

---

**SUBJECT: PRIVATE ROAD NAME SIGN POLICY**

---

**1.0 PURPOSE**

1.1 To provide an outline of the process for the installation and/or replacement of Private Road Name Signs.

**2.0 LEGISLATIVE AUTHORITY**

2.1 Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

**3.0 SCOPE**

3.1 This policy applies to Private Roads within the Municipality.

**4.0 DEFINITIONS**

**“Municipality”** – shall mean the Corporation of Tay Valley Township.

**“Municipal Road”** – shall mean a road within the Municipality that has been designated as a Municipal Road in the current Road Naming By-Law.

**“Private Road”** - shall mean a road within the Municipality that has been designated as a Private Road in the current Road Naming By-Law.

**“Private Road Name Sign”** - shall mean a sign that identifies the name of the Private Road, and includes the post and hardware.

**“Public Works Manager”** – shall mean the Public Works Manager or designate duly appointed by the Municipality.

## 5.0 GENERAL PROVISIONS

### 5.1 Responsibility

- a) It is the responsibility of the residents of a Private Road notify the Municipality if a Private Road Name Sign needs to be maintained or replaced.
- b) Upon notification, the Municipality shall maintain or replace the Private Road Name Sign, at the Municipality's expense.
- c) The receipt of a request to maintain or replace a Private Road Name Sign shall be sufficient authorization for the Township to enter onto private property for the purpose of maintaining or replacing the Private Road Name Sign that is the subject of the request.
- d) The Municipality does not accept any responsibility for any maintenance of any Private Road simply because it maintains or replaces a Private Road Name Sign in accordance with this policy, and no action taken pursuant to this policy shall constitute any form of assumption of the Private Road by the Municipality.
- e) The Municipality shall not perform any inspection or patrol of any Private Road during the maintenance or replacement of a Private Road Name Sign. The Municipality shall not be responsible for identifying or reporting any hazard or other deficiency in any Private Road while engaged in the maintenance or replacement of a Private Road Name Sign.
- f) The Municipality will only replace a Private Road Name Sign where the name of the Private Road is consistent with the name assigned in the Road Naming By-Law.

### 5.2 Sign Specifications

- a) Signs and locations must meet the current specifications of the Municipality, according to the Ministry of Transportation – Corridor Signing Policy.

## 6.0 ACCOUNTABILITY FRAMEWORK

- 6.1 The Public Works Manager is responsible for ensuring compliance with this policy.



<b>SECTION:</b>	<b>NUMBER:</b>
TR	7

## 7.0 POLICY REVIEW

7.1 This Policy shall be reviewed at least once per term of Council.

---

<b>ISSUED BY:</b>	<b>DATE ISSUED:</b>	<b>SUPERSEDES:</b>	<b>PAGE:</b>
Clerk's Office	August 11, 2015	September 11, 2012	3 of 3

---