



City of Hamilton  
 City Hall, 71 Main Street West  
 Hamilton, Ontario  
 Canada L8P 4Y5  
[www.hamilton.ca](http://www.hamilton.ca)

**Hamilton**

## City of Hamilton Municipal Property and Building Naming Application

In accordance with “City of Hamilton Municipal Property and Building Naming Policy”

### A. GENERAL INFORMATION

Applicants are responsible for reviewing the “City of Hamilton Municipal Property and Building Naming Policy” before completing this application to ensure their proposal meets the criteria and guidelines set out.

The intent of the Policy is to:

- Recognize on an exceptional basis, significant contributions that organizations or individuals have made to the public life and well-being of the City of Hamilton
- Continue the traditional practice of naming/renaming property, buildings, and features after significant geographical or historical elements
- Provide direction on how to apply for approval to name, rename or dedicate municipal property, buildings or features

### B. APPLICANT’S INFORMATION

Name		Organization (if applicable)		
Mailing Address		City	Province	Postal Code
Primary Telephone		Email		

## C. INFORMATION REGARDING THE PROPOSED NAME

Proposed Name

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### **Acceptable Categories of Names**

(as outlined in the City of Hamilton Municipal Property and Building Naming Policy)

Check off all that apply:

- Geographic
- Historic
- Prominent Individuals and/or Organizations (having made contributions to the Hamilton community)

### **Submission Requirements**

Please include any background information that substantiates how the proposed name meets the Policy criteria (refer to the City of Hamilton Municipal Property and Building Naming Policy).

Submission must include:

- Written consent from family (if individual is deceased) or written consent from individual (if still living) for naming/ renaming applications involving prominent individuals
- Public Support Consultation material (refer to the City of Hamilton Municipal Property and Building Naming Policy for more details)
- Biography or background on proposed name

Additional background material may include, but is not limited to:

- History of the land
- List of awards/recognition
- News articles
- Letters of support

**D. ASSET PROPOSED TO BE NAMED**

**Asset** *(Please choose one)*

*(Please refer to Glossary in the City of Hamilton Municipal Property and Building Naming Policy for definitions)*

- Municipal/Public Building
- Open Space
- Parkland
- Building Feature                      Specify: \_\_\_\_\_
- Parkland Feature                      Specify: \_\_\_\_\_
- Other municipal property              Specify: \_\_\_\_\_

If the asset has an existing name, please specify:

\_\_\_\_\_

Address (if known):

\_\_\_\_\_

**Details**

Please provide a detailed explanation of the relationship or connection between the proposed name (e.g. individual/ organization) and the property, building, or feature being considered. Provide examples, if possible :

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Applicant will forward the completed Municipal Property & Building Naming Application Form and Supporting documentation by mail or email to:

**Mail:**  
**City of Hamilton – City Clerk’s Division**  
**71 Main Street West, 1<sup>st</sup> Floor**  
**Hamilton, ON**  
**L8P 4Y5**

**Email:**  
[clerk@hamilton.ca](mailto:clerk@hamilton.ca)

- The Application will be reviewed by City staff for completeness and alignment with the Policy
- Eligible applications will be forwarded to the next meeting of the Facility Naming Sub-Committee for preliminary review and consideration
- If supported by the Sub-Committee, staff will follow-up with the applicant to discuss next steps

Please note that nominations containing any of the following are not eligible (as per Policy):

- Self-nominations
- Elected officials currently in office
- Political affiliation
- Derogatory or offensive terms or references
- Discrimination as defined by The Ontario Human Rights Code (e.g. against race, gender identity or expression, national or ethnic origin, etc.)
- Duplication of names
- Tobacco or products containing alcohol
- Names considered inappropriate for a civic facility or inconsistent with the City of Hamilton’s Strategic Plan

Official Declaration of Intent by the Applicant

- I have submitted all information accurately and completely to the best of my knowledge
- I understand that if the application is accepted, I (as Applicant) am responsible for all associated financial implications regarding (re-) naming of the requested asset.
- I have read and understand the “City of Hamilton Municipal Property and Building Naming Policy”
- I understand that the City is under no obligation to accept my proposed name, and my proposal may be declined by the City at any time and for any reason during the review
- I understand that City staff may contact me at any time during their review of this proposal for further information as needed

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Applicant’s Signature

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Date

Personal information on this application form is collected under the authority of the Municipal Act, R.S.O. 1980, c.302 (as amended), and will be used to evaluate Municipal Property and Building Naming requests within the City of Hamilton.

Questions about this collection should be directed to the Program Coordinator, (905) 546-2424 ext. 5516, 77 James Street North, Hamilton, L8R 2K3