



## Committee of the Whole Report

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**Report Number:** PLAN2022-019

**Meeting Date:** March 8, 2022

**Title:** **Street, Municipal Facility and Park Naming Policy Amendment**

**Description:** To Amend Policy No. 108 CCS 012 (Street, Municipal Facility and Park Naming Policy) and update the procedure for the naming of streets and municipal facilities and parks within the City of Kawartha Lakes

**Author and Title:** Richard Holy, Director of Development Services

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### Recommendations:

**That** Report PLAN2022-019 **Street, Municipal Facility and Park Naming Policy Amendment**, be received;

**That** the Policy entitled Highway/Facility and Park Naming Policy be renamed **Street, Municipal Facility, and Park Naming Policy**;

**That** the Street, Municipal Facility and Park Naming Policy, as amended, attached as Appendix B, to Report PLAN2022-019, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including 108 CCS 012; and

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

On December 14, 2004 Council adopted Policy No. 108 CCS 012 – Highway/Facility and Park Naming Policy [the Policy]. The Policy established a process for identifying and selecting names that may be considered when naming streets, municipal facilities, and parks. The Policy was subsequently reviewed and updated in 2014, which is contained in Appendix A.

One of Council's objectives is to ensure the City's policies remain current and align with the Strategic Plan. This report addresses that direction.

## **Rationale:**

Staff from the Offices of the CAO and City Clerk as well as the Community Services and Development Services Departments have undertaken a coordinated review of the Policy. The Policy is intended to provide a consistent process for the City of Kawartha Lakes to recognize heritage, events of significance, people, Indigenous names, geographic features and overall community identity through the naming of streets, municipal facilities, and parks. Emergency response concerns shall be paramount in all criteria outlined as part of this Policy.

In accordance with Section 1.01 of the Policy, the Development Services Department is responsible for the implementation and enforcement of Section 2 of the Policy, being Naming of Streets. The Community Services Department of the City of Kawartha Lakes shall be responsible for the implementation and enforcement of Section 3 of the policy, being Naming of Municipal Facilities and Parks. The Office of the City Clerk, in consultation with the Development Services and/or Community Services Departments, as necessary, shall be responsible for the enforcement of Section 4 of the policy, being Renaming.

A Naming Group has been established to facilitate the creation and implementation of a Master Name List. That Group is comprised of the Mayor, local Ward Councillor, City Clerk (or their delegate), Director of Development Services (or their delegate), and Director of Community Services (or their delegate).

Section 1.05 of the Policy provides that the Master Name List shall be comprised of suggestions received through public submission from local residents, developers, etc. and divided into categories including but not limited to:

- Former elected Members of Council (including from pre-amalgamation municipalities);
- Historic or Indigenous uses or persons;
- Service Clubs or Organizations;
- Prominent Citizens;
- Geographic significance including local landmarks;
- Veterans as defined by the Royal Canadian Legion;
- Sponsorships or Dedications;
- Federal or Provincial Politicians; and,
- Sports Figures.

When a name not on the list is submitted, it is reviewed by the Naming Group to determine whether the nominated name should be added to the Master Name List. If the majority of members of the Naming Group are in favour of including the name on the Master Name List, the Office of the City Clerk shall amend the Master Name List to reflect the change. The Naming Group also has the discretion to not include the suggested name as part of the Master Name List.

### **Proposed Revisions:**

The following revisions are being proposed to the Policy:

Section 1.06 is proposed to outline the application submission process and related administration for the nomination of new names.

Section 1.08 is proposed to provide the responsibilities of the Naming Group with respect to name nominations.

Section 1.09 is proposed to provide that names may be added to the Master Name List with a caveat that it only be used for a municipal facility if it is already in use for a municipal street.

Former Sections 1.07 and 1.08 regarding advertisements for additional names and submission periods represent past practices and are proposed to be deleted.

For Themed Developments, Section 2.01 is proposed to provide that where a developer is considering a themed development, these street names shall require to be justified by the developer in their planning justification report for relevance and appropriateness and receive approval by Council.

Section 2.02 criteria are proposed to provide that:

- Names shall not be duplicates of any other name currently in use in Kawartha Lakes or a nearby neighbouring municipality;
  - Names shall not insinuate any political reference except where the name of a politician is proposed who was regularly elected under a political party's banner;
  - Names shall not be discriminatory/derogatory under the grounds protected under the Canadian Human Rights Act;
  - that Names of existing streets shall be used on new streets which are continuations of, or in alignment with, existing streets, except where street numbering concerns may arise;
  - the measure of appropriateness of the Indigenous name will be whether or not the name is easily spelled, read and understood in the local Indigenous community; and,
  - an exemption will be provided where Indigenous names require punctuation.
- Section 2.03 is proposed to provide that suffixes to names shall also be based on other suffixes as recognized and defined by Canada Post.

Section 2.04 is proposed to provide that the City notify neighbouring municipalities where naming of streets is proposed within a 1 km radius of an abutting upper or local tier jurisdiction.

Section 3.02 is proposed to also reference businesses in addition to individuals and groups when municipal facilities and parks are proposed for renaming. Where an individual, group or business chooses to make a financial contribution to name or rename a municipal facility or park with a name not contained on the Master Name List, Section 3.05 is proposed to provide that such request provide a rationale and will required approval by Council.

Sections 4.01 and 4.05 are proposed to provide for the current submission request and application fee refund procedures through the City Clerk's office of the renaming of streets.

Section 4.02 is proposed to provide clarification on additional fees incurred through notification to utility companies and MPAC.

Section 4.03 is proposed to include within its exceptions replacing existing derogatory, discriminatory or outdated names (as determined by resolution of City Council), and the renaming of a street segment(s) after a new street has been constructed either by the City or the Ministry of Transportation. It is further recommended that where a renaming

application has been received to rename a Street or facility due to the reasons provided in Section 4.03, that City Council may waive all applicable fees. The application fee may also be refunded to the applicant if Council resolves that the name change will significantly increase public safety, or eliminate a derogatory or offensive name currently in use.

Section 4.05 regarding non-refundable processing fees is proposed to be deleted as these matters are subject to the City's Consolidated Fees By-law.

Section 4.06 is proposed to be updated to clarify the current procedures of the renaming process through the City Clerk's office, including application submission, reporting, consultation, and decision-making.

### **Other Alternatives Considered:**

No other alternatives have been considered.

### **Alignment to Strategic Priorities**

The four strategic priorities within the 2020-2023 Kawartha Lakes Strategic Plan are:

1. Healthy Environment
2. An Exceptional Quality of Life
3. A Vibrant and Growing Economy
4. Good Government

The Policy update aligns with the Good Government priority through increased efficiency, clarity, and effectiveness of service delivery.

### **Financial/Operation Impacts:**

The Public Works Department will incur costs for staff to remove existing street signs, prepare and install new street signs.

### **Consultations:**

Office of the CAO

City Solicitor

Office of the City Clerk  
Director of Community Services

**Attachments:**

Appendix A – Existing Highway / Facility and Park Naming Policy, 108 CCS 012,  
December 14, 2002



Appendix A to  
PLAN2022-019 - 108

Appendix B – Proposed Revisions to Council Policy 108 CCS 012 Street, Municipal  
Facility, and Park Naming Policy



Appendix B to  
PLAN2022-019 - Prop

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**Department Head:** Richard Holy, Director of Development Services

**Department File:** N/A