

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
BY-LAW NO. 2017-47**

**"A BY-LAW TO ESTABLISH A MUNICIPAL ASSET NAMING/RENAMING POLICY"**

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a Municipal Naming/Renaming Policy;

**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The Municipal Asset Naming/Renaming Policy attached hereto as Schedule "A" shall form a part of this by-law.
2. That this By-law shall come into force and take effect upon passing.

Read a first and second time in open Council this 25<sup>th</sup> day of September, 2017.

Read a third and final time, passed, signed and sealed in open Council this 25<sup>th</sup> day of September, 2017.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Deputy Clerk

## **Schedule "A"**

### **By-law 2017-47**

#### **Municipal Asset Naming/Renaming Policy**

**1. Purpose:**

The purpose of this policy is to establish and provide the Township of Edwardsburgh Cardinal with a consistent and efficient process and criteria for the naming and renaming of any municipal assets, such as: streets/roads, facilities, parks, buildings, properties, or open spaces, while respecting the need for public notification/consultation. The policy will help to ensure that the application has the proper information and criteria to determine the validity of a request for a commemorative name. **The final decision for the naming/renaming of municipal assets and streets will rest with Council.**

**2. Scope:**

This policy applies to the public, Council Members, and Township staff with respect to the application/request for naming/renaming a municipal asset.

**3. Policy Statement:**

The Township of Edwardsburgh Cardinal is committed to a fair, consistent and uniform process while respecting the important need for public consultation and Council approval with respect to the naming/renaming of municipal assets. On occasion, the Council of the Township of Edwardsburgh Cardinal may wish to acknowledge the activities and significant contributions of a person(s) or family, to the community through the naming of a municipal asset.

**4. Definitions:**

"Municipal Asset" – means streets, roads, facilities, parks, buildings, properties, or open spaces owned by the municipality.

**5. Application:**

When requests are received, the Clerk will confirm that the information provided meets the identified criteria and that suggested names are screened to ensure they are not duplicated, offensive, or misspelled.

**Application Process:**

- Completed application forms may be submitted at any time, by any member of the public, staff, or Council who wish to recommend a

nomination for a commemorative naming/renaming of any municipal asset within the Township of Edwardsburgh Cardinal.

- Street/road names shall not exceed a maximum of 14 characters, including suffix. Names will be reviewed to ensure no duplication or potential confusion from too much similarity to existing street/roads names.
- From time to time the Township may also solicit names using the application form (attached) when the Township determines it is necessary to name all or part of a new asset, or rename all or part of an existing asset.
- The Township may solicit proposals or declarations of interest from sponsors and advertisers through public advertisement or direct solicitation.
- The Township Council is the final authority for all naming and renaming decisions.

#### **6. Supplementary:**

The Township of Edwardsburgh Cardinal recognizes the pre-existing Sponsorship Program implemented in 2013 respecting the Cardinal Arena and the sponsorship agreements with various organizations and businesses.

Council shall consider the number of addresses that may be affected by the request to change a street/road name, including the time and cost residents may incur, in their decision making process.

#### **7. Suggested Naming Categories:**

Submissions shall fall into one of the following categories:

1. Natural Features: reflecting prominent natural features of the general area in which the entity resides (i.e. Spencerville Mill Park)
2. Geographic Location: reflecting a prominent geographic location within the Township (i.e. Galop Canal)
3. Historic Place Name: reflecting a prominent historic location or person within the Township (i.e. Village of Johnstown, Village of Spencerville, Windmill Road)
4. Outstanding Resident/Group: name of a Township of Edwardsburgh Cardinal resident or community group, past or present, who contributed to the Township and/or well-being of its residents.
  - The submissions may include:
    - Original landowners or pioneers, or (i.e. Munro St.)

- Individuals who have contributed to the quality of life in the municipality through heroic actions, sports, recreation, culture and community involvement (i.e. The Ronald Smith Fire Station)
5. Outstanding Canadian: individuals who have received national and/or international recognition for significant contributions to Canadian society.

**8. Consent:**

Names 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 must be submitted with the application form.

## **Schedule "B"**

### **By-law 2017-47**

#### **Municipal Asset Naming/Renaming Procedures**

##### **1. Processing of Applications:**

- Applications will be made available to the public on the Township's website, at the office front desk, or may be requested via telephone or email.
- All completed applications will be received and reviewed by the Clerk's department for consideration and potential future use.
- Applications that could apply to more than one entity (facility/park street etc.) will also be distributed to the appropriate department managers for review and consideration.
- Applications will be maintained in Filehold in case of potential future use.

##### **2. Naming Procedures:**

- I. Applications will be reviewed by staff and the appropriate Committee
- II. Names will be screened to ensure that they are:
  - easy to spell and pronounce
  - unique and not duplicating another Town or Municipality
  - names do not conflict with existing municipal assets or other locations
  - street/road names must not exceed a maximum of 14 characters, including suffix – with exemptions allowed if required by the municipality and must be sufficiently different from existing street/road names
  - not matters of political controversy, ideological or religious beliefs, individual conviction, or attempting to influence local or upper-tier government
- III. The action item will be presented to the appropriate Committee for review and recommended to Council for endorsement with a resolution if appropriate. In the case of a street or road name/renaming, the municipality will notify all affected residents on the affected road and the United Counties of Leeds and Grenville of the proposed change.
- IV. Comments on the proposed municipal asset naming/renaming will be received for a minimum of 60 days before final Council endorsement.
- V. Upon Council endorsement, the appropriate signage will be ordered and installed.

**Schedule "C"**

**By-law 2017-47**

**Application Form for the Naming/Renaming of Municipal Assets**

**Individual/Organization Submitting Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location of Municipal Asset (street/road/facility/park/building/property/or open space):**

\_\_\_\_\_

**Suggested Name:** \_\_\_\_\_

**Rationale for Suggested Name:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where submitting an application which includes any individual or family name, (living or deceased) please attach:

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

Where the suggested name is not an individual or family name, please attached written rational for the name including:

1. Location of the municipal asset
2. Historical significance
3. Geographical or natural/environmental feature

If the application is from an organization, the application must include an official letter of support from that organization.

Please return the completed application to:

Township of Edwardsburgh Cardinal  
18 Centre St, PO Box 129  
Spencerville, ON K0E 1X0  
Phone: 613-658-3055  
Toll-free: 1-866-848-9099