

**Municipality Of Chatham-Kent**  
**Community Development**  
**Municipal Governance**

**To:** Mayor and Members of Council  
**From:** Meredith Cadotte, Council Coordinator  
**Date:** June 12, 2018  
**Subject:** Motion by Councillor Wesley re Recognition and Naming Committee

---

**Recommendations**

It is recommended that:

1. Administration prepare a Commemorative Naming Policy.

**Background**

At the March 26, 2018 meeting, Council passed the following motion:

*“That staff prepare a report and recommendations on establishing a Recognition and Naming Committee for worthy individuals and organizations within Chatham-Kent with a report back to Council for the June 18<sup>th</sup> meeting of Council.”*

Currently, no policy exists that gives direction or a process to name municipally owned assets, such as buildings, trails, structures, etc. except the Road Name Change Policy.

**Comments**

Other municipalities were contacted about how they handle recognition and naming. The chart below shows the responses received.

<b>Municipality</b>	<b>Policy</b>	<b>Committee</b>
City of Barrie	Yes	Yes
City of Cornwall	Yes	Yes
City of Guelph	Yes	Yes
City of Hamilton	Yes	Yes
City of Kingston	Yes	No
City of London	Yes	No
City of Ottawa	Yes	Yes
Municipality of Peel	Yes	No

<b>Municipality</b>	<b>Policy</b>	<b>Committee</b>
City of Thunder Bay	Yes	No
Region of Waterloo	No	No
City of Windsor	Yes	No

Highlights of the policies from the above noted communities include:

- Process to recognize on an exceptional basis, significant contributions that organizations or individuals have made to the public life and well-being of the community
- Provide direction on how to apply for approval to name or rename municipal assets including parks, open spaces, facilities and other municipal buildings or properties.
- Nomination process – process where proposed names for a municipal asset are requested
- Process for verification of submissions
- Role and composition of the Commemorative Naming Policy Committee
- Evaluation Criteria for the committee to use when evaluating submissions for naming opportunities:
  - Demonstrated excellence, courage or exceptional service to the community
  - Extraordinary community service record
  - Foster equality and reduce discrimination
  - Risked or given his/her life to save or protect others
  - Significant financial contribution to a park or facility
  - Nominated name has historical significance

Over the years the need for a policy about how to recognize local individuals, groups or organizations through signage or naming opportunities has been discussed. The development of a policy would provide a fair, consistent and efficient process while respecting the important need for public consultation and legislative approvals with respect to naming, renaming or dedication of municipal assets.

The policy would define an application process that would include engagement and consultation with the public and request submissions of commemorative names for the following situations:

- The opening of a new municipal property, building, or asset
- The reopening of a municipal property, building, or asset following refurbishment
- The naming of an existing municipal property, building or asset that has not received a formal name
- Requests to rename a municipal property, building or asset
- Provide recognition for gifts generously donated to the Municipality

In a similar practice to all the policies reviewed from the municipalities listed in the chart above, a committee of administration comprised of senior level staff from various

departments would verify and review the submissions from the public based on the criteria in the policy and make recommendations to Council. Council would retain the final approval for any naming opportunities.

### **Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

### **Consultation**

No other departments were consulted on this report; however, it is anticipated that consultation with various departments will be required in the development of the naming policy.

### **Financial Implications**

There are no financial implications with recommendations in this report.

Prepared by:

Reviewed by:

---

Meredith Cadotte  
Council Coordinator

---

Judy Smith, CMO  
Director, Municipal Governance/Clerk

Reviewed by:

---

John Norton  
General Manager  
Community Development

P:\RTC\Community Development\2018\Municipal Governance\June 18 - Motion by Councillor Wesley re Recognition and Naming Committee.docx