



## **Township of North Kawartha**

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# **Report to Council**

To: Mayor and Council Members  
From: Connie Parent, Clerk  
Date: March 24, 2025  
Subject: Proposed Road Naming and Renaming Policy

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## **Recommendation:**

That Council pass a by-law at the end of the meeting to adopt the Road Naming and Renaming Policy.

## **Background:**

At the March 4th, 2025 regular meeting, Council passed Motion 25 – 65 as follows:

“That Council receive the Road Naming and Renaming Policy and that a by-law be brought forward at the next regular meeting of Council to adopt the new Road Naming and Renaming Policy.”

## **Analysis:**

A by-law has been prepared and is available to authorize the adoption of the policy at the end of the meeting. There have been no amendments to the policy as provided to Council on March 4, 2025.

## **Financial Implications:**

No financial implications at this time.

## **Strategic and/or Other Plans:**

## **In Consultation With:**

## **Attachments:**

By-Law and Road Naming and Renaming Policy and Application Form

**The Corporation of the Township of North Kawartha  
Corporate Policies and Procedures**

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**Subject:** Road Naming and Renaming Policy  
**By-Law / Policy Number:** 2025-0000  
**Approving Authority:** North Kawartha Council  
**Date Approved:**  
**Revised:**  
**Associated Documents / Legislation:**  
Municipal Act, 2001, S.O. 2001, c. 25

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**1. Policy Statement**

The Road Naming and Renaming Policy provides the Township of North Kawartha with a fair, consistent and efficient process for the naming and renaming of roads located within the boundaries of the Township of North Kawartha.

**2. Scope**

This policy applies to members of the public, organizations, developers, Township staff and Council.

**3. Purpose**

The purpose of this policy is to establish procedures for assigning new road names or renaming roads and setting standards to assist Council with considering proposed road names. The promotion of wayfinding, easy navigation and fostering civic pride is encouraged when considering naming or renaming a road.

**4. Definitions**

**Application** means the Application for Naming or Renaming Roads included with this policy and located on the Township website and at the Township of North Kawartha Administrative office.

**Council** means The Council of the Township of North Kawartha

**County** means the County of Peterborough

**Road(s)** means roads located within the boundaries of the Township of North Kawartha including Township and County roads, private roads and fire routes with the exception of roads under the jurisdiction of the Province.

**Road Naming Administrator(s)** means the staff person(s) designated by the Chief Administrative Officer

**5. Procedures**

Road names may be proposed by any member of the public including, but not limited to, individuals, organizations and developers. Road name suggestions are required to be submitted to the Road Naming Administrator on the appropriate application form available on the Township website or by contacting the Township office.

The Road Naming Administrator will consult with applicable authorities to process the application and will prepare and submit a staff report for consideration of Council.

The Road Naming Administrator may deviate from the application process and initiate a report to Council to recommend renaming of a road in circumstances where a road name does not fit the standards.

### **Options to Consider in Selecting Road Names**

- a) Names of locally important families, war veterans, local heroes
- b) Names that recognize local history, such as significant events, land uses, cultural landscapes relative to the Township of North Kawartha
- c) Names that acknowledge the Township's heritage resources, including heritage buildings, structures, sites, natural features, local geography, landscapes or flora and fauna

### **Standards to Consider for the Selection of Roads Names**

- a) Duplicate names or names too similar with existing names of roads located within the Township or in adjacent municipalities will not be considered to prevent confusion for emergency and municipal services
- b) Names must not contain any symbols (such as #, &, etc.)
- c) Names must be understandable
- d) Names must not be awkward, corrupt, discriminatory, or derogatory regarding race, gender, colour, creed, political affiliation, or other social factors
- e) Names must be limited in characters for purposes of fitting on standard sized signage and must accommodate accessibility requirements (ie. font and spacing)

### **Application review and approval process**

Applicant(s) shall submit a written application for a road name to the Road Naming Administrator, providing the following information:

- a) Background information concerning the rationale for consideration of the request
- b) Biographical information or research to substantiate the proposed name
- c) Documentation including letters from organizations and individuals providing substantial support for the request

## **6. Roles and Responsibilities**

### **Applicants**

The Applicant shall be responsible for submitting a complete application including but not limited to the rationale for the naming or renaming of the road and the research to substantiate the proposed road name. .

Applicants may be responsible for costs related to signage, mapping, documentation and staff time upon approval of the application.

### **Township**

The Township shall comply with the procedure for naming of private roads as prescribed in the Municipal Act, 2001, Section 48, which states "A local municipality may name or change the name of a private road after providing public notice of its intention to pass the by-law and any other applicable legislation and by-laws".

The Township will be responsible for ordering and erecting all signage. Sign installation is dependent upon weather and ground conditions.

### **Road Naming Administrator**

The Road Naming Administrator receives and reviews applications and when deemed complete will circulate the application to applicable Township staff including North Kawartha Emergency Services for comment.

