



# Honourary Street Naming Application

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**FOR OFFICE USE ONLY**

Property: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Received:

**Application Fee: \$735.63 (\$651 plus HST)**

Applicant or nominator pays application fee of \$177 and \$237 for each sign topper (one for each end of the street)

Debit or Cheques made payable to City of Niagara Falls

**1. Nominator Information**

Name (Individual or Organization)

Mailing Address

Unit No.

Postal Code

Province

Email

Telephone

**2. Information about the proposed name**

Proposed Name:

Mailing Address

Unit No.

Postal Code

Province

Email

Telephone

**3. Application Criteria (select all that apply):**

- Names shall be based on persons associated with the City of Niagara Falls;
- Names shall be based on local history, organizations, places, events or culture;
- Names shall be based on persons who demonstrate excellence, courage or exceptional service to the citizens of the City of Niagara Falls;
- Names shall be consistent with a neighbourhood identity and community commitment;
- Names shall be unique. Name duplication and similar sounding names shall be

avoided: and,

- Names shall portray a strong positive image of the City, give a sense of place, continuity and belonging and celebrate the distinguishing characteristics and uniqueness of the City.

**4. Rationale:**

Please describe the rationale for nomination and attach background information related to the criterion chosen, which substantiates all claims made and provide documentation that substantiates the rationale (e.g., articles, certificates, awards, service records, pictures, maps, excerpts from books or articles, historical documents, research articles or documents etc.). Please list and attach all relevant documentation to application.

Note: If the applicant is proposing to name a street after an individual or organization the following information is also required to be provided by the applicant:

- a) Background information and/or biographical information demonstrating that the proposed name is of significance to the community and/or the City and is directly linked to the area where the honourary street name topper is being requested; and,
- b) A letter addressed to the City from the individual or organization being honoured, or if the individual is deceased, or the organization no longer exists, from their next of kin or legal representative or past members of the organization, granting permission to place an honourary street name topper.

**City of Niagara Falls Honourary Street Naming Policy:**

The Honourary Street Naming Policy is intended to provide guidance for the naming of honourary streets after:

- Persons associated with the City of Niagara Falls;
- Local history, organizations, places, events or culture;
- Persons who demonstrate excellence, courage or exceptional service to the citizens of the City of Niagara Falls;
- A neighbourhood identity and community commitment; and,
- Native wildlife, flora, fauna or natural features related to the community and the City of Niagara Falls.

## **Naming Principles and Criteria:**

When an honourary street name is requested, the following principles shall be applied:

- Names shall be based on persons associated with the City of Niagara Falls;
- Names shall be based on local history, organizations, places, events or culture;
- Names shall be based on persons who demonstrate excellence, courage or exceptional service to the citizens of the City of Niagara Falls;
- Names shall be consistent with a neighbourhood identity and community commitment;
- Names shall be unique. Name duplication and similar sounding names shall be avoided; and,
- Names shall portray a strong positive image of the City, give a sense of place, continuity and belonging and celebrate the distinguishing characteristics and uniqueness of the City.

Names shall not:

- Be political in nature;
- Be or perceived to be discriminatory or derogatory of race, color, ethnic origin, gender identity or expression, sexual orientation, religion or creed;
- Be corrupted or modified names or names associated with controversial or divisive persons or views.

Naming Criteria:

- Proposals for Honourary street names shall be submitted to the Manager of Policy Planning or their designate for consideration;
- Should there be multiple requests, a short list of names shall be randomly selected on an annual basis and reviewed for conflicts with existing street names; Street or portion there of that is chosen to be identified as an Honourary street shall bear an approved honourary street sign topper;

- Approval of a proposed Honourary street name shall be the responsibility of the Manager of Policy Planning or their designate, in consultation with the Information Systems Manager;
- This policy is not a substitute for the existing Street Naming Policy or Parks Naming Policy.
- The Honourary Street name will remain on the chosen street for a period of 5 years after which time the honourary street sign topper is removed and returned to the applicant.
- The City reserves the right to re-consider the Honourary street name if it is found that the individual's personal character is or was such that the continued use of their name would not be in the best interest of the community.
- In cases where names are affiliated with individuals or organizations, the following criteria must be met:
- The contributions of the individual or organization must be well-documented and broadly acknowledged within the community;
- A direct relationship or association must exist between the individual or organization and the area for the honourary street naming;
- The reputation of the individual or organization must be honorable and beyond approach to be considered for naming or renaming;
- In the case of an individual being an elected official or civil servant, he/she must be retired from public service or deceased;
- Written permission shall be obtained from the individual or organization for such naming;
- If the individual is deceased, written permission shall be obtained from the next of kin or legal representative for such naming; and,
- If permission from the individual or organization cannot be obtained, the City may approve the name if the applicant is able to demonstrate reasonable documented efforts to obtain consent to the satisfaction of the City.

## Application Submission:

Applicants shall submit a completed City of Niagara Falls Honourary Street Name application form to Planning, Building and Development Services, providing sufficient information and evidence as to how the proposed name satisfies the Naming Principles and Criteria of this policy.

An application will be considered complete if the following information is submitted:

- A rationale for the naming request which addresses the Naming Criteria and Principles of this policy; and,
- Documentation that substantiates the rationale (e.g., articles, certificates, awards, service records, pictures, maps, excerpts from books or articles, historical documents, research articles or documents etc.).

If the applicant is proposing to name a street after an individual or organization the following information is also required to be provided by the applicant:

- 1) Background information and/or biographical information demonstrating that the proposed name is of significance to the community and/or the City and is directly linked to the area where the honourary street name topper is being requested; and,
- 2) A letter addressed to the City from the individual or organization being honoured, or if the individual is deceased, or the organization no longer exists, from their next of kin or legal representative or past members of the organization, granting permission to place an honourary street name topper.

## **Application Review**

Each application for naming shall undergo a process wherein staff will review the application for conformity to this policy and will circulate the application to relevant stakeholders for review and comment on the suitability of the application. City of Niagara Falls Planning staff, Fire Services and GIS will consider appropriateness of a proposed name and to ensure that there is no conflict with existing street names.

Recreation and Culture staff will consider the proposed name with respect to compliance with the Naming and Renaming of City Property Policy.

The duration of the review process will be dictated by the nature of the naming application.

## **NAME SELECTION**

Following application review, City staff shall submit a report to Council, outlining their review process and offering a recommendation for consideration. The report shall include but not be limited to:

- a) A complete application form;
- b) Background and biographical information;
- c) Documentation supporting the request;
- d) Option(s) for consideration;
- e) Recommendation

## **FINAL DECISION**

The final decision on the honourary street naming shall be made by Council.