



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, October 03, 2022

To: Members of Council

From: Jennifer Willoughby, Director of Legislative Services/Clerk

Report: LS2022-20

Subject: **Renaming of Simon Court Park –
Heritage Committee Request**

Recommendation

BE IT RESOLVED THAT Council receives report LS 2022-20 for information;

AND THAT further consideration regarding renaming and proposed uses for Simon Court Park will be considered within the Parks and Recreation Master Plan.

Background

At the May 9, 2022, Council meeting, Council considered and discussed a recommendation from the Heritage committee, attached as Appendix 1, which asked for consideration of renaming the current Simon Court Park to Heritage park. Council passed the following resolution:

BE IT RESOLVED THAT Council receives the resolution from the Heritage Committee regarding the renaming of Simon Court Park;

AND THAT Council requests a staff report be brought back to a future meeting with recommendations and next steps involved.

Analysis

Following the Property and Facilities Naming or Renaming Policy, attached as Appendix 2, staff have conducted research into the current name of Simon Court park and have not found any historical co-relation to a resident (past or present), facility or organization within the Town of Shelburne.

It is believed that the name of the park evolved from its location on Simon Court.

Simon Court Park is a small children's parkette with current play structures, attached as Appendix 3 is a map of the park showing its current size, play structures and other features located within the park.

Currently the Town is engaged in a Parks and Recreation Master Plan. The Plan is a framework intended to identify the parks and recreation facilities and services that are required, where they should be provided, the timing of their development and how they can be delivered. We are currently in Phase 1 of the Plan – Information gathering and visioning, which involves gathering information through research, analysis and community engagement to understand the current context, factors that may influence future recreational needs, and establish an overall vision for the future of parks and recreation.

Phase 2 will establish the foundations of the Master Plan by identifying goals and principals to guide future decision-making and recommended actions of the Master Plan, which will include draft policies and actions for the next ten years, and an implementation plan to prioritize and identify timing and related resource needs as well as funding considerations and strategies.

It is important to obtain community and stakeholder feedback, summarize the feedback received and consider further analysis and revision that may be required to respond.

At this time, staff are not recommending the name be changed until the Parks and Master Recreation Plan has been completed.

Policies and Implications

Property and Facilities Naming or Renaming Policy
Parks and Recreation Master Plan

Financial Impact

Funding strategies will be identified through the Parks and Recreation Master Plan.

Consultation and Communications

Museum of Dufferin

Council Strategic Priorities

Council's Strategic Priorities have three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the sustainable goals within the targets:

Target T2 – municipal services review and evaluation

Target T10 - improve and enhance parks and recreation services

Supporting Documentation

Appendix 1 – Resolution from the Heritage Committee

Appendix 2 - Property and Facilities Naming or Renaming Policy

Appendix 3 – map of Simon Court Park

Respectfully Submitted and Prepared By:

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed By:

Denyse Morrissey, CAO



TOWN OF SHELBURNE HERITAGE COMMITTEE

RESOLUTION

Date: April 6, 2022

Moved by: Lindsay Wegener

Seconded by: Chantel Richards

BE IT RESOLVED THAT the Heritage Committee recommends to Council that the Simon Court park be renamed "Heritage Park" to honour and recognize historical and heritage events and residents.

CARRIED



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CORPORATE POLICY

Schedule A to By-law #13-2016

DEPARTMENT:	ADMINISTRATION –CLERK’S OFFICE
SECTION:	PROPERTY AND FACILITIES NAMING OR RENAMING
APPROVAL:	COUNCIL
POLICY NUMBER:	2016-03-01
DATE OF PRESENTATION:	March 7, 2016
EFFECTIVE DATE:	March 7, 2016

1. PURPOSE:

This policy establishes the process and criteria for naming, re-naming, or dedicating certain parklands, recreational facilities, buildings, features and properties owned by the Town and within the Town’s sphere of jurisdiction.

2. POLICY STATEMENT:

- Provide a practice for naming municipal property, buildings, and features after significant geographical or historical elements.
- Recognize on an exceptional basis, significant contributions that organizations or individuals have made to the public life and the well-being of the Town of Shelburne.
- Provide direction of how to apply for approval to name, rename or dedicate municipal property, buildings or features.

