

## Request for Decision

### Jean Tellier Community Trail Naming Request

Presented To: Community Services  
Committee

Presented: Monday, Jun 17, 2013

Report Date Thursday, May 30, 2013

Type: Managers' Reports

#### Recommendation

WHEREAS By-law 2012-256 identifies the process of naming and re-naming municipal buildings, properties and parks and elements of buildings and parks;

AND WHEREAS the Coniston Community Action Network (CAN) has submitted a formal request to officially name a two kilometer trail built in Coniston in honour of long-standing community volunteer Jean Tellier;

AND WHEREAS Jean Tellier contributed significantly to bring the trail to fruition;

THEREFORE BE IT RESOLVED that the City of Greater Sudbury authorize staff to work with the Coniston CAN to follow the required steps according to By-law 2012-256, including a community consultation process.

#### Background

Coniston community member Jean Tellier was instrumental in the vision for the one kilometer, wheelchair accessible trail built in Coniston and for bringing the project to fruition. The trail connects residents and two schools via the end of Rideau Road to Edward Avenue, and has been built on land owned by the City of Greater Sudbury. The trail is also part of the Trans Canada Trail, which spans the entire Country, which once completed will be 22,000 kilometers in length.

In 2007, retired geography teacher Jean Tellier started regularly visiting the local trail office of Rainbow Routes. He wanted to build a trail for the community of Coniston.

Mr. Tellier walked many routes for Rainbow Routes looking for a Trans Canada Trail connection from Moonlight Beach to Coniston and eastward. He prepared proposals with mapping, GPS coordinates and pictures. Gradually, over time he found a project to pursue and garnered the support of the community.

When Rainbow Routes was building the trail in the Summer of 2012, Mr. Tellier came out every day to check on the crew. His enthusiasm for the project was contagious throughout the community of Coniston, which resulted in a volunteer day with a crew of 15 community members coming out to rake gravel, cut brush and plant trees.

#### Signed By

**Report Prepared By**

Barb McDougall-Murdoch  
Community Development Co-ordinator  
*Digitally Signed May 30, 13*

**Division Review**

Real Carre  
Director of Leisure Services  
*Digitally Signed May 30, 13*

**Recommended by the Department**

Catherine Matheson  
General Manager of Community  
Development  
*Digitally Signed May 30, 13*

**Recommended by the C.A.O.**

Doug Nadorozny  
Chief Administrative Officer  
*Digitally Signed May 30, 13*

Jean Tellier's dream sparked the imaginations of the people of Coniston and gave them a source of pride. Over 100 people including students from the neighbouring schools attended the opening of the trail.

Jean passed away in late 2012 as a result of Lou Gehrig's, and because of his passion, drive and countless hours given, both the Coniston Community Action Network (CAN) and Rainbow Routes wish to officially name the trail in his honour and look to complete an additional 216 meters of the trail.

## **CGS Policy**

It is a matter of policy that all naming and re-naming of municipal buildings, properties and parks and of all elements of buildings and parks requires Council approval and that such naming will be governed by the considerations described in the report below.

The Building, Property and Park Name Policy applies to Honorific Naming and New Park development and states several naming principles and priorities:

- Names shall assist in emergency response situations by: avoiding duplication, using similar sounding names.
- Names that place the element of the building, property or park in geographical context, so as to assist the citizens in locating the named element -this may reflect such things as significant ecological or natural resource features.
- Names reflect the purpose or use of the element within the building, property or park.
- Names convey a sense of place and community and celebrate the distinguishing characteristics of the neighbourhood or community.
- Names are understandable, recognizable and explainable to citizens and respect the values in regards to history, heritage and culture of the neighbourhood or community.
- Names reflect an individual or organization's significant contributions to public life in general.
- Names reflect an individual or organization with such extraordinary prominence and lasting distinction that no other individuals, families or organizations can come forward and suggest alternatives.

The significance of an individual's contribution is based on a graduated structure – Neighbourhood or Community. A neighbourhood is defined as an area that provides services and amenities in a specific locality within Greater Sudbury to a small group of citizens. The type of supporting documentation for the naming to occur are acknowledgements that reflect the contributions made by an organization in regards to a specific neighbourhood.

According to the above definition, this request would fall under the Neighbourhood category, meeting the needs of the immediate neighbourhood in Coniston. The applicants have provided the appropriate documentation for consideration.

