



Naming Municipal Buildings, Facilities, Open Space, Property, Parks and Streets

Purpose:

To provide the Town of Espanola with a fair, consistent and efficient process for the naming and renaming of any municipal buildings, facilities, open space, properties, parks or streets while respecting the need for public solicitation. The final decision for naming municipal assets including naming opportunities as a result of donations, gifts and sponsorship, will rest with Town Council.

Policy:

Objectives:

- To ensure a clear and efficient naming process;
- To ensure the application of key criteria to determine the validity of a commemorative name;
- To ensure community participation;
- To ensure proper approval process; and
- To ensure compliance with the *Municipal Act, 2001*, as amended, and any other legislation or Town bylaws that may be applicable.

Application Process:

- Completed Submissions Forms D99-01668, Appendix C may be submitted at any time by any member of Administration, Town Council or the public who choose to recommend a nomination for commemorative naming of any municipal buildings, facilities, open space, properties, parks or streets.
- To be considered, submissions relating to individuals or family names will require the consent of the family member or estate; and a written history outlining the contribution made or the historical significance of the individual/name.
- Completed Submissions Forms for naming municipal buildings, facilities, open space, properties, parks or streets will be received by the Clerk's Office, then circulated to Department Managers for comment and distributed to the Community Services Committee for consideration and a recommendation to Council for potential future use.

- Applications will be maintained on file until a naming or renaming opportunity arises.
- From time to time, Council may also solicit names when the Town determines it is necessary to name all or part of a new asset or rename an existing asset.
- Town Council has the final authority for naming and renaming decisions.

Responsibilities:

- An online application will be made available on the Town's website and hard copies will be made available at the Municipal Office.
- All applications shall be submitted to the Clerk's Office for distribution to Department Managers and the appropriate Committee.
- Land Developers may submit proposed street names to the Clerk's Office prior to proceeding with the development. Any street names submitted for a proposed development are subject to review and approval by the Town to ensure compliance with this policy.
- Town Council is the final authority for naming and renaming decisions, these decisions are adopted by Bylaw.

Naming Conventions and Procedures:

Name submissions will fall into one of the following categories:

1. Natural Features – reflecting prominent natural features of the general area in which the asset resides.
2. Geographic Location – reflecting prominent geographic location within the Town.
3. Historic Place Name – reflecting a prominent historic location within the Town.
4. Outstanding Resident / Group – name of Town of Espanola resident or community group, past or present who contributed to the Town and/or the well-being of its residents. Submissions may include: original landowners or pioneers; individuals who have contributed to the quality of life in the municipality through heroic actions, sports, recreation, and culture or community involvement.
5. Outstanding Canadian – names honouring those who have served or given their life in public service and have ties with the community
6. Names are screened to ensure they are:
 - unique and not duplicated
 - easy to spell and pronounce

7. The Community Services Committee selects the short list of names and makes a recommendation to Council via a resolution.

Guidelines to Street Naming

8. All public streets accessible to vehicles shall be named.
9. Street names should not have more than 12 characters.
10. Names shall assist with emergency response situations by being consistent with street names and geographical locations.
11. Street names should continue across intersections.
12. Names with spelling that leaves proper pronunciation in question shall be avoided.
13. Two word names shall be avoided.
14. Street names shall be simple to pronounce and understandable to the majority of residents in Espanola.
15. North, South, East and West may be used when a newly created street is an extension of an existing street which cannot be renumbered or for which no municipal numbers are available.
16. No profane or derogatory words or terms shall be used for street names.
17. Names shall be unique. Similar sounding or duplicate street names will not be considered.
18. Redundant street type designations are to be avoided (for example Tenth Line Road)
19. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, colour, creed, political affiliation or other social factors are not acceptable.
20. Names for public streets that could be construed as advertising a particular business shall be avoided.
21. The re-use of former street names should be discouraged because of the confusion this caused in property records management.

22. Only Canada Post accepted Street Type Abbreviations shall be used. (See Appendix A).
23. Only accepted Street Type Designations shall be used. (See Appendix B).
24. If a proper name is to be used, it shall only be a person's first or last name, not both for the street name.
25. The Town of Espanola reserves the right to rename any street in the interest of public safety and shall not be responsible or liable for any costs associated with a street name change.
26. The Town of Espanola has the right to refuse any or all street names.

