

COMMITTEE OF THE WHOLE – JUNE 1, 2010

REVISED POLICY NAMING CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND OTHER MUNICIPAL BUILDINGS AND PROPERTIES

The Commissioner of Community Services in consultation with the City Clerk and the Directors of Parks Development and Parks Operations and Forestry, recommends:

- 1) That the attached revised Policy No. 04.3.08, Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties, set out in Attachment #1, be adopted.

Contribution to Sustainability

Regular reviews and where necessary, updates of the City's policies ensure that the City is in a position to be able to achieve its goals and objectives leading to a sustainable forward thinking organization.

Economic Impact

This report has no costs associated with implementing the recommendation.

Communications Plan

With regard to communicating expectations in the Policy No. 04.3.08, Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties, the revised policy will be effective from the date adopted and will be provided in hard copy to update policy manuals.

Purpose

This report is to seek Council approval of the revised Policy No. 04.3.08, Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties which has been updated and is consistent with the mission, values and goals of the Corporation.

Background - Analysis and Options

The current Policy No. 04.3.08 (attachment #2), Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties was adopted in 1998 and has not been updated in the past twelve (12) years.

In a continual process of reviewing policies, staff is bringing forward revisions to the existing policy for consideration by Council. This revised draft Policy No. 04.3.08, Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties will provide staff and the public with relevant clear information and guidelines.

The Policy will retain a measure of flexibility in the naming policy recognizing the role names play in educating the public, promoting a particular facility, and minimizing conflicting names for emergency services. The revision emphasizes that strong historical or cultural connection to the City where a significant contribution to the historical or cultural preservation of the City is preferred over monetary contributions.

Relationship to Vaughan Vision 2020 / Strategic Plan

The updating of policies relates to the Vaughan Vision 2020 goal of Staff Excellence and Service Excellence.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Not applicable.

Conclusion

The updating of Policy No. 04.3.08, Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties is important so that staff and residents are provided with relevant and clear information and guidelines for naming City parks, open spaces, community facilities and other municipal buildings or properties.

Attachments

1. Revised Policy No. 04.3.08, Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties
2. Existing Policy No. 04.3.08, Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties

Report prepared by:

Paul Gardner, Director of Parks Development, Ext. 3209
Marjie Fraser, Director of Parks Operations and Forestry, Ext: 6137
Jeffrey Abrams, City Clerk, Ext 8281

Respectfully submitted,

Marlon Kallideen
Commissioner of Community Services

**CITY OF VAUGHAN
POLICY MANUAL**

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| <p>SECTION: COMMUNITY SERVICES</p> | <p>(To be completed by Clerk's Dept. following Council approval)</p> <p>POLICY NO.: XXXX</p> |
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(To be completed by Clerk's Dept)XXXXXX

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| <p>DEPARTMENT: PARKS DEVELOPMENT AND PARKS OPERATIONS & FORESTRY</p> | <p>SUBJECT: NAMING CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND OTHER MUNICIPAL BUILDINGS AND PROPERTIES</p> |
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POLICY FOR NAMING CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND OTHER MUNICIPAL BUILDINGS OR PROPERTIES

1.0 Intent of Policy

- 1.1 To provide a policy and guidelines for naming City parks, open spaces, community facilities and other municipal buildings or properties.
- 1.2 To retain a measure of flexibility in the naming policy recognizing the role names play in educating the public, promoting a particular facility, and minimizing conflicting names for emergency services.
- 1.3 This policy does not apply to naming of streets unless there is a formal request to name a street in honour of individuals or groups, in which case, this policy shall apply.

2.0 Name Destination Associated with Functional Use Geographic Location or Historical Significance

- 2.1 Staff may assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance. Examples include:

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|-------------------------------|--|
| Worth Park | - Adjacent to Worth Avenue |
| Thomhill Park | - Community |
| Glen Shields Park | - Neighbourhood |
| West Vaughan Community Centre | - Geographic |
| Joint Operations Centre | - Function |
| Ansley Grove Woodlot | - Adjacent to Ansley Grove Road/Functional |
| Benjamin Vaughan Complex | - Historic Significance |

- 2.2 Chosen names within this designation shall be assigned at such time as deemed appropriate by Staff and may remain unchanged until a formal request for a name change has been approved by Council.
- 2.3 The chosen name shall not conflict with similar names in whole or in part. For example if a park is named Oak Park no other similar name shall be used such as Red Oak Park.

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2.4 Generally chosen names shall reflect the adjacent street name. For example: Tori Park – majority street frontage on Tori Street. This is to ensure continuity and minimize conflicts for emergency services.

2.5 Every effort shall be made to avoid conflicts with neighbouring municipalities, especially where streets cross municipal boundaries. Avoid using the same name which may already exist in a neighbouring municipality, for example, Yonge Street Parkette, Vaughan, Yonge Street Parkette, Markham.