## **Procedures**

This naming request to name a trail built in Coniston the Sentier Jean Tellier Trail came forward from Coniston Community Action Network Member Kimberley Wahamaa, on behalf of the Coniston CAN. The CAN has the permission of the family of Jean Tellier to name the trail in his honour, and the request also has the support of Ward 9 Councillor Doug Craig.

The application was circulated to the Mayor and Council, and to the appropriate City departments, and a deposit of \$900 was received from the Coniston CAN.

In order to determine if this application is to proceed to the next steps, the Community Services Committee is being asked to evaluate the request by:

- Reviewing the application form (attached)
- Reviewing comments from City of Greater Sudbury Departments (attached)
- Reviewing documentation from the applicant (attached)
- Use the Checklist as a tool to assist in determining if the application satisfies the graduated structure selected along with the naming principles and priorities(attached)

## **Next Steps**

Should the Community Services Committee decide to proceed with the naming request, the proper advertising and community consultation will be performed in accordance with By-law 2012-256. The final step will be to present the request to the Council of the City of Greater Sudbury.

## **Summary**

All of the elements described in the Building, Property and Parks Naming Policy have been followed to this stage. This report outlines the request and process as per By-law 2012-256 which has been attached as a reference.



## Sentier Jean Tellier Trail – Naming Request

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VIA EMAIL

Barb McDougall-Murdoch  
Community Development Co-ordinator  
City of Greater Sudbury  
PO Box 5000, Station A  
200 Brady Street  
Sudbury, ON P3A 5P3 Tel. (705) 674-4455, ext. 2422 Fax (705) 671-8145  
[barb.mcdougall@greatersudbury.ca](mailto:barb.mcdougall@greatersudbury.ca)

Dear Barb:

### **Re: Sentier Jean Tellier Trail – Naming Request**

On behalf of the Coniston Community Action Network (CAN), please accept this proposal for the naming request of the **Sentier Jean Tellier Trail**, according to BY-LAW 2012-256.

For the past four years, Jean Tellier, has been actively urging the Rainbow Routes Association and the Coniston CAN to develop a nature trail in Coniston. Jean Tellier, a resident of Coniston since 1979, is a retired educator. Tellier has walked, flagged, and gps'd the trail every day, and on October 12, 2012, the trail was officially opened. The trail helps Jean keep a handle on the effects of Lou Gehrig's disease. "It keeps me young at heart. I go out and meet people. It gives me joy when I see the children coming to school on their bikes, taking the path. And you see also a lot of older people who said 'I remember walking a dirt trail a long time ago, and now there's a new trail. It's better.'" Tellier said.

Rainbow Routes Association officially opened the trail on October 12, 2012. The two-kilometre trail, which is wheelchair accessible, connects residents and two schools via the end of Rideau Road to Edward Avenue in Coniston. It is also part of the Trans

Canada Trail, which spans the entire country. Deb McIntosh, Rainbow Routes Association's executive director, said Tellier was a driving force behind the creation of the trail.

The Trans Canada Trail stretches across the entire country, and once completed, it will be 22,000 kilometres in length. Locally, the trail winds its way from Nairn Centre in the west, through the heart of the city towards Coniston and eventually to North Bay in the east.

This trail is a great way to meet people from all parts of Coniston. It is a way for our community to join the trend of making the area of Greater Sudbury a friendly environment for pedestrians and cyclists of all ages and encompasses the Coniston tag line... "We're part of a healthy community... We work together for a Green Coniston."

The Coniston Community Action Network (CAN) has endorsed this project. The trail allows pedestrians, student and seniors to walk in a natural setting in their backyard without motorized vehicles. This trail will have close proximity to the new Seniors Complex that is proposed the same area.

Below is a map showing the trail.



Since the opening of the trail, Tellier is also working on finishing the last 216 metres of the trail and hopes to have this trail open for snowshoeing in the winter. We welcome the City of Greater Sudbury to adopt the naming of this trail as the Sentier Jean Tellier Trail. Enclosed within this submission are letters of support and signatures of citizens in Coniston who have endorsed the naming of this trail. And media coverage of the official opening is included for your reference.

We thank you for your consideration and look forward to hearing from you.