The Road Naming Administrator shall consult with the County of Peterborough Street Data Aggregator, and Public Works staff (in the case of a County Road naming or renaming) with respect to the proposed road name and prepare a report to North Kawartha Council for consideration noting any concerns, comments and recommendations from Township staff and / or the County of Peterborough. The report will include an estimate of costs. The naming / renaming of a County road requires a resolution of support from North Kawartha Council and approval of Peterborough County Council.

The Road Naming Administrator in consultation with the Clerk shall ensure that notice is provided to the public and any residence affected by the name change prior to the adoption of a by-law or resolution of support. Persons attending the meeting shall be given an opportunity to submit verbal or written comments in support or in opposition. Notice of passing of a Township by-law shall be given to the public and affected residence(s) and to Canada Post.

Upon approval of Council, the Road Naming Administrator will work in conjunction with the North Kawartha Emergency Services and Peterborough County Public Works, Emergency Services, and GIS Departments as applicable to coordinate the naming / renaming of road to ensure signage is erected and mapping is updated within acceptable timeframes.

### **Peterborough County**

The County GIS Section will assist with the assignment of civic addresses and road naming / renaming and may make recommendations for new addresses, changes to existing addresses, street segment address ranges, or removal of existing addresses and will review and provide recommendations for road names, ensuring new names are unique and do not create conflict with pre-existing names within the County, City or First Nations.

Peterborough County GIS will assist with / provide mapping

### **North Kawartha Council**

Council will consider applications to name or rename Roads located within the Township and may approve, deny or make recommendations regarding the proposed road name. Council shall have due regard for any comments, concerns and recommendations of County and Township staff.

Any changes in civic / 9-1-1 addressing will follow procedures as may outlined in applicable legislation and County / Township by-laws.

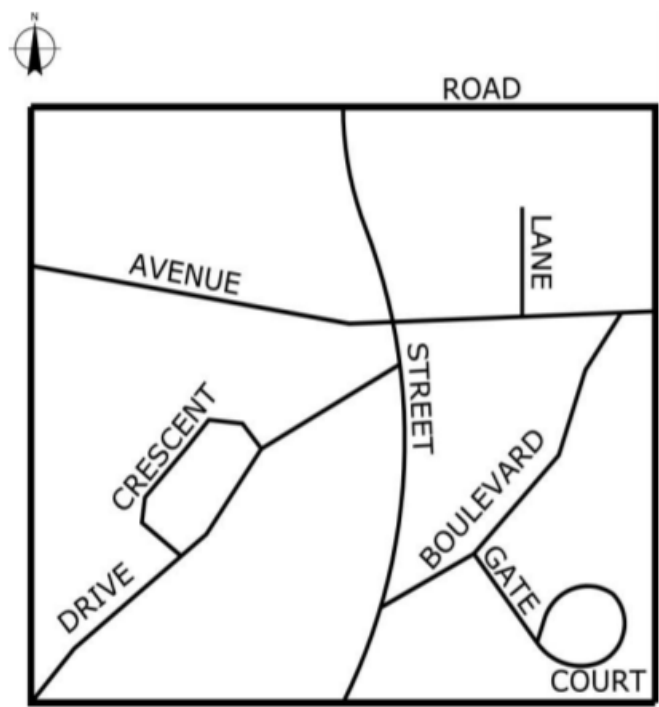
## **7. Attachments**

- A) Road Name Layout and Type Designations
- B) Application for Naming or Renaming Roads Located in the Township of North Kawartha

### **Review Cycle:**

This policy will be reviewed when deemed necessary.

**A) Road Name Layout Guide:**



**Road Name Type Designations:**

The following road type designations may be applied for the purpose of road naming, as illustrated in the diagram above:

- **Street** for public roads in a hamlet / town, typically with houses and buildings on one or both sides including sidewalks
- **Road** for roads that run a general north-south or east-west direction and used generally to denote collector roads
- **Boulevard** for roads where the travel lanes are separated by a planted median divider
- **Circle** for roads that loop back to itself
- **Crescent** for roads which intersect another road at both ends and which form a crescent and lead back to the same connecting road at each end
- **Court** for roads which end permanently as a bulb/cul-de-sac, a “T”, or a design which permits turning around and have only one point of access
- **Gate** for roads that are a short connection from one main Road to another Road
- **Lane** for roads which are generally straight and have a minimum number of connecting roads
- **Drive or Trail** for roads where meandering is the main character
- **Place** for roads where there is no exit from the Road and the road leads back to the original road entrance

B) [Online submittable application](#)

PDF Fillable form (see attached)

Please complete the information below to request the naming or renaming of roads located in the Township of North Kawartha.

Name

Organization (if applicable)

Date

Email

Phone number

Current road name (if requesting a renaming)

Located in the geographic area of: \*

☐ Burleigh-Anstruther

☐ Chandos

Currently designated as a private/township or county road \*

☐ Do not Know

☐ County

☐ Private

☐ Municipal

Proposed name for the above described road

Rationale/Reason for proposed name.

Biographical information and/or research to substantiate the proposed name

**If available attach a list of civic / 9-1-1 addresses for affected properties.**