

Standard Operating Procedure (SOP)
PARKS AND OPEN SPACE NAMING

Department: Planning and Development Services

Division: Policy Planning

Approved By: PDC078-2017

Date: April 25, 2017

1. **DEFINITIONS:**

- 1.1. *'Master List of Approved Street Names'* – A list of names kept and updated by Development Services and Business Systems staff that can be used in the naming of new streets. These names may be used in the naming of parks and open spaces, where deemed appropriate (i.e. meet the terms of the *Parks and Open Space Naming Policy* and this SOP);
- 1.2. *'Park and Open Space Name Bank'* – A list of names kept and updated by Parks Planning staff that can be used in the naming of new parks and open spaces. Includes suitable *'Naming Requests'* (see below);
- 1.3. *'Naming Requests'* – Requests received from the public or elected officials, requesting that the name of a person or event be commemorated through the naming of a park or open space block. All requests are kept in a spreadsheet by Parks Planning staff. Names that meet the conditions of the Naming Policy and the SOP are assigned, when and where feasible;
- 1.4. *'Parks and Open Space Naming Policy'* – A Council-endorsed policy that governs the naming of parks and open spaces in the City of Brampton. To be read in companion with this SOP;
- 1.5. *'Park and Open Space Naming Recommendation Report'* – A Corporate Report prepared by Parks Planning staff that seeks Council's approval to name a park or open space asset (or multiple assets);
- 1.6. *'Planning Development Application Recommendation Report'* – A Corporate Report prepared by Development Services staff that recommends that Council draft approve a plan of subdivision, and allow it to proceed to plan registration, subject to the satisfaction of a number of conditions. A secondary outcome from these reports is the approval of street names within the plan. Under the terms of this SOP and the accompanying *Parks and Open Space Naming*

Standard Operating Procedure (SOP)
PARKS AND OPEN SPACE NAMING

Policy, it would also incorporate the names of all parks and open spaces in the plan, for Council's approval.

2. **PURPOSE:**

- 2.1. The purpose of this SOP is to detail criteria to be used to evaluate the usability of proposed names, which will then be used in the naming and renaming of parks and open spaces (as defined under the accompanying *Parks and Open Space Naming Policy, 2016 – 'the Policy'*).
- 2.2. This SOP and the Policy shall be read together and are intended to document a process that will provide names for parks and open space assets that:
 - Is consistent, efficient and results in names that create a positive image for the City
 - Allows for quick identification, and minimizes potential confusion by Emergency Services respondents, in the identification and location of an asset
 - Facilitates the ability to erect signage on these assets, in a timely fashion

3. **SCOPE:**

- 3.1. This SOP applies to the function of naming and renaming¹ of all parks and open spaces (as defined under "SCOPE" in the Policy)
- 3.2. The City also provides alternative ways in which the public can commemorate persons, e.g. a park bench plaque program and a memorial tree planting program. The public shall be notified of these options on the City's portal page.

4. **PROCEDURE:**

¹ Park names that appear on site signage or in the semi-annual Parks and Recreation Guide will only be changed in extraordinary circumstances.

Standard Operating Procedure (SOP)

PARKS AND OPEN SPACE NAMING

- 4.1. This SOP shall be read in conjunction with the [Parks and Open Space Naming Policy](#), as there are additional details in the Policy that are not repeated here.
- 4.2. Existing parks should not be renamed unless extraordinary circumstances warrant a name change.
- 4.3. When considering a name for a park or open space, first priority will be given to '*Naming Requests*'.
- 4.4. If there are no '*Naming Requests*' associated with a particular site, then Parks Planning staff will determine if the name of an adjacent street can be used for the site.
- 4.5. When the name of the adjacent street(s) cannot be used due to the requirements of the Policy and this SOP, then a name will be selected from the '*Park and Open Space Name Bank*'.
- 4.6. In accordance with the Policy and SOP, Parks Planning staff will coordinate with those responsible for Street Naming to ensure that there are no conflicts between the names that appear in the Park and Open Space Name Bank and those in the Master List of Approved Street Names.
- 4.7. For new subdivisions still in the planning stage, the naming of future parks and open space assets shall be completed through inclusion of the proposed names within the *Recommendation Report* for the draft plan of subdivision. The proposed names shall be chosen by Parks Planning staff in accordance with the criteria outlined in this SOP and provided to the Development Planner, for incorporation into the *Draft Plan of Subdivision Recommendation Report*.
- 4.8. Where a parks and open space asset that requires naming cannot be incorporated into a *Draft Plan of Subdivision Recommendation Report* (e.g. older, existing assets), Parks Planning staff will prepare a *Park and Open Space Naming Recommendation Report* for Planning and Development Services Committee's consideration, in accordance with the criteria outlined in this document and in the Policy.
- 4.9. For commemoration requests, Parks Planning staff will work with the requestor to confirm the type of commemoration desired/possible.

Standard Operating Procedure (SOP)

PARKS AND OPEN SPACE NAMING

- 4.9.1. If a commemorative name is selected that warrants explanation - for the public's benefit or, to honour the person/event being commemorated, then interpretive plaques and/or signage may be used. The content that will go on these plaques or signage shall be prepared by Parks Planning staff with the assistance of the requestor and the City's Strategic Communications Division.
- 4.9.2. Funding for the development and implementation of the signage noted in 3.6.1 will come from either the park development budget, through a budget amendment, or through an alternative identified with the support of the City's Financial Planning Division.
- 4.10. All proposed names will be reviewed and must be approved by Brampton Fire Dispatch² ('Fire') before being included in any report. Fire will apply the 'Naming Conventions' test (see below) on all contemplated names and render a recommendation for Parks Planning to consider, before proceeding.
- 4.11. If a proposed name, originating from a *Naming Request*, is deemed unsuitable by Fire, then Parks Planning will direct the requestor to alternative means of commemoration (as noted above).
- 4.12. Once new names are approved, through either a *Draft Plan of Subdivision Recommendation Report* or a *Park and Open Space Naming Recommendation Report*, Parks Planning will notify Public Works & Engineering – Parks Division, and Business Systems (GIS) for their incorporation into official City databases and systems.