Regards,

*Kimberley Wahamaa*

Kimberley Wahamaa  
Administration/Marketing  
Coniston CAN  
[www.myconiston.ca](http://www.myconiston.ca)  
[wahamaa@persona.ca](mailto:wahamaa@persona.ca)  
705-694-9857

## **MEDIA RELEASE (Rainbow Routes) Greater Sudbury Has a New Trail!**



Coniston trail opening.

### **MEDIA RELEASE**

#### ***Trans Canada Trail through Coniston***

#### **Rainbow ROUTES Association officially opens the newest section of the Trans Canada Trail**

Rainbow Routes Association officially opened the newest section of the Trans Canada Trail at a press conference held at midday Friday, October 12th in Coniston. This new wheelchair accessible trail connects residents and two schools via the end of Rideau Road to Edward Ave in Coniston, and serves as a portion of the Trans Canada Trail.

"It is through partnerships represented here today that Greater Sudbury will become the healthy community that we are all working toward," said Councilor Doug Craig in his greetings from the City of Greater Sudbury. "This trail will provide opportunities for active living regardless of age or ability. I've already heard that students from St. Paul the Apostle and Notre Dame de la Merci are already using this new path to get to and from school, now *that* is active transportation!"

Classes from the neighbouring schools attended the opening and presented cards of thanks thanking for this new addition to their community. The trail will serve as a recreational and commuter walking path for area residents, and with its close proximity to two elementary schools, will provide the opportunity for outdoor education for students.

"Our Coniston Community Action Network identified this trail project as a priority in our 2008 visioning session," stated C.A.N. Co-Chair Wyman MacKinnon in his message, "and we are so pleased that what we envisioned 4 years ago is now a reality."

The Trans Canada Trail stretches across the entire country from East to West to North and South. When completed, it will be 22,000 km in length. Locally, the trail winds its way from Nairn Centre in the west, through the heart of the City towards Coniston and eventually to North Bay in the east. Rainbow Routes announced at the opening that they have completed 85% of the route through Greater Sudbury and has set itself the goal of being complete by 2015.

“The Trans Canada Trail is widely considered to be one of the most ambitious endeavors ever undertaken by the volunteer sector in Canada.” said Al MacPherson, Acting General Manager of Trans Canada Trail Ontario in a letter to Rainbow Routes. “We are truly pleased to be able to count on the support of partners like Rainbow Routes Association and we feel equally proud that the Coniston Trail is a part of this national iconic project.”

The community has named this trail Sentier Jean Tellier Trail pending City Council’s approval through the official naming process. Jean Tellier, a resident of Coniston and retired teacher has been the driving force to see Coniston become a part of the Trans Canada Trail. The trail will help provide access to the natural landscape and will contribute greatly to the promotion of active living.

Rainbow Routes’ President Samantha Baulch said, “Rainbow Routes Association is nothing without her partners and community of volunteers. We are continually amazed by the generosity of time and talent from people wanting to be a part of something bigger than themselves, and the number of people behind our trail development projects this summer is truly inspiring.”

This project was made possible in partnership with Rainbow Routes Association, Employment Ontario, Trans Canada Trail, Xstrata Nickel, the City of Greater Sudbury, the Coniston Community Action Network and local resident Jean Tellier. President Samantha Baulch provided a special thank you to the City’s Parks Department, “Rainbow Routes builds these trails, but it is the Parks Department that keeps them in such good shape and we are all very appreciative.”

The official ceremony concluded with coffee and cookies compliments of Tim Horton’s at the corner of Levesque and the Kingsway and a stroll down the new path.

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FOR MORE INFORMATION PLEASE CALL: Deb McIntosh, Executive Director 674-4455 x 4603



www.rainbowroutes.com



To: Coniston C.A.N.  
From: Rainbow Routes Association  
Date: November 1, 2012  
Re: Naming of the new trail in the community of Coniston

When Rainbow Routes develops a new trail, the name of the trail usually comes from the name of the nearby community e.g. Copper Cliff Trail or a near by water body e.g. Kelly Lake Trail.

In the case of this new link of the Trans Canada Trail in Coniston, the commitment of one volunteer to see a trail developed for his community calls out for an alternative name.

Jean Tellier started making appointments on a regular basis with the Rainbow Routes office over 5 years ago. He wanted a walkway for his community of Coniston and he has been persistent where others would have given up. Mr. Tellier hasn't just said he wanted a trail, he was also willing to flag and gps routes, walk the route with RRA staff and develop serious community support to see his vision become a reality.

