

Policy Number	80
Name of Policy	Naming Policy For Streets & Civic Facilities
Effective Date	
Originating Department	Manager
Policy Statement	The primary function of names for streets and civic facilities is to ensure persons and emergency services can locate addresses and facilities easily and without confusion.
Scope – Who it affects	

PURPOSE:

City Council would like the naming of streets and civic facilities to be used as a method to promote the history and heritage of the City of Miramichi. As part of this policy, City Council will establish a Name Bank that reflects the historical, cultural, ethnic and linguistic characteristics of Miramichi. Developers are strongly encouraged to use the Name Bank as a source for possible names for new subdivisions.

OBJECTIVE:

The objective of this policy is to:

- Define the roles and responsibilities of City Council, the Public Works Department, City Departments and the Greater Miramichi Regional Services Commission in the naming and renaming of streets and civic facilities.
- Establish both general and heritage criteria that will be used in the naming and renaming of streets and civic facilities.
- Encourage the use of heritage names in new subdivisions to promote the history and heritage of the City.
- Outline the procedures that are to be followed when naming and renaming streets or civic facilities.



AUTHORITY UNDER THE COMMUNITY PLANNING ACT:

The Community Planning Act states (Section 52 (7)):

- The naming of streets in subdivisions is subject to the approval of City Council in consultation with the Greater Miramichi Regional Services Commission.

GENERAL NAMING CRITERIA:

The general naming principles include:

- Uniqueness: There should be no duplication of names within the City of Miramichi, in particular the area serviced by local emergency response personnel through the E911 system.
- Distinctiveness: Names that sound very similar to existing names within the City of Miramichi should be avoided to prevent confusion.
- Continuity: Streets running in continuous configuration should have one name only and should have the same name throughout its entire length.

HERITAGE NAMING CRITERIA:

The following are the heritage naming criteria. A name must meet at least one of the following criteria to be included in the Name Bank:

- A name to honour a noteworthy person or group associated with the history of the City of Miramichi.
- A name to honour a citizen or group who made a significant contribution to the City of Miramichi.
- A name that has historical significance to the City of Miramichi, New Brunswick or Canada, including the recognition that the City is located upon the traditional lands of Mi'kmaq and celebrating that history.
- A name that recognizes the wildlife, flora or natural features of the City of Miramichi and New Brunswick.
- A name to honour Miramichiers that served in the Canadian military.

The names selected for the Name Bank based on the above criteria, must be balanced to reflect the cultural, ethnic and linguistic characteristics of the City of Miramichi.



Note: Names of living persons should only be used in exceptional circumstances.

NAME BANKS:

The City of Miramichi will create and maintain a “Name Bank” that reflects the heritage criteria identified in this policy under section “HERITAGE NAMING CRITERIA”. The Name Bank will be divided into two sections.

The first section will be for City Council use only. Prominent names that Council would like to consider using on major streets, collectors and civic facilities will be included in this reserved list.

The second section will pertain to newly developed streets and be made available to the developers for their consideration in the naming of streets in new subdivisions.

The Name Bank created will be balanced to reflect the cultural, ethnic and linguistic characteristics of the City of Miramichi.

City staff will be responsible for providing reports to City Council for inclusion in the Name Bank reserve list. Council will review and approve the initial Name Bank and all amendments.

The City will make the Name Bank available to:

- Council of the City of Miramichi;
- The Public Works Department, who is responsible for recommending the renaming of streets due to public safety concerns; and
- The Greater Miramichi Regional Services Commission, as directed by City Council, will make the Name Bank available to developers.

Citizens, Citizen Groups, Councillors, Developers, Landowners and City Staff can suggest names to be included on the Name Bank reserve list. A proposed name must be submitted to the City in writing. City staff will determine if a proposed name will be submitted to Council for review and approval.

The City will maintain a Name Bank reserve list which is adequate to address anticipated needs.



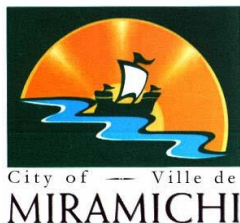
PROCEDURES FOR NAMING A NEW STREET:

New streets names are approved by City Council during the approval process for new subdivisions. The process is as follows:

1. As part of the subdivision approval process, a developer/owner will include proposed name for the new streets in a tentative subdivision plan.
2. The Greater Miramichi Regional Services Commission will provide the developer with a copy of this policy and the Name Bank.

If a developer would like to use heritage names in a new subdivision and he/she would like advice on appropriate names to use, they are encouraged to contact the City.

3. The Department of Public Works, the Engineering Department and the Greater Miramichi Regional Services Commission will review the proposed new names submitted by the developer to ensure they do not duplicate or sound the same or similar to existing names in the City of Miramichi and that they are not on the E911 master street name list. If duplicate names are proposed, the developer will be asked for alternatives.
4. Council approves the proposed street names as part of the approval of the tentative subdivision plan. At that time, City Council will ensure the naming requirements of this policy are followed.
 - On the tentative subdivision plan the developer will clearly indicate to City Council, which of the street names were selected from the Name Bank.
 - City Council reserves the right to select the names for all major streets and collectors from the Name Bank.



PROCEDURE FOR RENAMING A STREET:

1. The general policy is that the names of streets should not be changed. Renaming a street will only occur when the Public Works Department recommends it would improve the City's administration of emergency services and would be in the public's best interest.
2. The Public Works Department will inform affected residents of the proposed street name change. Affected residents are informed of the name change due to public safety reasons; their approval or support is not requested or required. The name is being changed because it is in the public's best interest.
3. The renaming of a street will be submitted to Council for final approval.
4. If City Council approves the renaming, a public notice will be released announcing the new name.
5. Affected residents and businesses will have a six-month transition period in which they can change their mailing addresses.

PROCEDURE FOR NAMING NEW CIVIC FACILITIES:

City Council approves the names for all new civic facilities. Civic facilities include municipal buildings, arenas, ball fields, parking lots, neighbourhood parks, trails, etc. City Council will ensure names of civic facilities reflect Miramichi's history and heritage.

PROCEDURE FOR RENAMING CIVIC FACILITIES:

The general policy is that names of existing civic facilities should not be changed. Renaming of existing civic facilities will only occur if City Council determines that it is in the public's best interest to make the change.

EVALUATION PROCESS:

Annually, the Finance, Administration and Planning Committee will review and evaluate the status of the use of heritage/historical names in the City of Miramichi. If this policy is not successful in increasing the use of historical/heritage names from the Name Bank, the Committee may consider making amendments to the policy.



City of — Ville de
MIRAMICHI

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	July 19, 2022