3.0 Name Designation in Honour of Individuals or Groups

3.1 This section shall apply to any request to name or rename a public park, open space, community facility, or any other municipal building or property in honour of individuals or groups.

3.2 Council shall consider all names in honour of individuals or groups. Any request to name, designate or change a name in honour of individuals or groups shall be submitted to the Clerks Department of the City of Vaughan, in writing, with supporting explanation or justification. Council approval is required.

3.3 Criteria/Guidelines for Names Honouring Individuals or Groups

Names for consideration shall be those of distinguished persons, organizations, corporations, foundations or the families:

.1 where there has been a significant contribution to the quality of life, well-being of the City of Vaughan, to memorialize or otherwise recognize substantial donations and significant donors, and/or individuals designated by donors and is consistent with Vaughan Vision 20/20; or,

.2 where there is a strong historical or cultural connection to the City and has made a significant contribution to the historical or cultural preservation of the City; or,

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- .3 where there is a significant contribution (other than monetary) toward the environmental preservation, conservation or enhancement of the City consistent with Vaughan Vision 20/20 and / or Green Directions Vaughan; or,
 - .4 where there is a major contribution made to the acquisition, development or conveyance of land and/or building, in question and/or its subsequent development; or,
 - .5 where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the facility/park/street to be named.
- 3.4 Naming in honour of City administrative officials, staff or elected or appointed public official shall normally occur only after the City employment or public service has concluded.
- 3.6 Where the name of an individual is so used, approval shall be obtained from the individual or the next of kin for such naming. A formal request may include a reference letter or letter or recommendation from a distinguished person.
- 3.7 Notwithstanding the above, Council, by resolution, may approve a name or name change, in honour of individuals or groups when circumstances justify such action. Council may also remove the original name designation when circumstances justify such action.
- 4.0 Names Derived from Contests or Solicited from the Community**
- 4.1 Council may direct staff to derive names from either contests or staff may establish an ad hoc community group/task force, including staff, to solicit and recommend names.
- 4.2 With each contest or ad hoc community group task force, Staff shall make recommendation with respect to:
- .1 terms of reference;
 - .2 timing;
 - .3 membership;
 - .4 scope of committee;
 - .5 rules and judging for contests.

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5.0 Names of Provincial National or International Significance

- 5.1 Council may approve a name or name change in honour of individuals or group who have made an outstanding contribution to Ontario, Canada or Internationally.
- 5.2 In such circumstances, and prior to approving the use of any name of individuals or group, staff shall investigate any protocol and/or requirements of any provincial, national or international agency or organization.

6.0 Inventory of Names

- 6.1 The Commissioner of Community Services or the Commissioner's designate shall be responsible for maintaining an inventory of names for parks, open spaces, community facilities, historic houses and municipal buildings.

7.0 Procedures

- 7.1 Procedures for submitting a name designation in honour of an individual or group is outlined in Appendix A, as amended from time to time.

8.0 Signage

- 8.1 The City will be responsible for coordinating the public presentation of signage to acknowledge the name or rename designation. Costs of signage associated with naming, renaming or adopting of a public park, street, facility, building, or property as outlined in this policy will generally be the responsibility of the applicant. Council, dependent on the circumstance, may approve funds associated with the naming or renaming proposal.
- 8.2 The City will have final approval for the selection and location of any signage, including signage text.
- 8.3 The addition of flowers, plant material and other landscaping materials near the signage is encouraged but shall not interfere with visibility. Plans are to be approved by Parks Operations & Forestry Department.

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- 8.4 The responsibility of ongoing maintenance for signage will be determined through agreement between the applicant and the City.

APPENDIX "A"

POLICY FOR NAMING CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND OTHER MUNICIPAL BUILDINGS OR PROPERTIES

PROCEDURES FOR NAME DESIGNATION IN HONOUR OF INDIVIDUALS OR GROUPS

- A. 1 An individual or group wishing to submit a request for a name in honour of an individual or group must provide a written proposal to the Clerk's Department of the City of Vaughan, which contain the following minimum information:
- .1 name of the applicant; and,
 - .2 identification of the park, street, facility, building or property proposed to be named; and,
 - .3 proposed name; and,
 - .4 background information which details the accomplishment and/or significant contribution to the City of Vaughan supporting the name designation, (refer to section 3.3); and,
 - .5 letter of approval from the individual or the next of kin for using such naming.

Proposals are encouraged to include letters of endorsement supporting the application.

- A.2 The Clerk's Department shall distribute the request to the Mayor and members of Council, City Manager, Commissioner of Community Services and the Director of Legal Services for information.
- A.3 The Clerk's Department shall convene a meeting of staff, as appropriate, to review the request. Staff, in evaluating the request, shall use the criteria outlined in Section 3 and forward a report for Council's consideration.