We understand that the naming process has been put under a moratorium but given Jean Tellier's health condition (he suffers from Lou Gehrig's Disease) and the passion of your community of Coniston to name this trail after this man, we support your desire to move this process forward.

Rainbow Routes Association developed this trail in the Summer of 2012, and the RRA Board of Directors fully endorses the Coniston C.A.N. desire that it be named "Sentier Jean Tellier Trail"

**Rainbow Routes Association**  
200 Brady Street, P.O Box 5000,  
Stn A, Sudbury, Ontario, P3A 5P3  
Phone (705) 674-4455, ext. 4603  
Fax (705) 671-6767  
rainbowroutes@greatersudbury.ca  
Registered Charitable Number:  
87320 8136 RR0001

October 28, 2012

To Whom It May Concern

The Coniston Playground Association has as its main goal, the promotion of physical activity among the people of Coniston, especially its youth. This is accomplished by having the appropriate facilities and programs within the community to achieve this goal.

With that being said, the Sentier Jean Tellier Trail has been an excellent addition to the community. It is another outlet for the people of Coniston to engage in physical activity within a beautiful natural setting.

Without the tireless efforts of Mr. Jean Tellier, this walking trail would never have come to be. And, therefore, we in the Coniston Playground Association support whole-heartedly the naming of the trail as the "Sentier Jean Tellier Trail".

Thank You,

*Jason Marcon*

Jason Marcon - Vice President

Coniston Playground Association



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CONISTON SENIORS AND GOLDEN AGE CLUB

Coniston Community Action Network  
PO Box 47,  
Coniston, Ontario  
P0M 1M0

October 31, 2012

To Whom It May Concern,

**Subject: Official Naming Process for the Sentier Jean Tellier Trail**

The Coniston Seniors and Golden Age Club on behalf of its members support the Coniston Community Action Network (CAN) in their endeavour to have the Coniston walking trail portion of the Trans Canada Trail within The City of Greater Sudbury officially named the Sentier Jean Tellier Trail.

Jean Tellier, a respected resident of Coniston and retired teacher, has been the driving force to see Coniston become a part of the Trans Canada Trail. The Sentier Jean Tellier Trail will help provide access to the natural landscape and will contribute to the promotion of active living in the area.

Please give careful consideration to the CAN committee's request

Sincerely

Diane Talevi, President  
The Coniston Seniors and Golden Age Club

I SUPPORT THE OFFICIAL NAMING OF THE SENTIER JEAN TELLIER TRAIL  
CONISTON Community Action Network  
www.myconiston.ca

Please Print      Return forms before Nov 1 to Kimberley Wahamaa

Name	Address	Phone
<i>Alicia Cunningham</i>		
<i>Claudette Gosselin</i>		
<i>Yves Leclair</i>		
<i>Ann Murray</i>		
<i>Rose Ventour</i>		
<i>R E Lero</i>		
<i>Pat Moro</i>		

1

I SUPPORT THE OFFICIAL NAMING OF THE SENTIER JEAN TELLIER TRAIL  
 CONISTON Community Action Network  
[www.myconiston.ca](http://www.myconiston.ca)

Please Print      Return forms before Nov 1 to Kimberley Wahamaa

Name	Address	Phone
Shelley		
Clare Smith		
Lois Macdonald		
Mary Cloutier		
Deanna Price		
Esther Lapointe		
Viviane Pascon		
Lennie Kalmusinski		
Prescilla Dupont		
Rosario MacLennan		
Karen Dunlop		
Susie Lapkairie		
DIANE ANGOVE		
Sandra Howland		
Jacqueline Cesari		
Suzanne Giroux		
Grace Leblanc		
Clare Boyd		
Mary Boyd-St		
Bertha Raymond		
Katherine Crosswell		
Shirley Barbe		
Erla Cobbo		

I SUPPORT THE OFFICIAL NAMING OF THE SENTIER JEAN TELLIER TRAIL  
CONISTON Community Action Network  
www.myconiston.ca

Please Print      Return forms before Nov 1 to Kimberley Wahamaa

Name	Address	Phone
WAYNE WAHAMAA		
Stella		
DEBORAH CLEVER		
BOB CLEVER		
MARC LARRAMIE		
JOHN DZIMIDOWICZ		
John Clever		
LYNDA ZINGER		
S. Dzimidowicz		
Chris Manger		
Wally Lepore		
Stephen Dauneau		
Frank B. La		
Richard Manger		

