

POLICY

POLICY NO.: GG.3.18
SECTION: GENERAL GOVERNMENT
TITLE/SUBJECT: NAMING OF MUNICIPAL PARKS, FACILITIES AND ASSETS
ADOPTED DATE: July 4, 2018

(#07/04/18-03)

REVISION DATE:

DEFINITIONS:

For the purpose of this policy:

“Commemorative” means the official naming of a municipal park, part of a park, facility, or part of a facility, or other municipal asset, to commemorate a person, persons, organization or family;

“Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of The Corporation of the Municipality of Kincardine or designate;

“Chief Building Official” or “CBO” means the Director of Building & Planning of The Corporation of the Municipality of Kincardine or designate;

“Clerk” means the Municipal Clerk of The Corporation of the Municipality of Kincardine or designate;

“Director of Public Works” means the Director of Public Works of The Corporation of the Municipality of Kincardine or designate;

“Director of Parks and Recreation” means the Director of Parks and Recreation of The Corporation of the Municipality of Kincardine or designate;

“Municipality” means The Corporation of the Municipality of Kincardine and its successors and assigns;

“Council” means the Council of The Corporation of the Municipality of Kincardine.

“Assets” shall include municipally owned buildings, rooms and elements within those buildings, parks and elements of parks including pathways, fountains, squares, gardens, landscape features, bridges, etc and other municipally owned assets. For Commemoration purposes, the term shall include components, such as sporting fields,

trails, gardens or rooms contained within a larger park or facility, and municipally owned equipment and other physical assets.

PURPOSE:

This policy provides guidelines for managing naming requests for Assets that are on municipally owned property or that require municipal resources or approval. The final decision for naming municipal Assets including opportunities resulting from donations, gifts and sponsorships, will rest with Council.

POLICY OBJECTIVE:

The main objectives of this policy are to:

- Provide a fair, consistent and efficient process for the naming and renaming of any municipal facility, building, property, park or open space while respecting the need for public solicitation and legislative approvals;
- To ensure the application of key criteria to determine the appropriateness of a proposed commemorative name;
- To ensure a central repository for all commemorative naming requests;
- To ensure a proper and transparent approval process.

APPLICATION PROCESS

- Completed application forms may be submitted at any time by any member of the public or municipal Council & staff who choose to recommend a nomination for commemorative naming of any municipal Assets.
- From time to time, the Municipality may also solicit names using the application form when the Municipality determines it is necessary to name all or part of a new asset or rename an existing asset.
- Completed applications will be reviewed by the Naming Review Team prior to inclusion on a Council agenda.

The Naming Review Team shall consist of:

- Director of Parks and Recreation
- Director of Public Works
- Chief Building Official
- The Councillor representing the Ward in which the park, facility or asset is located (if the Asset represents more than one ward, than multiple Councillors would be members)
- The Clerk
- Mayor (or designate)
- Community Development Officer

- The Naming Review Team shall be required to follow the Municipality's Procedure By-law.
- Names relating to individuals who are deceased will require the consent of the family members or estate;
- Council is the final authority for naming decisions.

All discussions of naming/renaming or dedicating of municipal Assets or elements of the same will be considered at a closed meeting. In general, the Clerk will bring forward a report for Council containing background information pertinent to one or more suggested names.

Final decision will be made by Council and reported publicly at the appropriate time.

Public Consultation

Notice and Public Consultation shall be undertaken in accordance with the size and scope of the Asset being named. The Public Consultation period shall last 30 calendar days.

Written submissions received during the public consultation phase must be verifiable. To that end:

- Each written submission must include the submitter's full first and last name.

NAMING PRINCIPLES/ GUIDELINES

Criteria

Where the naming of a municipal park, facility, or asset is being requested, at least one of the following criteria shall apply:

- The nominated individual/organization must have demonstrated excellence, courage or exceptional dedication to service in ways that bring special credit to the Municipality of Kincardine, the Province of Ontario and/or Canada;
- An original inhabitant/family within the Municipality of Kincardine who has historical significance;
- The nominated individual/organization volunteer(s) has made a lengthy contribution to community services/organizations. The quality of the contribution shall be considered along with the length of service by the individual/organization;
- The nominated name has historical significance to the community, Municipality of Kincardine and/or the Province or Canada;
- Where the nominated individual is a current municipal employee, the individual shall have made an outstanding contribution to the Municipality outside of their capacity and duties as a municipal employee;

- An individual/organization may be recognized for a significant financial contribution to a park, facility or asset, where that contribution significantly benefits the community;
- The nominated individual shall have risked or given their life to save or protect others.

Principles

Names shall

- not be discriminatory, derogatory or political in nature;
- not be named after elected officials currently in office;
- maintain long-standing local area identification;
- give a sense of place, continuity and belonging and celebrate distinguishing characteristics and uniqueness of the Municipality of Kincardine;
- aid in the geographical identification of municipal parks, facility(s) or asset elements to assist in emergency response situations.

Corporate names shall not be used unless a significant financial or other contribution has been made to the Municipality of Kincardine.

Single Use

A commemorative name should only be used once.

The Policy is not open to commemorate an individual's death. These applications will be directed to the Parks & Recreation Commemorative Tree and Bench program or another appropriate memorial program.

Multiple Names

In instances where multiple names have been submitted for a single park, facility or asset, the Naming Review Team may select one or more proposal(s) to move forward.

Renaming

The names of Assets shall not be changed unless it is found that because of information forthcoming the continued use of the name would not be in the best interest of the community.

The renaming process shall be identical to the commemorative naming process and require Council as the final authority for approving the proposed Asset name.

RESPONSIBILITIES

The Clerk's Department shall be the central depository for all naming requests for Assets.

EXCEPTIONS

Council may assign a name, notwithstanding the provisions included in this policy.

Council shall retain the right to decline naming certain Assets of broad importance.

Enquiries regarding this policy should be directed to: Clerk's Department, Municipal Administration Centre, 1475 Concession 5, RR#5 Kincardine, N2Z 2X6