawkesbury NS B9A 3J8</p> <p>1-888-625-5361</p>	FOR OFFICE USE ONLY:																			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">File Number:</td> <td colspan="2"></td> </tr> <tr> <td rowspan="2">Application Received:</td> <td>Date:</td> <td></td> </tr> <tr> <td>Initial:</td> <td></td> </tr> <tr> <td rowspan="2">Application Complete:</td> <td>Date:</td> <td></td> </tr> <tr> <td>Initial:</td> <td></td> </tr> <tr> <td>Processing Fee Enclosed:</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Registration Fee Enclosed:</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	File Number:			Application Received:	Date:		Initial:		Application Complete:	Date:		Initial:		Processing Fee Enclosed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Registration Fee Enclosed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
File Number:																					
Application Received:	Date:																				
	Initial:																				
Application Complete:	Date:																				
	Initial:																				
Processing Fee Enclosed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>																			
Registration Fee Enclosed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>																			
SUBDIVIDER RELATED INFORMATION:																					
Name of land owner(s):																					
Address of land owner(s):																					
Postal code:		Phone number:																			
Subdivision name (if applicable):																					
Documents to be returned to:																					
Correspondence to be directed to:																					
LAND TO BE SUBDIVIDED:																					
Location:																					
Municipality: Antigonish <input type="checkbox"/> Inverness <input type="checkbox"/> Victoria <input type="checkbox"/> Richmond <input type="checkbox"/> Port Hawkesbury <input type="checkbox"/>																					
Type of Application: Preliminary <input type="checkbox"/> Tentative <input type="checkbox"/> Final <input type="checkbox"/> Instrument <input type="checkbox"/>																					
Parcel Identifier:		Is the land migrated? Yes <input type="checkbox"/> No <input type="checkbox"/>																			
For Lots:		Remainder lot? Yes <input type="checkbox"/> No <input type="checkbox"/>																			
Development Proposed: Single Family: <input type="checkbox"/> Other (Please specify):																					
Plan prepared by:		Date (mm/dd/yy):																			
Plan certified by:		Date (mm/dd/yy):																			
WATER SERVICES:		SEWER SERVICES:																			
Municipal	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	Municipal																			
Drilled well	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	On-site																			
Dug well	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>																			
Other	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	<b>Assessment required by Nova Scotia Environment:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>																			
		ACCESS:																			
		Public Road																			
		Existing <input type="checkbox"/> Proposed <input type="checkbox"/>																			
		Private Road																			
		Existing <input type="checkbox"/> Proposed <input type="checkbox"/>																			
		Right of way																			
		Existing <input type="checkbox"/> Proposed <input type="checkbox"/>																			
		Other																			
		Existing <input type="checkbox"/> Proposed <input type="checkbox"/>																			
		If private road, provide total length in kilometres:																			
CERTIFICATION:																					
I certify that I am the owner or am acting with the owner's written consent:																					
Signature:		Date (mm/dd/yy):																			
Signature:		Date (mm/dd/yy):																			
Signature:		Date (mm/dd/yy):																			
Signature:		Date (mm/dd/yy):																			

### APPLICATION TO NAME A ROAD

**Complete the following section if the proposed subdivision involves naming a new road or renaming an existing road.**

First choice of road name:	
----------------------------	--

Second choice of road name:	
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Existing road name (if applicable):	
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Local, historic, or cultural significance of name(s) (if applicable):

If more than one road is proposed, provide a sketch or plan showing all existing and proposed roads. Label all proposed roads with first and second choice names:

## Appendix C – Road Name Change Petition Form

# ROAD NAME CHANGE PETITION FORM

	<b>EASTERN DISTRICT PLANNING COMMISSION</b> 32 Paint Street Unit 4 Port Hawkesbury NS B9A 3J8 1-888-625-5361	FOR OFFICE USE ONLY:	
		File Number:	
		Application Received:	Date: <input style="width: 100%;" type="text"/> Initial: <input style="width: 100%;" type="text"/>
		Application Complete:	Date: <input style="width: 100%;" type="text"/> Initial: <input style="width: 100%;" type="text"/>
		Signage Fee Enclosed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
INITIATOR INFORMATION:			
Name of initiator(s):			
Address of initiator(s):			
Postal code:			
Phone number:			
Email address:			
Preferred method of contact:			
ROAD NAME INFORMATION:			
Municipality:			
Existing road name:			
First choice of new road name:			
Second choice of new road name:			
Local, historic, or cultural significance of name(s) (if applicable):			
PETITION:			
Name:	Civic Address:	Mailing Address:	Signature:
Please submit this form by email to: <a href="mailto:bbutts@edpc.ca" style="color: white;">bbutts@edpc.ca</a> Or by letter mail to: Civic Address Coordinator, Eastern District Planning Commission, 32 Paint Street Unit 4, Port Hawkesbury NS, B9A 3J8			