I SUPPORT THE OFFICIAL NAMING OF THE SENTIER JEAN TELLIER TRAIL  
CONISTON Community Action Network  
www.myconiston.ca

Please Print      Return forms before Nov 1 to Kimberley Wahamaa

Name	Address	Phone
Bryan Geoffroy		
Debbie Geoffroy		
Joseph Blinn		
Shirley Blinn		
Gail Wahamaa		
Wayne Wahamaa		
Lora Wahamaa		
Andrew Wahamaa		
Kim Wahamaa		
Jim Sauter		
Karen Sauter		

I SUPPORT THE OFFICIAL NAMING OF THE SENTIER JEAN TELLIER TRAIL  
 CONISTON Community Action Network  
 www.myconiston.ca

Please Print Return forms before Nov 1 to Kimberley Wahamaa

Name	Address	Phone
Leanne Fouchier		
Richard Lefebvre		
Walter Hillier		
Jeanne Yvan Plouffe		
Pat Casey		
Wm. D. D. D.		
DAN NIXON		
Pat Nixon		
Ray Lafreniere		
Monica Eugène		
Faustine Lafreniere		
Suzanne Giroux		
Jeanine Cesnek		
Grace Leblanc		
DIANE ANGLADE		
Jim ANGLADE		
SUSIE LAPRAIRIE		
Roger Giroux		



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 CONISTON Community Action Network  
[www.myconiston.ca](http://www.myconiston.ca)

Please Print Return forms before Nov 1 to Kimberley Wahamaa

Name	Address	Phone
L'Orna Bouché		
Suzette Laprence		
Maxine Dale		
Cynthia Laprairie		
Lien Kirk		
Sandra Fauriol		
Amy Stewart-Burgoyne		
Angie Haché		
Jaurie Portelance		
Berraine Beddisar		
Susette Ganche		
Dawn Dumontelle		
Edaine Boudeshe		
Shaon Phorash		
Gloria Dumontelle		
Pauline Lalonde		
Audrey Veno		

Oct 13/2012

RECREATION: Coniston walking path named after Jean Tellier

# Trans Canada Trail gets addition

Star Staff

The newest link of Trans Canada Trail in Sudbury officially opened in Coniston on Friday.

The new wheelchair accessible trail, which connects residents and two schools via the end of Ildeau Road to Edward Avenue in Coniston, was named after Jean Tellier, pending city council's approval.

Tellier, a resident of Coniston and retired teacher, has been the driving force to see Coniston become a part of the Trans Canada Trail. The Sentier Jean Tellier Trail will help provide access to the natural landscape and will contribute to the promotion of active living in the area.

"It is through partnerships represented here today that Greater Sudbury will become the healthy community that we are all working towards," said Councillor Doug Craig in his greetings from the City of Greater Sudbury.

"This trail will provide opportunities for active living regardless of age or ability. I've already heard that students from St. Paul the Apostle and Notre Dame de la Merce are already using this new path to get to and from school. Now that is active transportation."

Classes from the neighbouring schools attended the opening and presented cards of thanks. The trail will serve as a recre-



Laura Stricker The Sudbury Star

From left, Coniston residents Jean Tellier and Bill Merrick on the newest portion of the Trans Canada Trail, which will be named after Tellier.

ational and commuter walking path for area residents, and with its close proximity to two elementary schools, will provide the opportunity for outdoor education for students.

"Our Coniston Community Action Network identified this trail project as a priority in our 2008 visioning session," said

CAN co-chair Wynman MacKinnon. "We are so pleased that what we envisioned four years ago is now a reality."

The Trans Canada Trail stretches across the entire country. When completed, it will be 22,000 km in length.

Locally, the trail winds its way from Blair Centre in the west

through the heart of the city toward Coniston and eventually to North Bay in the east. Rainbow Routes officials said Friday they have completed 85% of the route through Greater Sudbury and has set itself the goal of being complete by 2015.

"The Trans Canada Trail is widely considered to be one of

the most ambitious endeavors ever undertaken by the volunteer sector in Canada," said Al MacPherson, acting general manager of Trans Canada Trail Ontario in a letter to Rainbow Routes.

"We are truly pleased to be able to count on the support of partners like Rainbow Routes Association and we feel equally proud that the Coniston Trail is a part of this national iconic project."

