

**POLICY: NAMING/RENAMING EXISTING ROADS**

**COVERAGE:** Procedure and processes for assigning and changing road names

**PROCEDURE:**

**Naming**

1. Requests for naming existing unnamed roads must be made in writing to the Township.
2. A public consultation will take place. Proposals will be advertised for two weeks as per section 251 of the 2001 Municipal Act before being discussed at a public meeting of Council.
3. This policy along with the Village of Cobden Bylaw #1998-9, Township of Westmeath Bylaw #98-07, Village of Beachburg Bylaw # 707 and Ross Township Bylaw # 17-98 which establishes a Civic Addressing Policy shall be followed.

**Renaming**

1. Property Owners directly affected by the road name change would be notified and a deadline would be given for written comments in favour or against the proposal.
2. The granting of a road name change would only occur if there was unanimous support for such a change. Unanimous would be defined as not receiving any negative written comments regarding the proposed name changes following the direct notification.
3. Following the direct notification process the renaming of the streets shall be that the proposed name change would be advertised for two weeks as per section 251 of the 2001 Municipal Act before being implemented at a public meeting of Council.

**Naming Roads in New Subdivision**

1. The developer may submit names for all new subdivision streets to the municipality for the approval of Council
2. Final Decision for the naming of roads in the new subdivision shall be at the sole discretion of Council.

**Special Circumstances**

1. The Clerk will submit names for all new road names to the County of Renfrew 911 Coordinator to ensure there is no duplication or confusion between the proposed name(s) and names already assigned for 911 Civic Addressing purposes.
2. Road suffixes shall be within the acceptable terminology established in the above mentioned Civic Addressing Policy.
3. The Council of the Township of Whitewater Region may in special circumstances waive any or all provisions of this Policy.

**Role of Chief Building Official**

1. The Chief Building Official (CBO) shall be responsible for ordering and arranging for the installation of all appropriate signage.

**Fees**

1. All cost incurred for the road name change, new signage & hardware shall be paid by proponent. A minimum administration fee of \$100.00 will apply and be paid in advance.

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