



Hastings Highlands

Beautiful By Nature

Schedule 'A' to Bylaw 2025-042

Municipality of Hastings Highlands- Corporate Policies and Procedures			
DEPARTMENT: Planning			POLICY #:
POLICY: Road Naming			
DATE: July 16, 2025	REV. DATE:	COVERAGE: Members of Council, Staff, and Public	PAGE #: 1-9

1.0 Policy Statement

The Municipality of Hastings Highlands administers and supports the naming of roads. As the naming of this particular asset is important for promoting wayfinding and easy navigation, particularly for emergency services, naming shall be consistent with relevant policies.

2.0 Purpose

The purpose of the Road Naming Policy is to ensure a fair, consistent, and efficient process for the naming and re-naming of municipal roads.

3.0 Objectives

- 3.1 To ensure a clear and efficient road naming and approval process;
- 3.2 To ensure the application of key criteria to determine the validity and appropriateness of a nominated road name; and
- 3.3 To ensure and encourage public participation.

4.0 Scope

- 4.1 This policy applies to highways and roads, both municipally and privately owned or operated within the Municipality.
- 4.2 This policy does not apply to the King's Highway.

5.0 Definitions

- 5.1 **"Applicant"** shall mean a person or entity having requested to name or re-name a road.
- 5.2 **"Council"** shall mean the Council of the Corporation of the Municipality of Hastings Highlands.
- 5.3 **"Municipal Planner"** shall mean the Municipal Planner of the Municipality, as designated by the Chief Administrative Officer of the Municipality.

- 5.4** “**Municipality**” shall mean the Corporation of the Municipality of Hastings Highlands.
- 5.5** “**Road**” shall mean a road that is owned, managed, or maintained by the Municipality, a public unassumed privately-maintained driveway, or a private road.
- 5.6** “**Private Road**” shall mean a local right-of-way to two or more properties that is not owned or maintained by the Municipality.
- 5.7** “**Public Unassumed Privately-Maintained Driveway**” shall mean a road owned by the Municipality that has not been assumed by the Municipality for maintenance purposes and generally has not been brought up to municipal standards and is maintained by a private individual, organization, or company rather than the Municipality.

6.0 General Provisions

- 6.1** All roads must be named for civic addressing and emergency response purposes.
- 6.2** Council may at its own discretion approve or deny a road name.
- 6.3** For clarity purposes, Council is under no obligation to approve a name even if all the criteria of this Policy has been met.
- 6.4** Before reviewing a road name or re-naming, consideration must be given to the staff and resources required to name or re-name a road, including the requirements of this policy, the updating of relevant bylaws and policies, the need for updating and changing civic addresses for all affected property owners, and potential impact on emergency services.
- 6.5** The naming and re-naming of roads shall be conducted in consultation with the County of Hastings in accordance with their Road Naming and Renaming Guidelines in the *Hastings County 9-1-1 System: Civic Addresses and Road Network*, as amended, and the applicable fees from the County of Hastings for the naming of a road or re-naming of road shall be paid by the applicant.
- 6.6** The name of a road shall contain the name and a suffix in accordance with Appendix A.
- 6.7** The Municipality will not allow road names that:
 - a) Are too long (names should not exceed 25 characters in length);
 - b) Are duplicate or similar to an existing road name;
 - c) Are difficult to pronounce or could easily be mistaken for another road name;
 - d) Have similar pronunciation sounds;
 - e) Use complex words;
 - f) Are difficult to spell;
 - g) Have unconventional spellings and do not accommodate ease of recognition and pronunciation;
 - h) Contain apostrophes, hyphens, and dashes;
 - i) Those named after a living individual;
 - j) Could be construed to promote alcohol, tobacco, or other additive substances, pornography, weapons, or other life-threatening products;

- k) Present demeaning or derogatory portrayals of individuals or groups;
- l) Could be construed to have sexual overtones, inappropriate humour, parody, slang or a double meaning;
- m) Could be construed as advertising a product, business, or commercial enterprise; or
- n) Contain words that have already been excessively used in road names.

7.0 Categories of Road Names

7.1 All proposed and approved road names should be in Appendix B or fit within one of the following categories:

7.1.1 Names of Individuals or Groups in Honour of their Outstanding Community Service or Historic Significance

- a) Resident or community group who have contributed to the Municipality.
- b) The names of living individuals are not to be included for consideration.
- c) Consent must be given by the individual's family.

