

**November 2019 Amendments to the Policy for Naming and Renaming Parks,  
Open Spaces and Recreation Facilities**

- Adds wording to direct staff to consult with the Richmond Hill Royal Canadian Legion and the Richmond Hill Historical Society;
- Removes and replaces all references to the word “Town” with the word “City” to reflect Richmond Hill’s new City status;
- Updates all references to the correct City Departments and staff;
- Provides recent examples of site names that fit the guidelines used to consider the appropriateness of a proposed name;
- Adds, deletes, or modifies language in the policy to bring it up-to-date in relation to advancements in technology that were not used or have changed since 2003 (e.g. adding references to the City’s website and corporate data management standards).

# **CITY OF RICHMOND HILL**



## **Policy for Naming and Renaming Parks, Open Space and Recreation Facilities**

City of Richmond Hill  
Planning and Regulatory Services Department  
November 2019

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### **Policy History**

<b>Staff Report #</b>	<b>Date Approved</b>	<b>Status</b>
SRPRC.03.045	July 28, 2003	Council adopts policy
SRPRS.19.169	November 20, 2019	Council modifies policy

## 1.0 POLICY INTENT

The purpose of this policy on naming/renaming City parks, open space lands and recreation facilities is to ensure that an appropriate framework exists in which to review and report on proposed names. This policy, generally, seeks to establish names for parks, open space lands and recreational facilities ensuring that:

- Appropriate consideration is given to the selection of park, open space and recreation facility names given that the names will endure over several generations.
- Duplication of names is avoided.
- The public is given the opportunity to comment and have input during the name selection process.

This policy establishes “criteria and procedures” for naming/renaming City parks, open space lands and recreation facilities. Based on this policy, City staff will evaluate proposed names and forward recommendations to Council.

In developing the policy, City staff have reviewed adopted policies from other similar municipal environments.

## **2.0 DEFINITIONS**

### **2.1 “Acquired”**

Owned, leased and/or managed by the City of Richmond Hill.

### **2.2 “Open Space”**

Includes lands acquired and/or used for stormwater management purposes, environmental open space (including but not limited to valleylands, hazard lands, lakes, ponds, wetlands, woodlots and conservation lands) and public walkway and trail lands.

### **2.3 “Parks”**

Includes all acquired land used for public park purposes.

### **2.4 “Recreational Facilities”**

Includes all sports fields and courts, splash pads, community centres, pools, arenas, rooms within such buildings, and individual facilities within parks and open space lands (e.g. fountains, gardens, squares, walkways, bicycle paths, trails, observation decks, bridges, etc.).

### 3.0 CRITERIA FOR NAMING/RENAMING

#### 3.1 Guidelines

In adopting any name for City parks, open space lands or recreation facilities, Council shall consider the appropriateness of a name based on the following guidelines:

- a. The physical location – such as the adjacent street name (e.g. Essex Parkette, Red Maple Parkette) or community name (e.g. Doncrest Valley, Miles Hill Parkette).
- b. Historical significance of the area (e.g. Flood Farmstead Park, Rocking Horse Ranch).
- c. Unique geographic or physical characteristics of the site (e.g. East Humber Trail, Hidden Springs Park).
- d. Specific functional use or theme (e.g. Jefferson Salamander Park, Snakes & Ladders Park).
- e. Broadly acknowledged and enduring significance of name within the community (e.g. Bill Bell Park, William Neal Community Park).
- f. Recommendations submitted by consulted community groups, including, but not limited to, the Richmond Hill Royal Canadian Legion or the Richmond Hill Historical Society.
- g. On special request, naming/renaming of City parks, open space lands and recreation facilities in honour of individuals or groups shall be done with the intent to memorialize or otherwise recognize substantial gifts and donations, and individuals designated by donors or individuals who have made exemplary or meritorious contributions to the City (e.g. Elvis Stojko Arena, Phyllis Rawlinson Park, Matthew Dinning Memorial Parkette, The Richmond Hill Rotary Club Park).

