

# Roadside Management Manual

**Section:**

**STANDARD PRIVATE SIGNING  
OPPORTUNITIES**

**Subject:**

**HIGHWAY NAMING PROCEDURE**

## INTRODUCTION

The following provides a procedure for the public-facing Posted Name (e.g. – road name signs, civic addressing, etc.), for roads under the Ministry’s jurisdiction.

The Posted Name does not replace the Ministry’s Highway Inventory System (HIS) control section Road Name.

## PROCEDURE

### A) MAIN SYSTEM HIGHWAYS

The following applies to highways under the Ministry’s jurisdiction, that have a “0” as the sixth digit in the HIS control section road name.

1. Ministry’s Information Management Branch enters the highway number in the RTNUMBER1 column of the Highway Official spatial feature class.

### B) AUXILIARY ROADS

The following applies to roads under the Ministry’s jurisdiction, that do not have a “0” as the sixth digit in the HIS naming convention.

1. The local Traffic Engineering and Development Section identifies a name, giving consideration to the Name Format Guideline below. Some other considerations might include:
  - Name on associated guide signs (e.g. - GS-24/25/26, GS-32, GS-33, GS-64, etc.),
  - Input from the local District Operations Manager,
  - Input from the local community, and
  - RSMM 1240-21, Road Naming Policy.
2. If a reasonable name cannot be identified, the Traffic Engineering and Development Section asks the Road Name Review Committee (list below) to generate a name.
3. The local Traffic Engineering and Development Section seeks approval from the Operations and Maintenance Assistant Deputy Minister.
4. Information Management Branch enters the approved name in the POSTEDNAME column of the Highway Official spatial feature class.
5. The Traffic Engineering and Development Section assesses if signs should be erected and if the local municipality needs to be notified.

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*Name Format Guideline*

The following name format is not mandatory, but is encouraged.

- Access Road  
(“4” as the sixth digit in HIS naming convention)  
Name:  
Major Destination  
Distinguisher (optional):  
Direction From Community Core  
Note: Preferable to measure direction along the intersecting major highway, and measuring in a North, South, East, or West direction only.  
Suffix:  
Access Road
- Alternate Route  
(“7” as the sixth digit in HIS naming convention)  
Name:  
Major Destination, or Locally Used Name  
Distinguisher (optional):  
It is assumed a distinguisher will not be required.  
Suffix:  
Road, or Locally Used Suffix
- Frontage Road  
(“8” as the sixth digit in HIS naming convention)  
Name:  
Adjacent Main System Highway  
Distinguisher (optional):  
Direction From Main System Highway.  
Suffix:  
Service Road
- Other Auxiliary Roads  
Due to the short length and context of these roads, it is not the Ministry’s priority to develop Posted Names for these roads.

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## ADDITIONAL NOTES

### ROAD NAME REVIEW COMMITTEE

The Road Name Review Committee shall consist of:

- 1 from the local Traffic Engineering and Development Section,
- 1 from Traffic Engineering Standards Section,
- 1 from Information Management Branch, and
- Optional: the local District Operations Manager.

### MUNICIPALITY SUGGESTIONS

A municipality may suggest a name for the Ministry's consideration, for main system highways and auxiliary roads.

The Ministry will evaluate the suggested name as per the Auxiliary Roads procedure listed above.

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