This policy is intended to address naming situations related to sponsorships or naming rights as it relates to those instances where public properties, buildings, and features have their naming rights sold, usually for a specified term, as part of a naming partnership involving agreements normally comprised of a variety of benefits and opportunities for both the sponsor and the municipality as outlined in Section 9.

3. DEFINITION:

For the purposes of this policy, "facilities" refers to all Town-owned property and facilities including buildings and rooms within those buildings, parks and elements of the park, trails, walkways, pavilions etc.



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4. GUIDELINES:

Prominent Individuals and/or Organizations

Names affiliated with individuals or organization which may include, but are not limited to:

- Individuals or families having an historical connection to a site (such as a previous landowner)
- Individuals or organizations having made a significant contribution to the community in one or more of the following areas:
 - Service as an elected representative to the municipal, provincial or federal government for at least 2 terms
 - Service as a member of a public board, committee, or commission.
 - Service in a voluntary capacity in community organizations such as service clubs, cultural groups, unions, ethnic organizations, community associations, professional organizations etc.
 - Service in a voluntary or philanthropic capacity or having made a significant contribution in the following areas: environment, agriculture, arts, co-operatives, education, business or industry, journalism, medicine, politics, religion, science, public service, recreation or sports on a local, national, or international scale

In those cases where names are affiliated with individuals or organizations, the following criteria must be met:

- The contributions of the individual or group must be well documented and broadly acknowledged within the community (staff will contact the relevant professional, religious, fraternal, philanthropic, social, recreational, or other organization to verify this information).
- To the extent where possible, a direct relationship should exist between the individual / organization and the facility or feature being considered.
- In the case of an elected official or civil servant, they must be retired from public service or deceased to be eligible.
- Where a park or facility is to be named after an individual or group, permission and agreement must be obtained from the individual or their legal representative involved prior to consideration and review by the department. In the case of a deceased individual, recognition shall only be considered *with* the approval of the legal representative, prior to consideration and review by the department.
- The reputation of the individual or organization must be honorable, as the term implies, to be considered for naming.



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5. CRITERIA:

The naming of facilities is the function of the appropriate department with consultation with the Staff, Board or Committee Members and with Council approval. Designation of names is generally based upon geographical, historical or ecological relationships to the area. Facilities can also be named to honour individuals or to recognize individuals or companies that have made exceptional contributions for a specific purpose or project.

Donor recognition for significant financial gifts should follow the criteria and guidelines as outlined in Section 9.

6. PROCESS:

Names may be proposed by members of the public, elected officials and members of staff. All suggestions must be forwarded to the department responsible for naming the facility. Staff will solicit input from other departments, most specifically those that are affected by the renaming of the facility, and/or the public as considered appropriate by the department directly responsible for the operation and maintenance of the facility. Department staff will submit one recommended name and, if necessary, one alternative for review and approval by Council. Suggestions for names in honour of individuals must be accompanied by a written description of the individual's contribution.

7. PUBLIC SUPPORT:

All private individuals or organizations seeking the renaming of any municipal property or buildings will be required to submit a letter of community support for the naming initiative.

Where a renaming initiative is initiated by the Town of Shelburne, a public support letter is not required.

The letter must be in a format acceptable to the Town of Shelburne and must include the name, address, telephone number, and signature of all supporters within the Town.

The letter must also have consideration to the owners of the property immediately surrounding the proposed site.

Where there is joint ownership of the property, only one signature per property is permissible. Signed letters must be submitted with the request.



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8. APPROVAL PROCESS:

Council will receive the staff recommendations and allow at least thirty (30) days for public comment and input.

At the Council meeting scheduled to ratify a proposed name, the staff will provide a summary of any public comments or input received. Council will consider any staff recommendations, and public comment and vote on the matter.

