

## ATTACHMENTS

### Naming Policy City of Peterborough

#### 1. Intent:

- 1.1 The naming policy shall provide a consistent process for the City of Peterborough to recognize significant local events, people and geographic features through the naming of streets, parks and municipal buildings/facilities.
- 1.2 This policy shall provide the guidelines by which names will be chosen for new City streets, parks and buildings, and by which these features will be renamed if necessary.
- 1.3 911 concerns are foremost in all criteria included in this policy.

#### 2. Responsibilities

##### 2.1 Planning Division

- a) The Planning Division shall be responsible for the implementation and enforcement of Part A of the policy.

##### 2.2 Recreation Division

- a) The Recreation Division shall be responsible for the implementation and enforcement of Part B of the policy.

##### 2.3 City Clerks Division

- a) The City Clerks Division shall be responsible for the enforcement of Part C of the policy.
- b) The City Clerks Division shall consult with the Planning Division, Recreation Division and Naming Policy Committee when enforcing Part C of the policy.

##### 2.4 Culture and Heritage Board

- a) Upon adoption of this policy, the Culture and Heritage Board will appoint a Naming Policy Committee.
- b) The committee shall consist of at least one member from each of the following:
  - i. Culture and Heritage Board/Division
  - ii. PACAC
  - iii. DBIA
  - iv. Recreation Division
  - v. 911 Services (1 City representative and 1 County representative)
  - vi. The Cenotaph Committee and/or Royal Canadian Legion
  - vii. Planning Department

- viii. Home Builders Association
  - ix. Sports Hall of Fame
  - x. Pathway of Fame
- c) At least one of the members must have a background in local history.
  - d) The Naming Policy Committee shall ensure that the Name Bank, as mentioned in section 3 of this policy, is created and maintained.
  - e) The Naming Policy Committee shall process applications for additions to the Name Bank, and may suggest names to be used for Streets, Parks or Municipal Facilities.
  - f) Exceptions to any component of this policy shall be reviewed on a case by case basis by the Naming Committee, who will then report on the exception to the Planning Division, Recreation Division, or City Council as appropriate.

### 3. Name Bank

3.1 Upon implementation of the policy, the Naming Policy Committee shall compile a database of possible street/park/building names.

- a) The database shall be divided into sections including but not limited to:
  - i. The Royal Canadian Legion's list of Peterborough's war dead
  - ii. Peterborough's pioneers/settlers
  - iii. Local flora/fauna
  - iv. Famous local citizens
  - v. Peter Robinson Award winners
  - vi. Pathway of Fame recipients
  - vii. Sports Hall of Fame recipients
  - viii. Local First Nations
  - ix. Individuals/groups who have made significant contributions to the City of Peterborough
- b) The database shall be compiled in consultation with relevant groups/organizations.
- c) Additions to the name bank may be proposed by members of the community, developers etc. These proposals shall be made by completing the attached application form and submitting it to the Naming Policy Committee. All proposals will be reviewed by the Naming Policy Committee.
- d) Names may be retired from the Name Bank at the discretion of the Naming Policy Committee.

4. This policy will be reviewed and updated at least every 10 years

## Part A

### 5. Streets

5.1 Areas not designated as themed developments by the Planning Department shall have at least 75% of all new streets named after Peterborough's war dead.

- a) Names of Peterborough's war dead shall be provided to the Naming Policy Committee by the Royal Canadian Legion
- b) Streets named after the war dead shall be designated by a poppy symbol on the street sign
- c) Any existing streets named after Peterborough's war dead shall have the poppy symbol affixed to the street sign.

5.2 All names in themed developments and the remaining names in non-themed developments shall be chosen based on the following criteria to facilitate 911 response:

- a) Names should be chosen with consideration to gaps in previous naming practices (i.e. First Nations, Famous Women, Non-British peoples)
- b) Names shall be easily spelled, read and understood
- c) Only letters may be used in names. Punctuation should not be used in names as this causes problems in 911 computer applications.
  - i. Names which include these punctuations may alternatively be used for parks or buildings applications.
- d) Names of living individuals should not be used
  - i. Names of deceased individuals shall not be used until at least 5 years after their death and after consultation with their next of kin if possible.
- e) Names shall not duplicate existing names
  - i. This includes using different suffixes (St, Rd, Pl) or prefixes (ex. Stewart and Frances Stewart). These names may alternatively be used for parks or buildings in the development/subdivision (see section 4).
  - ii. Names shall not sound similar to existing names ex. Albert/Albertus, Cedargrove/Cedarview, Applewood/Larchwood/Hywood
- f) Streets which traverse the Otonabee River or Lake St may be qualified by the addition of East/West and North/South, respectively.
- g) Streets shall not be named after existing businesses.
  - i. This includes names that may be interpreted as an advertisement for a business.
- h) Names shall not insinuate any current political affiliation.
- i) Names which are cumbersome should be avoided. Normally, names will be only one word, and will be no longer than 10 letters.
- j) Names which are discriminatory/derogatory in terms of race, sex, colour or creed should be avoided.

- k) Names shall be checked with the list provided by the County 911 Emergency Planning Coordinator to ensure that they are not duplicates/similar to names in townships which are directly adjacent to the City.
  - l) Former street names should not be reused as this causes problems in property records management.
  - m) Continuous streets shall have one continuous name.
    - i. Naming of sections will only be allowed at an extremity of the street if there is an obvious break (a major cross street etc) between the two sections.
    - ii. Sectional naming shall only occur to facilitate 911 access.
- 5.3 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 subdivision

## Part B

### 6. Parks and Municipal Buildings/Facilities

- 6.1 Parks and Municipal Buildings/Facilities should be named to recognize individuals or organizations that have made a significant contribution to the public life and well-being of the City of Peterborough, the Province or the Country, or to recognize significant local geographical or historical features/events.
- a) Elements of parks (trails, fountains, squares, gardens, structures, playgrounds) and components of buildings (rooms, pools, auditoriums, gymnasiums, galleries) should also be named according to this policy.
- 6.2 Names shall be chosen based on the following criteria:
- a) The contribution of an individual/group must be well documented and broadly acknowledged within the City of Peterborough before the name may be used.
  - b) Names of individuals or groups who have donated money/land towards the purchase or development of the park/building may be used.
  - c) Peterborough citizens who have received Peter Robinson Awards, Pathway of Fame, or Sports Hall of Fame recognition shall automatically be considered.
  - d) Names of living political figures shall not be used.

- e) Names shall not insinuate any political affiliation.
- f) Names may recognize local history (people, events etc.) or cultural diversity (aboriginal, pioneer, ethnic).
- g) Names may reflect the service, function, or programming of the park/building (ex. Hunter Soccer Complex)
- h) Names may make reference to the neighborhood or street on which the park/building is located and can take into consideration any naming themes in the area.
- i) Names shall not duplicate or sound similar to existing park/building names.
- j) Names which are cumbersome should be avoided.
- k) Names which are discriminatory/derogatory in terms of race, sex, colour or creed should be avoided.

## Part C

### **7. Renaming**

- 6.1 All requests for renaming will be forwarded to the City Clerks Division and will be accompanied by a report from the Naming Policy Committee, indicating the significance of the current name, and the proposed name.
- 6.2 Renaming of streets shall not normally occur except to facilitate 911 response. This shall be achieved by eliminating duplicate and similar sounding names.
- 6.3 Changes to street names must be advertised publicly for 4 weeks prior to the change, as stated in the Municipal Act
- 6.4 Requests to rename streets will be subject to a non-refundable processing fee.