

**CITY OF VAUGHAN
POLICY MANUAL**

Policy No:	TPF – 006
Department:	TRANSPORTATION SERVICES & ROADS, PARKS AND FORESTRY OPERATIONS
Subject:	NAMING CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND OTHER MUNICIPAL BUILDINGS AND PROPERTIES

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:

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,

.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,

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- .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.

3.5 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.

3.6 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.

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,

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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.

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

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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.
- 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

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- .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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