Names of other individuals or groups shall be considered based on the following:

- i. A significant contribution to the quality of life in the City.
- ii. A significant historical or cultural connection to the City.
- iii. A significant contribution toward the environmental preservation, conservation or enhancement of the City.
- iv. A significant contribution to the acquisition, development or conveyance of land or building and/or its subsequent development/renovation (beyond specific legislative requirements).
- v. A significant contribution to recreation in the City.
- vi. A significant contribution to Ontario, Canada or internationally by a Canadian.

#### 3.2 Considerations

- a. In recommending names/renaming, the following will be considered:
  - Ensure names do not conflict with existing names in whole or part.

- Ensure similar sounding or cumbersome names are avoided.
  - Ensure name conflicts with neighbouring municipalities are avoided.
- b. Formal approvals and/or permissions to utilize individuals or group names will be sought from immediate families, authorities or other contacts as applicable. Where no known contacts remain, it is the intent of this policy that the advertising process will act as a secondary communication process aimed at determining if any family or other related contacts that may exist within the community who may be supportive or opposed to proposed names.
  - c. Relevant professional, religious, fraternal, philanthropic, social, recreational or other organizations will be contacted to verify background information, including the Richmond Hill Royal Canadian Legion and the Richmond Hill Historical Society.
  - d. Input will also be sought from members of the community, ratepayers associations and other interested parties in order to verify the adequacy of the name. If a name/rename application is directly associated with land donated to the City, the original donor(s) or donor(s) family will be directly advised whenever possible.
  - e. The rationale for proposed names will be documented in reporting to Council.

### **3.3 Contests and Committee Selection**

For special and/or significant City parks, open space lands and recreation facilities, Council may direct staff to derive names from either contests or by establishing a community group task force, inclusive of staff members, to solicit and recommend names. With each contest or community group task force, recommendations will be made with respect to timing, membership, scope of committee, terms of reference, rules and judging of contest. The criteria outlined in other sections of this policy will continue to apply in these circumstances.

## **4.0 PROCESS/IMPLEMENTATION OF NAMING/RENAMING**

### **4.1 Name Requests and Required Information**

Requests for naming will be forwarded to or be initiated by Planning and Regulatory Services staff. Naming requests should contain but not be limited to the following information:

- Name of the applicant.
- Identification of the property/facility to be named.
- Background information to support the name designation.

In the case of naming/renaming in honour of individuals or groups, confirm:

- Approvals from immediate family members or other applicable contacts.
- The nature and extent of contribution(s) of the individual or group.
- That City employment or public service has ceased when naming/renaming in honour of City administrative officials, staff or elected or appointed public officials.

### **4.2 Heritage Review**

Staff will seek input from the City's Heritage Planner on the proposed name/rename. City staff will conduct necessary background research, as outlined in this policy.

### **4.3 Report to Council**

Planning and Regulatory Services staff will prepare and submit a report to Council providing recommendations.

### **4.4 Public Notice**

Staff will advertise and request input/objection from members of the community through the City's website or other digital means appropriate for giving notice to Richmond Hill residents. The notice shall allow 30 days for submission of comments. The notice will include the final date and the time for consideration by staff and specify to whom any comments or concerns related to the naming or renaming shall be directed.

Notwithstanding the above, Council, in its discretion, may choose to honour or commemorate an individual, company or event via an official public announcement.

### **4.5 Follow-up Report to Council**

Based on the nature of input received, staff will bring a follow-up report to



Council summarizing what was received and recommending the proposed name or an alternative name. Where an alternative name is proposed, the naming/renaming process will be repeated.

#### **4.6 Council Approval**

Council will grant final approval for all naming/renaming recommendations.

#### **4.7 Data Management**

Following final Council approval, City staff will append the new name(s) to the appropriate dataset within the City's corporate geodatabase, as well as take responsibility for updating signage, promotional materials and any other datasets.

City staff will also maintain a list of suitable naming requests for future use, as they are received.