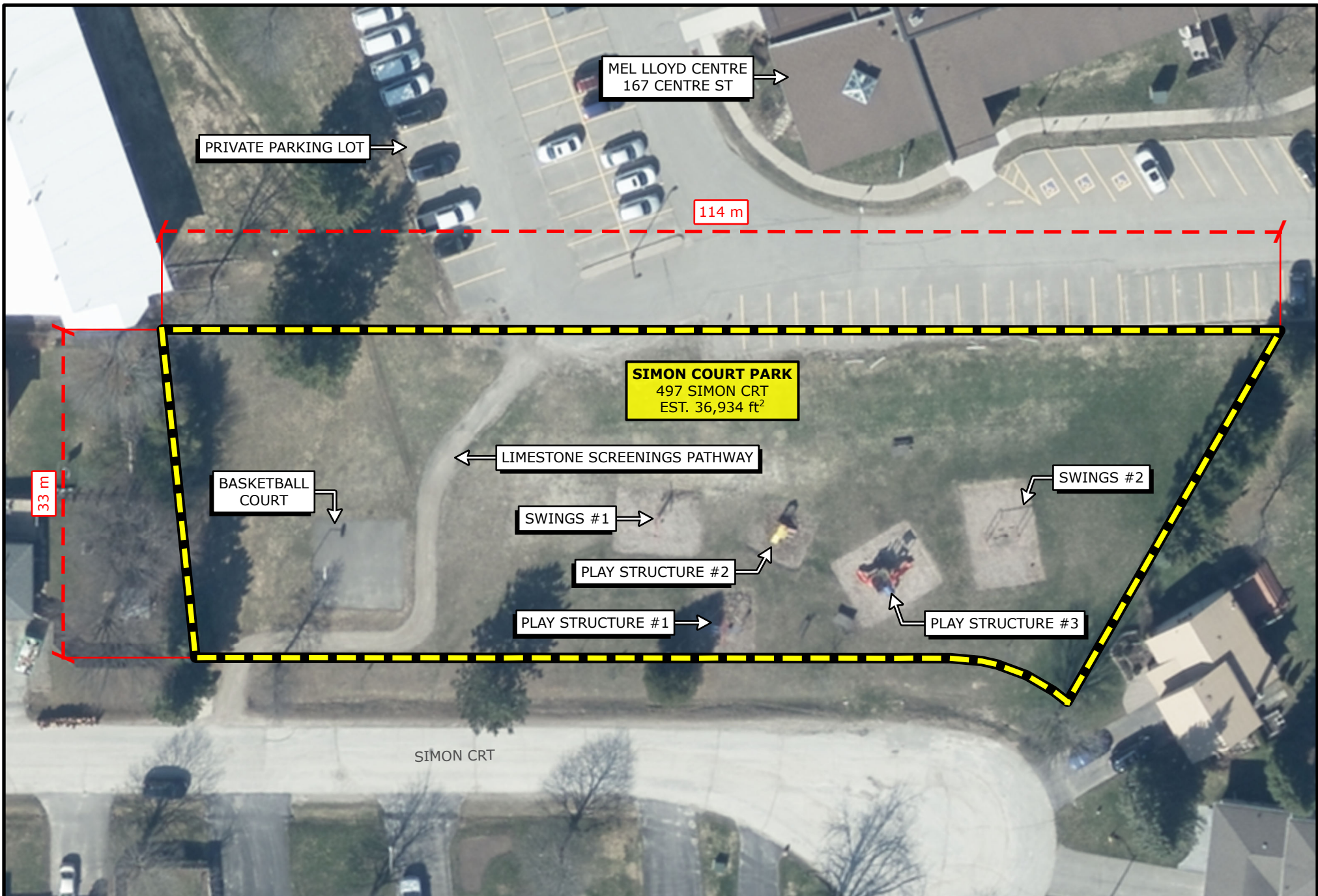
Once a name has been approved by Council, staff will be directed to implement appropriate communication.

When a Facility is named or re-named, appropriate signage shall be installed and a ceremony will be held to honour the official dedication.

Notwithstanding the processes set out herein, Council may, by way of motion at any meeting open to the public, propose to name or re-name a Facility, and a majority decision of Council on the question will be sufficient to name or re-name the said Facility upon any terms or conditions contained within the motion.

9. DONOR RECOGNITION

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- The Town of Shelburne will consider naming a public building or property or features of a building or property as a means of providing recognition for significant financial gifts to the Town, in accordance with this and other applicable Town policies. The term "Significant Financial Gifts" implies a minimum monetary donation of 35% of the total real or capital cost or, appraised value, whichever is greater, of the amenity being considered for naming.



REPORT NUMBER LS2022-20	DRAWING TITLE Appendix 3 Simon Court Park Existing Conditions	LEGEND <div> <div> Dimension </div> <div> Subject Area </div> <div> Reference </div> </div>	REFERENCE <div> 0 5 10 20 Meters </div>	<div> A People Place, A Change of Pace SHELburne ONTARIO, CANADA </div>	GIS PROJECT: 2022-036 VERSION: 01 DATE: 09-28-2022
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