Rainbow Routes' president Samantha Baulich said the trail is a co-operative effort. "Rainbow Routes Association is nothing without her partners and community of volunteers," Baulich said.

"We are continually amazed by the generosity of time and talent from people wanting to be a part of something bigger than themselves, and the number of people behind our trail development projects this summer is truly inspiring."

The project was made possible in partnership with Rainbow Routes Association, Employment Ontario, Trans Canada Trail, Xairata Nickel, the City of Greater Sudbury, the Coniston Community Action Network and Tellier.

Baulich thanked the city's parks department. "Rainbow Routes builds these trails, but it is the parks department that keeps them in such good shape."



Même les pompiers voient la vie en rose



L'ancienne école St-Louis de Gonzague sera rasée



Éditorial

4

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Numéro de commission: 40012374

1,25 \$ TVA incluse

Vol. 45, N° 21

Mercredi 17 octobre 2012

# Le Voyageur

Du nouveau à Coniston :

## Le sentier Jean Tellier

**Aubin** CONISTON — La plus récente section du Sentier transcanadien se retrouve à Coniston. Complété tout récemment, le sentier de Coniston a été aménagé par la Rainbow Routes Association (RRA) en coopération avec le Réseau d'action communautaire (RAC) de Coniston. Le sentier, accessible aux gens en fauteuil roulant, permet aux élèves des écoles St. Paul the Apostle et Notre-Dame de la Merci de se rendre à l'école sans passer par les artères utilisées par les automobilistes.

La communauté de Coniston souhaite nommer son nouveau sentier le sentier Jean Tellier, en honneur de l'homme qui a d'abord réclamé sa création. Depuis 2008, M. Tellier, un enseignant à la retraite, s'est présenté aux réunions du RAC de Coniston afin de réclamer un sentier pour sa communauté. «Au début, dit-il, ce n'était pas évident parce qu'ici, pour les gens, des *trails* dans la nature c'est pour prendre ton VTT puis tu t'en vas dans la nature. Moi, je demandais une *trail* qui était ouverte au public avec des paramètres bien définis puis tout ça. Pour eux autres, c'était étrange de voir ça. Alors, ils ont finalement accepté et puis après ça c'était de faire intervenir les autorités [RRA]. Et puis là, on les a achalés [pendant] plusieurs années consécutives. Il y avait une question de financement aussi et puis le temps était bon cette année.»

C'est M. Tellier qui a établi le tracé du sentier. Celui-ci traverse un ruisseau à l'aide d'un pont anciennement situé sur la promenade flottante du ruisseau Lily à Sudbury. À l'origine, la RRA voulait s'approprier un sentier utilisé par les VTT. De dire M. Tellier : «Si on fait ça là-dessus, ça va être la guerre, j'ai dit "oublie ça"». Le nouveau sentier est donc parallèle au sentier pour les VTT.

À l'inauguration du sentier, la RRA a annoncé que la section sudburoise du Sentier transcanadien est complétée à 85 % et qu'elle devrait l'être complètement d'ici 2015. Le Sentier transcanadien lui-même sera d'environ 22 000 kilomètres lorsqu'il sera complété et traversera le pays entier, de l'ouest à l'est et du nord au sud.



Une artiste animalière d'ici parmi les 500 grands de ce monde



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Je veux devenir **charpentière!**



COLLEGE BOREAL.CA

Le COLLÈGE BORÉAL – campus de Sudbury vous offre le programme de préapprentissage

**Charpentière-menuisière**

Date de début : le 5 novembre 2012 Durée : 32 semaines

- ✓ Nombre de places limité
- ✓ Aide financière disponible
- ✓ Services d'appui
- ✓ Mise à niveau (*upgrading*)

Communique au 705.560.6673, poste 3003.

GRATUIT!



Sudbury Star & Northern Life Online.

<http://www.thesudburystar.com/2012/10/12/new-trial-opens-in-coniston>

<http://www.northernlife.ca/news/localNews/2012/10/14-jean-tellier-trail-coniston.aspx>

**BUILDING, PROPERTY AND PARK NAMING POLICY****Policy**

The naming and re-naming of interior spaces, portions or elements of municipal buildings, properties, parks are important for public awareness, promotion and recognition. All honourific naming and re-naming will respect the need for public consultation and follow appropriate legislative approvals. Honourific naming requests must come from a recognized community or service group or organization, rather than from individuals or affiliated groups or organizations.

