



POLICY No. 2013-05

Ceremonial Road Naming Policy

Originating Department PED-PD-45-2013

SMT Approval: N/A

Council in Committee: 2013-10-29

Recommendation #: 3

Council Approval: 2013-11-04

Resolution #: 216-13

Revision History:

[Click here for revision history](#)

1. PURPOSE

To provide a policy that will provide consistency and clear criteria relating to the process of ceremonial naming of County roads.

2. POLICY

2.1 Objectives:

- Provide a consistent approach to ceremonial naming of County roads
- Ensure naming of roads is appropriate
- Provide an opportunity for community input into the naming process
- Ensure that ceremonial naming of roads has a direct relationship and supports a positive community identity for Haldimand County.

3. SCOPE:

3.1 Policy Applies to:

- All opened and maintained public roads throughout Haldimand County.

3.2 Does not apply to:

- Private roads.

3.3 Haldimand County will consider the ceremonial naming / renaming of public roads under the following headings:

3.3.1 Honouring Individuals, Groups or Geographical Area:

Nominations which honour an individual or group's outstanding achievement, distinctive service, historical or civic significance or significant community contribution. Included within this:

- Pioneers, early settlers, industrialists or other historic figures significant to Haldimand County
- Veterans
- Fallen police officers or firefighters
- Exemplary public, political or community service
- Athletes or leaders in sports and recreation
- Leaders in the arts, music, culture, heritage or literature
- Others who have brought positive national or international recognition to Haldimand County.

The below criteria will form a matrix to score the proposal and/or nomination:

1. Demonstrated courage by having risked or given their life to save or protect others;
2. Demonstrated measurable excellence and exceptional service to the citizens of Haldimand County, the Province of Ontario or Canada;
3. The named individual or group will have made a significant contribution to the local community and will have represented Haldimand County in a meritorious manner so as to achieve wide recognition for their endeavours;
4. The individual or group have no other municipally owned asset naming designations;
5. The naming will not cause confusion or duplication of names within the municipality or compromise emergency response situations;
6. Only distinct or unique identifiers that are not commonly used for Haldimand County streets may be used. Suffixes such as 'Way', 'Route', 'Trail', 'Place', 'Path', 'Circle' or others that are similar and approved by the County, may be used;
7. Any suffix used on the ceremonial sign may not replicate that of the formal (official) road name;
8. Names will not be chosen that lend themselves to inappropriate short forms or modifications;
9. The named individual or group will have significant local area identification with Haldimand County that will be understandable to a majority of local residents;
10. Nominations will not be accepted from immediate family members of the nominee;
11. Nominations must be accompanied by a petition of support of not less than 100 signatures;
12. Where such recognition is approved Haldimand County will continue to maintain a significant corporate identity through its Corporate Logo or Seal;
13. Municipal employees only after no longer an employee and for civic actions / initiatives beyond the scope of work;
14. Politicians or appointed public officials;
15. Where it relates to historical or geographical context, the individual or resource does not have any previous named designations;
16. Nominations to recognize geographic or historical context:
 - Commemorate historical event or cultural significance.

- Landmark Naming- Refers to a local resource, landmark or identifiable community characteristic.

3.3.2 Ceremonial Re-naming or De-naming:

- Proposals to re-name or de-name previously approved ceremonial roads may be considered but must be predicated by exceptional circumstances.
- Existing ceremonial names will only be considered for change or removal after evaluating:
 - The continued historical or geographic significance of the existing name. This should take place no sooner than 10 years after the naming is approved; or,
 - Impact to County identity and community recognition. This may include situations where events or information available subsequent to the approval means that identification with the approved name constitutes a significant and continuing challenge to the County's corporate image; and,
 - Consultation with and impact on individuals or organizations associated with naming of the existing road; and,
 - Cost impacts of changing existing signage, promotional materials, and records.
- Proposals seeking to re-name or de-name an existing ceremonial road will be required to submit a petition of community support in the format acceptable to the County demonstrating significant public support for the request. The County may also initiate a process to re-name or de-name without formal public proposal.

3.4 Financial Considerations:

- The costs associated with the purchase of the sign template and print preparation of the sign will be the full responsibility of the applicant based on the County standards that are currently in place.
- Payment of the sign will be required prior to an order being placed with the County's sign manufacturer.
- All costs relating to the erection of the sign will be borne by Haldimand County. Arrangements for erection of a sign must be made by the applicant through the County's Roads Operations Division.

3.5 Signage – Number and Type:

- The number of ceremonial signs placed on any given road per application shall be placed in accordance with the number of County road name signs currently in place. Deviation from this standard shall be at the discretion of the County.
- The County has established a standard template which is to be used for all approved ceremonial road names. The template is included as Schedule A to this policy. The County reserves the right to make changes to the template as required.

3.6 Application Process:

1. Open written nomination process whereby all applicants submit a request for the ceremonial naming or renaming of County roads to the Planning & Development Division. A written nomination must include a petition of minimum 100 signatures of persons in support.
2. Documentation in support of the naming request providing sufficient information relative to how the proposal meets the policy criteria, relevant background information, documentation of support from relevant organizations and verification that the individual or organization being honoured is in agreement with the naming proposal if they are living or by their legal representative.
3. Staff evaluation of proposal through a matrix system developed with existing criteria which will result in a report to Council for consideration.
4. Consultation and research regarding nominations – due diligence will be applied for proposals to honour individuals, groups or historical context with respect to research, legislative review (i.e. LACAC), etc.
5. Public Notification - Required for proposals to honour individuals, groups, historical context that are unsolicited or are for re-naming of a current ceremonial road name.
6. Council Approval.
7. Procedure for recognition (special event, unveiling, etc.) will be in place and supported by staff.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
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