Appendix A – Street Type Abbreviations / Based on Canada Post Addressing Guide

TYPE	ABBREVIATION	TYPE	ABBREVIATION	TYPE	ABBREVIATION
Abbey	ABBEY	Farm	FARM	Pines	PINES
Acres	ACRES	Field	FIELD	Place (English)	PL
Allée	ALLÉE	Forest	FOREST	Place (French)	PLACE
Alley	ALLEY	Freeway	FWY	Plateau	PLAT
Autorout	AUT	Front	FRONT	Plaza	PLAZA
Avenue (English)	AVE	Gardens	GDNS	Point	PT
Avenue (French)	AV	Gate	GATE	Pointe	POINTE
Bay	BAY	Glade	GLADE	Port	PORT
Beach	BEACH	Glen	GLEN	Private	PVT
Bend	BEND	Green	GREEN	Promenade	PROM
Boulevard(English)	BLVD	Grounds	GRNDS	Quai	QUAI
Boulevard (French)	BOUL	Grove	GROVE	Quay	QUAY
By-pass	BYPASS	Harbour	HARBR	Ramp	RAMP
Byway	BYWAY	Heath	HEATH	Rang	RANG
Campus	CAMPUS	Heights	HTS	Range	RG
Cape	CAPE	Highlands	HGHLDS	Ridge	RIDGE
Carré	CAR	Highway	HWY	Rise	RISE
Carrefour	CARREF	Hill	HILL	Road	RD
Centre (English)	CTR	Hollow	HOLLOW	Rond-Point	RDPT
Centre (French)	C	Île	ÎLE	Route	RTE
Cercle	CERCLE	Impasse	IMP	Row	ROW
Chase	CHASE	Inlet	INLET	Rue	RUE
Chemin	CH	Island	ISLAND	Ruelle	RLE
Circle	CIR	Key	KEY	Run	RUN
Circuit	CIRCT	Knoll	KNOLL	Sentier	SENT
Close	CLOSE	Landing	LANDING	Square	SQ
Common	COMMON	Lane	LANE	Street	ST
Concession	CONC	Limites	LMTS	Subdivision	SUBDIV
Corners	CRNRS	Line	LINE	Terrace	TERR
Côte	CÔTE	Link	LINK	Terrasse	TSSE
Cour	COUR	Lookout	LKOUT	Thicket	THICK
Cours	COURS	Loop	LOOP	Towers	TOWERS
Court	CRT	Mall	MALL	Townline	TLINE
Cove	COVE	Manor	MANOR	Trail	TRAIL
Crescent	CRES	Maze	MAZE	Turnabout	TRNABT
Croissant	CROIS	Meadow	MEADOW	Vale	VALE
Crossing	CROSS	Mews	MEWS	Via	VIA
Cul-de-sac	DCS	Montée	MONTÉE	View	VIEW
Dale	DALE	Moor	MOOR	Village	VILLGE
Dell	DELL	Mount	MOUNT	Villas	VILLAS
Diversion	DIVERS	Mountain	MNT	Vista	VISTA
Downs	DOWNS	Orchard	ORCH	Voie	VOIE
Drive	DR	Parade	PARADE	Walk	WALK
Échangeur	ÉCH	Parc	PARC	Way	WAY
End	END	Park	PK	Wharf	WHARF
Esplanade	ESPL	Parkway	PKY	Wood	WOOD
Estates	ESTATE	Passage	PASS	Wynd	WYND
Expressway	EXPY	Path	PATH		
Extension	EXTEN	Pathway	PTWAY		

Appendix B – Street Type Designations

Street type designations, depending on roadway function, length and configuration, exist to define the character of a street.

Street Type	Description	Designations*
General	Major Thoroughfare	Boulevard, Road, Avenue, Highway, Street, Drive
Loop	A street that has two connections to a general street	Crescent, Trail, Path, Way
Cul-de-sac	A dead end street	

*Any other street type designations are to be reviewed and approved by the Town.



**Appendix C
SUBMISSION FORM**

Municipal Buildings, Facilities, Open Space, Property, Parks and Streets
Recognition/Commemorative Naming

Individual/Organization Submitting Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Location of Buildings, Facility, Property, Park, Open Space, Street:

Suggested Name: _____

Rationale for Suggested Name: _____

Where submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:

1. Written documentation confirming the consent of a family member or estate if the individual is deceased.
2. Written history of the contribution made or the historical significance of the name.

Where the suggested name is not an individual or family name, please attach a written rationale for the suggested name:

1. Location,
2. Historical significance, or
3. Geographical or natural/environmental feature.

Applications from an Organization must include an official letter of support from that Organization.

Please return completed applications to:

Naming Municipal Buildings, Facilities, Open Spaces, Properties, or Parks
Town of Espanola
100 Tudhope Street, Ste 2
Espanola, ON P5E 1S6

Fax: (705) 869-0083 or Email: town@town.espanola.on.ca

Form # D99-01668