7.1.2 Outstanding Canadian and/or local Veterans and Heroes

- a) Individuals who have made significant contributions to Canadian society (for example, Terry Fox)
- b) Residents of the Municipality who have served in the Canadian Armed Forces or who have lost their lives in public service (such as the Ontario Provincial Police or the Municipality of Hastings Highlands Fire Department).
- c) Consent must be given by the individual's family.

7.1.3 Natural Features and Botanical Names

- a) Names reflecting prominent natural features in the community.
- b) Name recognizing native/local wildlife, flora, and fauna.

7.1.4 Historic References

- a) Names reflecting a prominent historic location, individual or event in the Municipality.
- b) Names with reference to one of the Municipality's historic themes.

7.1.5 Miscellaneous

- a) Any names that do not fit the four identified categories, but which may be significant or appropriate for use within the community.
- b) A subdivision proposes a name based upon their own theme, subject to the intent of this policy and subject to Council approval.

8.0 Procedures

8.1 Application Submission

8.1.1 For the Municipality to open a road naming Application:

- 8.1.1.1** A written request from an Applicant (other than the Municipality) to name or rename a road must be received by the Municipality on the applicable form with the names and signatures of all landowners whose civic addresses will be affected by a road name or re-naming; or
 - 8.1.1.2** As part of a building, planning, septic, civic address, entrance permit, or other application it is determined that a road should have been named, and therefore the road must be named prior to an application being processed; or
 - 8.1.1.3** The road naming is initiated by Council (where the Municipality is the Applicant).
- 8.1.2** The Application shall detail the road to be name or re-named, including a detailed map, to the Municipal Planner.
- 8.1.3** The Application shall include at least one road name, with a preference for three road names.
- 8.1.4** The Application shall include a complete explanation of the reasons for the proposed name(s) and which of the categories in Section 7.0 of this policy for the proposed name fits.
- 8.1.5** Where the Applicant is requesting to name or re-name a road (and is not the Municipality), all landowners affected by the road re-naming shall provide consent to the change of name, with the inclusion of the names, civic addresses, and signatures of all landowners in a legible and clear format.
- 8.1.6** The Application shall include, at a minimum, a Parcel Identification Number Map from the Ontario Land Registry Office of the road and the Parcel Register of the road to confirm ownership of the road.
- 8.1.7** The applicant shall pay the required fee and deposit as outlined in the User Fees and Service Charges Bylaw of the Municipality to cover administrative, legal and other costs such as road name signs and post costs, including any costs for changing the official Ministry of Transportation (MTO) signage where required by the MTO. The applicant shall pay any costs associated with the processing of the Application over and above the deposit.

8.2 Consultation and Advice

8.2.1 Internal Departments

- 8.2.1.1** An Application will be internally circulated to Municipal Departments to ensure Departments are aware of potential new road names, which may require amendments of applicable bylaws or policies for their respective Departments and notification of third-parties who may need to be updated on the new road name.

8.2.2 County of Hastings

- 8.2.2.1** The Municipal Planner shall consult with the County of Hastings throughout the Application process.

8.2.3 Legal Review

8.2.3.1 The Municipality shall conduct a legal review to confirm legal access, if applicable, and the status of the proposed road to be named or renamed.

8.3 Survey

8.3.1 In some instances, where legal access has been confirmed but there is no survey to legally identify and describe the Road, a survey will need to be undertaken so that the required by-law can be registered on title.

8.3.2 The cost of the survey is the responsibility of the applicant/property owner and is in addition to the deposit.

8.3.3 The draft survey shall be submitted to the Municipality for review and approval prior to being deposited.

8.4 Proposed Road Name

8.4.1 The applicant shall submit at least one particular name, with a preference for at least three names, for the road.

8.4.2 The applicant may submit a suffix for the road name. Any requested suffix will need to adhere to Suffix List in Appendix A.

8.4.3 The Municipal Planner will review the requested names in accordance with this Policy.

8.4.4 If the requested names fit the criteria in this Policy, the Municipal Planner will review the requested names with the County of Hastings for approval.

8.4.5 If the requested names are not approved by the County of Hastings, then new names will need to be considered and proposed.

8.4.6 If the requested names are approved by the County of Hastings, then a preferred name shall be chosen by the Municipal Planner (if there is more than one name to choose from). The selection of a preferred name may require Council review and consideration in the event that the Municipal Planner requests Council's review.