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- A.4 Staff from the following departments shall be involved in reviewing all requests and shall from time to time review this policy.
 - .1 Clerks
 - .2 Parks Development
 - .3 Parks Operations
 - .4 Recreation and Culture
 - .5 Buildings and Facilities

- A.5 If a name or rename request is directly associated or on land donated to the City, the original donor or family will be advised when possible.

- A.6 If a name or rename request is submitted, staff shall conduct a historical review of the current name prior to recommending approval.

- A.7 Staff shall review all proposals for signage text, type and location.

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Direction of: CNL98.04.27 (30/8)

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Council Resolved:

That the policy for Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties, as outlined in this report and attachment 1, be approved.

Background

At the meeting of January 19, 1998, Council approved:

That Staff be requested to bring forward a policy setting out criteria for naming/renaming public facilities

Staff have reviewed this request and have prepared a draft policy for Council' s consideration and approval.

Highlights of the Policy

The following is a summary of the policy.

Intent of Policy

To provide a policy and guideline for naming City owned parks and facilities in a manner which retains a measure of flexibility recognizing the role names play in educating the public promoting a particular park or facility and minimizing conflicts for emergency services.

Name Designation Associated with Function, Use, Geographic Location or Historical Significance

Under this section of the policy staff would be authorized to assign a name based on adjacent street name, functional use, geographic feature, community name or historic significance. Examples include:

| | |
|--------------------------|--------------------------|
| Worth Park | Adjacent to Worth Avenue |
| Joint Operations Centre | Functional Use |
| Benjamin Vaughan Complex | Historical Significance |

Name Designation in Honour of Individuals or Groups

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This section of the policy requires a formal proposal from an applicant to name or rename a park or facility in honour of individuals or groups. In reviewing an application Staff would evaluate the request using the criteria outlined in this section and bring forward a report for Council's consideration and approval.

Other Highlights

The draft policy, as outlined in attachment 1, also provides guidelines for deriving names through contest or solicited from the community, site signage and procedures for evaluating any formal submissions.

In preparing this draft policy, staff have contacted other municipalities. Most large municipalities do have a similar policy in place for naming public parks and facilities.

Prepared by: Domenic Lunardo

Attachment

POLICY FOR NAMING CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND OTHER MUNICIPAL BUILDINGS OR PROPERTIES

- 1.0 Intent of Policy
- 1.1 To provide a policy and guidelines for naming City parks, open spaces, community facilities and other municipal buildings or properties.
- 1.2 To retain a measure of flexibility in the naming policy recognizing the role names play in educating the public, promoting a particular facility, and minimizing conflicting names for emergency services.
- 1.3 This policy does not apply to naming of streets unless there is a formal request to name a street in honour of individuals or groups, in which case, this policy shall apply.
- 2.0 Name Designation Associated with Functional Use, Geographic Location or Historical Significance
- 2.1 Staff may assign a name based on the adjacent street, functional use, geographic

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feature, community name or historic significance. Examples include:

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|-------------------------------|--|
| Worth Park | Adjacent to Worth Avenue |
| Thornhill Park | Community |
| Glen Shields Park | Neighbourhood |
| West Vaughan Community Centre | Geographic |
| Joint Operations Centre | Function |
| Ansley Grove Woodlot | Adjacent to Ansley Grove Road/Functional |
| Benjamin Vaughan Complex | Historic Significance |

- 2.2 Chosen names within this designation shall be assigned at such time as deemed appropriate by Staff and may remain unchanged until a formal request for a name change has been approved by Council.
- 2.3 The chosen name shall not conflict with similar names in whole or in part. For example if a park is named Oak Park no other similar name shall be used such as Red Oak Park.
- 2.4 Generally chosen names shall reflect the adjacent street name. For example Torii Park - majority street frontage on Torii Street. This is to ensure continuity and minimize conflicts for emergency services.
- 2.5 Every effort shall be made to avoid conflicts with neighbouring municipalities, especially where streets cross municipal boundaries. Avoid using the same name which may already exist in a neighbouring municipality, for example, Yonge Street Parkette, Vaughan, Yonge Street Parkette, Markham.
- 3.0 Name Designation in Honour of Individuals or Groups
- 3.1 This section shall apply to any request to name or rename a public park, open space, street, community facility, or any other municipal building or property in honour of individuals or groups.
- 3.2 Council shall approve all names in honour of individuals or groups. Any request name, designate or change a name in honour of individuals or Groups shall be submitted to the Clerks Department of the City of Vaughan, in writing, with supporting explanation or justification.