**Purpose**

The purpose of this policy is to ensure consistency and fairness in the naming and re-naming of interior spaces, portions or elements of municipal buildings, properties and parks. The goal is to provide an evaluation framework and approval process that is reflective of the name being proposed.

**Scope**

This policy applies to Honourific Naming and New Park Development. Names of municipal facilities will not be named after elected officials currently in office. The details of this policy refer to the honourific naming and re-naming of municipal assets which reflect the achievements and contributions from an individual or organization. The significance of their contribution(s) is based on a graduated structure – Neighbourhood or Community **SEE DEFINITIONS\***. This structure determines the type of facility to be named and the type of supporting documentation required from the applicant.

When there is a large financial support that exceeds 35% or a sizable donation of the total capital contributions towards new or redeveloped facilities and properties it can also result in the naming of a municipal facility or property. When there is a substantial financial contribution towards a municipal facility or property in excess of 35% or a sizable donation of the total capital contributions, the request for naming may be brought forward for the approval of the Council of the City of Greater Sudbury outside of the Building, Property and Park Naming Policy.

**TYPES OF SITUATIONS APPLICABLE TO NAMING****1. Honourific Naming**

Requested by a community group/organization to recognize a group or an individual's outstanding accomplishments, involvement or work in the local community.

**2. New Park Development**

New neighbourhood parks created as part of the subdivision development process, names are based on geographical association. No public consultation is required and City staff will select an appropriate name for Council's consideration, unless there is a request for a component within the park to be named, in which case the guidelines for honourific naming apply.

**Policy Guidelines**

Naming Principles and Priorities will be used in conjunction with the graduated system in order to consider a honourific name:

- Names shall assist in emergency response situations by: avoiding duplication, using similar sounding names.
- Names that place the element of the building, property or park in geographical context, so as to assist the citizens in locating the named element – this may reflect such things as significant ecological or natural resource features.
- Names reflect the purpose or use of the element within the building, property or park.
- Names convey a sense of place and community and celebrate the distinguishing characteristics of the neighbourhood or community.
- Names are understandable, recognizable and explainable to citizens and respect the values in regards to history, heritage and culture of the neighbourhood or community.
- Names reflect an individual or organization’s significant contributions to public life in general.
- Names reflect an individual or organization with such extraordinary prominence and lasting distinction that no other individuals, families or organizations can come forward and suggest alternatives.

**DEFINITIONS**

**Element:** A component within a park or facility, being walkways, meeting rooms, dressing rooms, corridors, gazebos, squares, fountains and other such features.

<b>GRADUATED STRUCTURE</b>		
<b>MUNICIPAL BOUNDARIES</b>	<b>TYPES OF FACILITIES TO BE NAMED</b>	<b>SUPPORTING DOCUMENTATION</b>
<b>Neighbourhood</b> = area that provides services and amenities in a specific locality within Greater Sudbury to a small group of citizens.	Accessory use of a public building  Neighbourhood Park (meets the recreational needs of its immediate neighbourhood)	Acknowledgements reflect the contributions made by an individual or organization in regards to a specific neighbourhood.
<b>Community</b> = area that provides services and amenities to an area or district of Greater Sudbury that may encompass several neighbourhoods and benefit a large group of citizens.	Indoor building features  Community Parks (provides the space and supportive facilities needed for active recreation)	Acknowledgements reflect the contributions made by an individual or organization in regards to the community and may be recognized throughout the City of Greater Sudbury.

**PROCEDURE - APPLICATION AND APPROVAL PROCESS FOR HONOURIFIC NAMING****Step 1**

Applicant shall submit a request – Application Form, for naming to the City Clerk, along with a permission letter obtained from the organization, individual or family member for the proposed name.

A deposit of \$900.00 (price to vary according to costs of advertisement) will be submitted with the application form.

The application form will then be forwarded to the appropriate department that will lead the process.

The lead staff will forward the application form to the Mayor, all members of Council and the appropriate applicable City departments. Comments on the suitability of the application will be gathered from City departments.