8.4.7 Once a preferred name has been chosen, Public Notice will need to be given.

8.5 Notice of Public Meeting

8.5.1 Public Notice shall be given in accordance with the Municipality's Public Notice Policy.

8.5.2 Notice of a Public Meeting shall be given to:

- a) County of Hastings Planning and Development and GIS
- b) All Municipal Departments
- c) Emergency service providers, including Ontario Provincial Police (OPP), Hastings-Quinte Paramedic Services, and Hastings Highlands Fire Department

- d) All public utilities operating within the Municipality, including Hydro One, Bell Canada, and Rogers
- e) Municipal Property Assessment Corporation (MPAC)
- f) Local school boards, including the Algonquin and Lakeshore Catholic District School Board and the Hastings and Prince Edward District School Board
- g) Elections Ontario
- h) Notify all affected property owners of the new road name and their new civic address.

8.5.3 The information in the Public Notice shall:

- 8.5.3.1** Clearly identify the road to be named or re-named
- 8.5.3.2** Provide a key map of the road
- 8.5.3.3** Provide the location, date, and time of the Public Meeting.

8.6 Public Meeting

- 8.6.1** A Public Meeting shall be held prior to the passing of a Bylaw to name or re-name a road.
- 8.6.2** The Public Meeting may be held as part of a Council Meeting.
- 8.6.3** Members of the public may provide written submissions to Council for their review.
- 8.6.4** Members of the public who wish to speak at the Public Meeting will have to adhere to the requirements of the Procedure Bylaw.

8.7 Council review

- 8.7.1** A Report to Council will present the proposed road name
- 8.7.2** Council approval of a road name shall be passed by Bylaw. The Bylaw shall be requested on title to the parcel of land that the road is located on.
- 8.7.3** If Council denies the road name, the applicant shall be notified and the Application file will either be closed, a new preferred name will be requested, or Council will recommend a preferred name.

8.8 Notice of Passing

- 8.8.1** Once Council passes the Bylaw to name or re-name a road, Notice of Passing shall be given to:
 - a) County of Hastings
 - b) All Municipal Departments
 - c) All public utilities operating within the Municipality
 - d) Notify all affected property owners of the new road name and their new civic address.

8.9 Civic Addressing

- 8.9.1** Civic addressing shall be conducted in accordance with the applicable Bylaw.

- 8.9.2** Where the Municipality is the applicant, the Municipality shall pay for costs of the new civic addresses for affected property owners.
- 8.9.3** Where the applicant is not the Municipality, the applicant shall pay for costs of the new civic addresses for affected property owners.
- 8.9.4** Once affected properties are notified of the new road name and their new civic address, affected property owners shall be responsible to notify any other organization that the Municipality or County of Hastings has not notified, including Canada Post.
- 8.9.5** After the Notice of Passing has been given, the Municipality shall install the new road name sign and civic address signs, if applicable.

9.0 Administration

- 9.1** The Municipal Planner is responsible for the administration of this Bylaw.

Appendix A Suffix List

Suffix¹	Applied to Public Highways
Road	Municipally owned and maintained
Street	Municipally owned and maintained entirely within a hamlet or village area
Crescent	Municipally owned and maintained, which begins and ends on the same municipally owned and maintained highway
Circle	A municipally owned highway which ends in a “cul-de-sac” (normally associated with a subdivision)
Drive	A municipally owned highway (normally associated with a subdivision)
Suffix²	Applied to Private Roads
Lane	A privately owned road
Way	A privately owned road that is winding or curved in nature.
Court	A privately owned road which ends in a “cul-de-sac”
Circle	A privately owned road which ends in a “cul-de-sac”
Trail	A privately owned road of narrow width
Path	A privately owned road of narrow width
Ridge	A privately owned road which travels along a lake or water course
Drive	A privately owned road which travels along a lake, water course, or scenic area

¹ Any municipally owned and maintained highway may use the suffix “Road”.

² Any privately owned road may use the “Lane” suffix.

Appendix B

Road Name Inventory List

Available Road Name	Category
Blueberry	Natural Features and Botanical Names (Plant)
Cherry	Natural Features and Botanical Names (Tree)
Dogwood	Natural Features and Botanical Names (Plant)
Elderberry	Natural Features and Botanical Names (Plant)
Goldenrod	Natural Features and Botanical Names (Plant)
Moose	Natural Features and Botanical Names (Animal)
Northern Pike	Natural Features and Botanical Names (Fish)
Osprey	Natural Features and Botanical Names (Bird)
Raspberry	Natural Features and Botanical Names (Plant)
Turtle	Natural Features and Botanical Names (Reptile)
Walleye	Natural Features and Botanical Names (Fish)
White Tail	Natural Features and Botanical Names (Animal)