

Corporate Policy and Procedure



Policy No. 05-02-02
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Effective Date 2006 06 21
Supersedes 2005 08 10

TAB: PROPERTY AND FACILITIES
SECTION: FACILITY PLANNING
SUBJECT: PROPERTY AND FACILITY NAMING AND DEDICATIONS

POLICY STATEMENT	City property and facilities are named or dedicated by Council, based on specific criteria and in consideration of any public comment.
PURPOSE	This policy establishes the process and criteria for naming, re-naming, or dedicating properties or facilities, including methods by which the public may provide suggestions and comments.
SCOPE	<p>For the purposes of this policy, “facilities” refers to all City property and facilities including:</p> <ul style="list-style-type: none">• parkland and open space;• buildings and rooms;• multi-use trails;• indoor and outdoor recreation fields;• gardens; and• other significant features of the property. <p>Where facility boundaries are not easily identified, such as at a garden or overlook within a property, Community Services Department staff will determine the most appropriate boundary to encompass the name or dedication.</p>
NAMING A NEW FACILITY	
Proposed Names	Anyone may propose a name for a facility. Suggestions should be forwarded to the Community Services Department. Suggestions for names in honour of individuals must be accompanied by a written biography of the individual, including a description of the individual’s contribution to Mississauga or the facility, and an explanation of why the honour should be given.
Selection Criteria	All suggested names will be considered, unless the name duplicates another existing name, or will cause confusion due to similarity to another existing name, or is meaningful only to a limited number of people.

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Preference is given to names which:

- have a direct relationship with the facility (i.e. reflect the location of the facility, recognize the historical significance of the area, reflect unique characteristics of the site, etc.); or
- are in keeping with a specific theme; or
- recognize the donation or sponsorship contribution of an individual or organization to the particular facility; or
- honour, posthumously, the significant contribution of an individual to the community.

Note: Any member of Council may direct staff to investigate the appropriateness of naming a facility in honour of a living individual. Based on staff's recommendation, Council may waive the requirement that recognition of an individual be posthumous. However, a facility may not be named in honour of an elected official, unless the official has retired from public service.

Naming Process

The Commissioner of Community Services, after consultation with the respective ward councillor and the Mayor, recommends to the General Committee one name and up to two alternates. The committee's decision is deferred for one month, to allow time for public comment. The committee may require that Community Services staff and/or the ward councillor solicit public comment through appropriate media or a public meeting.

At the General Committee meeting scheduled to ratify the name, the Commissioner, Community Services provides a summary of any public comment. The committee considers both the staff recommendation, and the public comment, and either approves one of the names, or proposes an alternate. If an alternate name is proposed, the process is repeated, beginning with a one-month deferral of the decision.

Once a name has been approved, the Community Services staff person responsible for the naming process forwards the name to the Land Information Services Section of the Transportation and Works Department for inclusion in the City's database of place names.

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RE-NAMING A FACILITY Generally, changing the name of an existing facility will not be considered. However, if it is deemed appropriate to change the name of the facility, a name will be selected using the same criteria as that for naming a new facility and in consultation with the respective ward councillor and the Mayor.

Re-naming Process The Community Services Department notifies all residents and ratepayer associations within a 400-foot radius of the facility of the proposed name change. The notice allows 30 days for public comment, includes the date and time of the meeting at which the General Committee will consider the name, and advises that interested parties can arrange with the Office of the City Clerk to address the committee. At the scheduled meeting, the Commissioner, Community Services presents a summary of any public comment. The General Committee may accept the recommended name, or may defer a decision until further public comment has been solicited through appropriate media or a public meeting.

Once a name has been approved, the Community Services staff person responsible for the naming process forwards the name to the Land Information Services Section of the Transportation and Works Department for inclusion in the City's database of place names.

DEDICATIONS A dedication of a property is an honour reserved for those individuals whose actions or achievements are deemed significant by Council. Requests to dedicate a facility to an individual should be made to the Community Services Department. The request must be accompanied by a written biography of the individual, including a description of the individual's contribution to Mississauga or the facility, and an explanation of why the honour should be given. The selection and approval process is the same as that for a new facility naming, without alternate name selections.

Note: Where the dedication of a facility is deemed inappropriate, the request may be referred to Communications, Corporate Services Department for consideration of recognition under the City's Civic Recognition Program policy.

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NAMING/DEDICATION PLAQUES AND CEREMONIES

When a facility is named after an individual or dedicated to an individual, a plaque describing the significance of the individual will be installed at the facility. A ceremony will be held to unveil the plaque, unless the name was chosen, or the dedication made, based solely on the historical significance of the individual.

Timing of Plaque Installation Ceremony

The timing of the ceremony depends on whether the facility is being newly opened/re-opened; or re-named/dedicated after the facility was opened:

- For facilities that are new or being re-opened after extensive renovation, the plaque will normally be unveiled as part of the official opening/re-opening ceremony. (For more information on official opening/re-opening plaques, refer to Corporate Policy and Procedure – Plaques Commemorating Official Openings.) Plaque installations are subject to available yearly funding and may be postponed due to the number of projects.
- For facilities that are being re-named or dedicated after opening, or when funding limitations required postponement of the plaque installation, a special unveiling ceremony will be held. The date will be determined by Communications staff, in consultation with the family of the individual to be honoured, the ward councillor, and facility staff.

Plaque and Ceremony Expenses

Plaques, installation, and ceremony costs will be funded by the department or division responsible for the operation of the facility, subject to the approval of the department head. Ceremonies will be standardized and expenses limited to the cost associated with light refreshments, a photographer, sound amplification, media relations and canopy or cover for outdoor events. Once the costs have been approved, ceremonies will be arranged by staff of the Communications Division, Corporate Services Department.

REFERENCE:

GC-0394-2006 – 2006 06 21

CONTACT:

For more information on the naming/dedication process, contact Planning and Heritage, Community Services Department.

For more information on naming/dedication ceremonies, contact Communications, Corporate Services Department.