The lead staff will work with the applicant to ensure that the following documentation is included:

- Background information outlying the rationale for consideration of the request;
- Biographical information;
- Documentation including but not limited to media clipping (s) as well as petitions and letters from organizations and individuals providing substantial support for the request – support is based on the graduated structure (Neighbourhood or Community);
- Lead staff to review that the contributions from an organization or individual are well documented;
- All discussions of naming and re-naming of municipal buildings, properties or parks and their elements will be considered initially by the appropriate Committee of Council (e.g. Community Services or Operations);
- The Committee will review the application form, comments from City Departments and documentation from the applicant to complete the Checklist. The graduated structure (neighbourhood, community) selected and information provided to the Committee will determine if the Naming Priorities and Principles satisfy the naming request;
- Lead staff and applicant will determine whether or not a special event is planned to coincide with a formal naming ceremony;
- All costs of establishing the naming option e.g., advertising, signage, event, etc., will be made known to the applicant. Funds from the applicant must be confirmed in order to proceed.

**Step 2**

- The applicant will work with the lead staff person for ensuring that community consultation is met in accordance with City of Greater Sudbury approved guidelines;
- All requests for naming will be advertised in the local media. Citizens will be provided with a period of 30 days within which to comment, as well, the advertisement will contain information about the day of the public meeting;
- All promotion will be done in both English and French;
- News release will be issued;
- PDF Flyer will be created with the information relating to the naming and sent to City Council, CGS Senior Management, Community Action Networks, key stakeholders, Tom Davies Square, CSC, Libraries and the facility where possible;
- Information will be posted on the City's website and other social media formats by which the municipality's Corporate Communications team delivers information (i.e. Facebook);
- Comments on the matter will be sent to the appropriate lead staff;
- Comments must be received by 4:30 p.m. from the 30 days of the notice being issued to residents and then passed along to the lead staff person; and,
- The lead staff person reviews the written comments which are recorded– Total Written Comments Received.

The process to provide notice on the naming process may change to reflect any new Notice By-law that deals with this matter.

- 14 days after the notice has been advertised in the local media, a public meeting will occur to review the name request in more detail.
- Meeting shall occur in the community and as close to the space or element of the building, property or park as possible;
- Lead staff person will facilitate the meeting. The applicant will be in attendance to review the name request and respond to inquiries in more detail;
- The date and time of the meeting will be scheduled so as to allow for the greatest number of the public to be in attendance; and,
- The lead staff person gathers only written comments at the meeting and records it accordingly – Total Written Comments Received.



**Step 3**

The City administration will bring forward a report for Council containing background information pertinent to one or more suggested names.

The report to Council shall include but not be limited to the following:

- Options for consideration;
- Application form;
- Comments from City Staff;
- Rationale for approval according to the naming principles and priorities;
- Background and biographical information;
- Documentation supporting the request in relation to the graduated structure selected;
- Comments received from the notice with the public;
- Recommendation from the Committee of Council;
- Whether or not a ceremony is required; and,
  
- All associated expenses with respect to signs, ceremonies, etc. will be paid for by the applicant.

Final decision on naming will be made by Council. Council retains the right to change any name at any time without notice.

CHECKLIST

Proposed Name: \_\_\_\_\_

Graduated Structure: \_\_\_\_\_

The Checklist is a tool used by the Committee of Council to determine if the request satisfies the Naming Principles and Priorities according to the selected Graduated Structure.

The application form, comments from City of Greater Sudbury staff and background information provided by the applicant will assist the Committee of Council in answering either Yes or No on the Checklist.

No.		YES	NO
1	Does the name assist in emergency response situations by: avoiding duplication, using similar sounding names and/or ensuring consistency between building and geographical naming conventions?		
2	Does the name place the element of the building, property or park in its geographical context, so as to assist the citizens in locating the named element – this may reflect such things as significant ecological or natural resource features?		
3	Is the name reflective of the purpose or use of the element within the building, property or park in relation to the graduated structure selected on the application form?		
4	Does the name convey a sense of place, community and/or celebrate the distinguishing characteristics of the neighbourhood or community?		
5	Is the name understandable, recognizable and explainable to citizens and respect the values in regards to history, heritage and culture in relation to neighbourhood or community?		
6	Does the name reflect an individual or organization's significant contributions to public life in general which are appropriate to the element of the specific building, property or park?		
7	Is the name reflective of an individual or organization within the scope of the application (neighbourhood or community), of such extraordinary prominence and lasting distinction that no other individuals, families or organizations can come forward and suggest alternatives?		