

Council Policy No.:	108 CCS 012
Council Policy Name:	Highway / Facility and Park Naming Policy
Date Approved by Council:	Dec 14/04 CES2004-256 CR2004-1365
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The Highway / Facility and Park Naming Policy shall provide a consistent process for the City of Kawartha Lakes to recognize heritage, events of significance, people, geographic features and overall community identity through the naming of streets, parks and municipal buildings / facilities.

The City of Kawartha Lakes recognizes that 911 concerns shall be paramount in all criteria outlined as part of this policy.

Scope:

All streets, parks and municipal facilities within the geographical area of the City of Kawartha Lakes.

Policy:

1.0 General Responsibilities

- 1.01 The Development Services Department of the City of Kawartha Lakes shall be responsible for the implementation and enforcement of Section 2 of the policy, being Naming of Highways.
- 1.02 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 Parks and Municipal Facilities.

- 1.03 The Clerk's Office, in consultation with Development Services and/or Community Services, as necessary, shall be responsible for the enforcement of Section 4 of the policy, being Renaming.
- 1.04 The Departments of Development Services and Community Services, and the Communications Officer, upon adoption of this policy, shall organize a Naming Group in order to facilitate the creation and implementation of a Master Name List.
- 1.05 The Master Name List shall be comprised of suggestions received through public submission from local citizens, developers, etc. and divided into sections including but not limited to:
- Former Wardens / Mayors / Reeves
Deleted by CR2013-400 April 23, 2013
 - Historic / past use
 - Service Clubs / Organizations
 - Famous local citizen
Deleted by CR2013-400 April 23, 2013
 - Geographic significance
 - Veterans of the Wars
 - Sponsorships / Dedications
 - Politician *
 - Prominent Citizen *
 - Sports Figure *
* Added by CR2013-400 April 23, 2013
- 1.06 When a suggestion is made for a name already in use, the Naming Group shall have the discretion to not include the suggested name as part of the Master Name List.
- 1.07 The Naming Group shall from time to time advertise for additional names for the Master Name List if it is felt that the Master Name List was being depleted below an acceptable level.
- 1.08 It is understood that from time to time, submissions will be received outside of officially advertised requests and these names will be accepted provided they are not already in use or already part of the Master Name List.

2.0 **Naming of Highways**

- 2.01 All areas that have not been designated as ‘themed’ developments by the Development Services Department shall use names surnames * from the Master Name List.

*Amended by CR2013-400 April 23, 2013

- 2.02 Names in both ‘themed’ and non-themed developments shall be determined based on the following criteria, keeping in mind that 911 concerns are paramount;

- a) Names shall be easily spelled, read and clearly understood
- b) Names shall be made up of only letters with no punctuation included (ie. Oreilly Lane)
- c) Names of living individuals should not be used
Deleted by CR2013-400 April 23, 2013
- d) Names shall not sound similar to existing names
- e) Names shall not duplicate existing names to the extent that only the suffix is changed (ie. Street versus Road)
- f) Streets shall not be named after existing businesses
- g) Names shall not insinuate any political reference
- h) Names which are discriminatory/derogatory in terms of race, sex, colour or creed shall be avoided
- i) Names of former streets shall not be reused
- j) Continuous streets shall have one continuous name

- 2.03 Suffixes to names shall be based on the following definitions:

- a) Street, Avenue, Boulevard – thoroughfare which does not fall under any of the following definitions
- b) Road – major thoroughfare originally located in a rural setting
- c) Drive, Trail, Way – winding or curved thoroughfare
- d) Terrace, Gardens, Grove, Pathway, Heights –minor or short thoroughfare
- e) Lane, Mews, Close, narrow right-of-way, generally used for service

- f) Crescent – right-of-way which forms a crescent, having two entrance/exit points onto one thoroughfare
- g) Court – cul-de-sac with a short entry
- h) Place – cul-de-sac with a long entry
- i) Circle – a right-of-way which circles back onto itself
- j) Gate – short right-of-way providing an entrance to a sub-division

3.0 Naming of Municipal Buildings / Facilities and Parks

3.01 It is understood that most existing park property and all municipal buildings and facilities are currently designated by an “official name”.

3.02 Names shall be chosen from the Master Name List. The name should reflect if possible any direct ties to the location including but not limited to:

- Names of individuals or group who have donated the property
- Name of individuals or group who have donated money towards the purchase or development of the property
- Location and roads adjacent
- Or other choices as referenced in Section 1.05

3.03 Elements of parks (trails, fountains, squares, gardens, structures) and components of building (rooms, pools, ice pads, galleries, gazebos, shelters, playing fields) should also be named in accordance with this policy.

3.04 To ensure consistent use of facility or park names and to promote their use, every effort should be made to have the location sign visible from the road. Where a component of a facility or park has been named, every effort will be made to have a sign placed on or adjacent to the area to ensure long-term recognition of this honour.

4.0 Renaming

4.01 All requests for renaming will be forwarded to Council through the Clerks Office accompanied by a report from the appropriate department of the Naming Group. This report will include an outline of the request, any costs associated with the request and a justification for the reasons behind the request.

4.02 The costs of renaming shall be borne by the individual or group requesting the change and would include:

- a) For Highways,
 - i) advertising costs
 - ii) signage
 - iii) notification to those affected
 - iv) notification to Bell Canada
 - v) notification to Emergency Services
 - vi) administration including registration of the by-law where required
 - vii) change in 9-1-1 atlas where required
 - b) For Municipal Buildings / Facilities or Parks
 - i) advertising costs
 - ii) signage
 - iii) notification to Bell Canada
 - iv) notification to Emergency Services
 - v) administration
- 4.03 Renaming of Highways shall not normally occur except to eliminate duplication or to facilitate 911 response.
- 4.04 Changes to Highway names must be publicly advertised once at a minimum of three (3) weeks prior to the meeting where the change will be considered, as stated in the Municipal Act and the City of Kawartha Lakes Notice Requirement By-law.
- 4.05 Requests to rename Highways, Municipal Buildings, Facilities or Parks will be subject to a non-refundable processing fee in accordance with Schedule A-7 to the Consolidated Fees By-law. Upon receiving Council endorsement, this fee will be treated as a deposit against the actual costs of the renaming.
(2016-209, effective November 22, 2016)
- 4.06 Process to be Followed for Consideration of Renaming
- a) Submit the application to the Clerk's Office on the prescribed form accompanied with the prescribed fee

- b) Clerk to circulate to department responsible (ie. street name to Development Services and building name to Community Services)
- c) Responsible department prepare a report to Committee outlining the request and justification for the change or reasons why the request should be denied
- d) Recommendation of Committee to Council
- e) Council makes final decision
- f) If denied, return application fee and send letter with reasons why the request was denied
- g) If approved, Clerk to advertise the name change in accordance with the Municipal Act and Notice Requirement By-law (Streets only are legislated) (In the case of a building or park, etc. the same notification should apply)
- h) Clerk to prepare the necessary by-law and present it to Council after the three week notice requirement
- i) Council hears any public response to the name change
- j) By-law is presented to Council for passage
- k) If By-law passed, Clerk's office sends out notification to Emergency Services, Bell Canada, affected property owners and the by-law is registered where required
- l) Clerk to notify staff to have signs prepared and installed.
- m) If By-law is not passed then the application fee is returned.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	