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3.3 Criteria/Guidelines for Names Honouring Individuals or Groups

Names for consideration shall be those of distinguished persons, organizations, corporations, foundations or the families:

- .1 where there has been a significant contribution to the quality of life, well-being of the City of Vaughan and is consistent with Vaughan Vision; or,
- .2 to memorialize or otherwise recognize substantial gifts and significant donors, individuals designed by donors, or individuals who have made exemplary or meritorious contributions to the City of Vaughan; or,
- .3 where there is a strong historical or cultural connection to the City and has made a major contribution to the historical or cultural preservation of the City; or,
- .4 where there is a strong contribution toward the environmental preservation, conservation or enhancement of the City; or
- .5 where there is a major contribution made to the acquisition, development or conveyance of land or building, in question and/or its subsequent development; or
- .6 where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the facility/park/street to be named.

3.4 Naming in honour of City administrative officials, staff or elected or appointed public official shall normally occur only after the City employment or public service has concluded.

3.6 Where the name of an individual is so used, approval shall be obtained from the individual or the next of kin for such naming. A formal request may include a reference letter or letter of recommendation from a distinguished person.

3.7 Notwithstanding the above, Council, by resolution, may approve, a name or name change, in honour of individuals or groups when circumstances justify such action. Council may also remove the original name designation when circumstances justify such action.

4.0 Names Derived from Contests or Solicited from the Community

4.1 Council may direct staff to derive names from either contests or by establishing an ad hoc community group task force, including staff, to solicit and recommend names.

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4.2 With each contest or ad hoc community group task force, Staff shall make recommendation with respect to:

- .1 terms of reference;
- .2 timing;
- .3 membership;
- .4 scope of committee;
- .5 rules and judging for contests;

5.0 Names of Provincial, National or International Significance

- 5.1 Council may approve a name or name change in honour of individuals or group who have made an outstanding contribution to Ontario, Canada or Internationally.
- 5.2 In such circumstances, and prior to approving the use of any name of individuals or group, staff shall investigate any protocol and/or requirements of any provincial, national or international agency or organization.

6.0 Inventory of Names

- 6.1 The Commissioner of Development Services or the Commissioner' s designee shall be responsible for maintaining an inventory of names for parks, open spaces and streets.
- 6.2 The Commissioner of Community Services or the Commissioner' s designee shall be responsible for maintaining an inventory of names for community facilities, historic houses and municipal buildings.

7.0 Procedures

- 7.1 Procedures for submitting a name designation in honour of an individual or group is outlined in Appendix A, as amended from time to time.

8.0 Signage

- 8.1 The City will be responsible for coordinating the public presentation of signage to acknowledge the name or rename designation. Costs associated with naming or renaming of a public park, street, facility, building, or property as outlined in this

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policy will generally be the responsibility of the applicant. Council, dependent on the circumstance, may approve funds associated with the naming or renaming proposal.

- 8.2 The City will have final approval for the selection and location of any signage, including signage text.
- 8.3 The addition of flowers, plant material, other signage and/or ornaments/memorials near the signage is prohibited.
- 8.4 The responsibility of ongoing maintenance for signage will be determined through agreement between the applicant and the City.

This policy was approved by Council on April 27, 1998

APPENDIX A:

**POLICY FOR NAMING
CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND
OTHER MUNICIPAL BUILDINGS OR PROPERTIES**

**PROCEDURES FOR NAME DESIGNATION IN HONOUR OF INDIVIDUALS OR
GROUPS**

- A.1 An individual or group wishing to submit a request for a name in honour of an individual or group must provide a written proposal to the Clerk's Department of the City of Vaughan, which contain the following minimum information:
 - .1 name of the applicant; and,
 - .2 identification of the park, street, facility, building or property to be named; and,
 - .3 proposed name; and,
 - .4 background information which details the accomplishment and/or supporting the name designation; and,
 - .5 letter of approval from the individual or the next of kin for using such naming.

Proposals are encouraged to include letters of endorsement supporting the

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application.

- A.2 The Clerk' s Department shall distribute the request to the Mayor, City Manager and Deputy City Manager/City Solicitor for information.
- A.3 The Clerk' s Department shall convene a meeting of staff, as appropriate, to review the request. Staff, in evaluating the request, shall use the criteria outlined in section 3 and forward a report for Council' s consideration and approval.
- A.4 Staff from the following departments shall be involved in reviewing all requests and shall from time to time review this policy.
 - .1 Clerks
 - .2 Urban Design and Environment
 - .3 Community Planning
 - .4 Recreation and Culture
 - .5 Buildings and Facilities
- A.5 If a name or rename request is directly associated or on land donated to the City, the original donor or family will be advised when possible.
- A.6 If a name or rename request is submitted, staff shall conduct a historical review of the current name prior to recommending approval.
- A.7 Staff shall review all proposals for signage text, type and location.