5. SOURCES OF NAMES:

- 5.1. The Policy section "SOURCES OF NAMES" sets out where names for parks and open spaces can come from. Preference will be given first to specific naming requests, and second to using the name of the adjacent street.

² Peel Regional Police and the regional Ambulance Service have indicated that they are comfortable with Brampton Fire Dispatch representing their interests in the naming of assets.

Standard Operating Procedure (SOP)
PARKS AND OPEN SPACE NAMING

6. NAMING “CONVENTIONS”:

- 6.1. The criteria listed below shall be used to refine candidate names so as to minimize potential confusion by Emergency Services respondents. It respects and builds upon the [Region of Peel's Street Names Committee Policies](#).

6.1.1. Unacceptable Beginnings of Any Word (in Names):

In accordance with the Region's Street Naming Policy, there are a number of sets of three characters that are not to be used to start names because of overuse. In addition to those character sets, other specific words will be avoided at the beginning of any word in new names for various reasons, such as overuse (e.g., Chinguacousy), multiple spellings for the same sound (e.g., Beech / Beach), etc.

Names that can't be used in the future include:

- Albert
- Alex
- Allan / Allen
- Apple
- Ash
- Autumn
- Beech / Beach
- Birch
- Blue
- Buck
- Burn
- Caledon
- Carl / Karl
- Castle
- Cedar
- Centreville
- Chinguacousy
- Clover
- Credit
- Deer / Dear
- Dun / Done
- East
- Fair
- Fall
- Fern
- Fletcher
- Fox
- George
- High
- International
- James
- John
- Jonathan
- Joseph
- King
- Knight / Night
- Lake
- Maple
- Meadow
- Nelson
- New
- Oak
- Peel / Peal
- Pine
- Ridge
- River
- Robert
- Rock
- Roe / Row
- Royal
- Saint / St.
- Sea / See
- Snow
- South
- Spring
- Stone
- Summer
- The
- Thomas
- Trail
- Valley
- Water
- Wright /Right

Standard Operating Procedure (SOP)
PARKS AND OPEN SPACE NAMING

6.1.2 Multiple Words:

It is appropriate, and at times necessary for clarity, to use more than just one word (such as including a person's first name) when naming municipal assets. It is preferred that the number of words used be limited to two (excluding the suffix), whenever possible.

- e.g., “*John Doe Park*” would be preferred over “*John William Doe Park*”.

6.1.3 Suffixes:

Asset names should end with suffixes appropriate to the primary asset type, such as “Valley”, “Woods”, “Park”, etc.

Some suffixes which are typically used as street suffixes (such as Gardens, Gate, Grove, Heights, Terrace, and Way) should not be used for other City infrastructure.

6.1.4 Length of Asset Name:

Names of parks and other non-street assets must be easily and uniquely identifiable using only the first 30 characters of the name (including spaces and the suffix). It must also be possible to place the entire name on Brampton's standard park identification signage³ at the standard lettering height as defined in the [Outdoor Master Wayfinding Program](#) without further modification of the sign.

6.1.5 Use of Initials within a Name:

Although the use of initials is discouraged, when initials are used, the periods shall be omitted from database systems⁴, but may appear on site signage.

³ The 9-1-1 Public Emergency Reporting Service (PERS) Manual requires that signage is to be installed on all named sites, showing the approved name and the address of the asset.

⁴ The PERS Manual provides additional restrictions, such as banned punctuation, including () . , / & [] plus discouraged punctuation ‘ -

Standard Operating Procedure (SOP)

PARKS AND OPEN SPACE NAMING

- *E.g., Names in the database would appear as ... Donald M Gordon Chinguacousy Park; JP Hutton Park*

Initials that can be mistaken for words when spoken shall be avoided.

- *E.g., B/Bee/Bea; C/See/Sea; JC/Jaycee; K/Kay; KC/Casey; O/O'Oh; T/Tea/Tee; etc.*

7. LOCATION:

7.1. The site chosen for a name should be as close as possible to the location where the name is of significance.

- *E.g., if the name of a settler is to be given to a park, then the park should be located on the lands that that person settled.*

7.2. In cases where a name has been derived from a theme, the site chosen for the name should be within the area where the theme is of most significance.

- *E.g., while the theme of 'agriculture' pertains to all of Brampton, the product 'apples' is most relevant to West Brampton, where apple farming was most prevalent.*

7.3. A name that is generally associated with a specific area should not be applied to a location elsewhere in the City.

8. RE-USE OF NAMES:

8.1. A name that is no longer in use (such as a street or other asset that was renamed or closed), cannot be used in other locations until such time as all references to the original name are gone (which will occur more quickly if there are no addresses associated with it).

- *E.g., Dale Avenue was originally located in the downtown near the Dale Estate's former spur line, but the road is now closed and there are now buildings on this former road allowance facing other streets. Therefore, the name "Dale" can be used to start the name of a street or other asset, as long as other naming criteria are met.*

Standard Operating Procedure (SOP)**PARKS AND OPEN SPACE NAMING**

- 8.2 This re-use of names shall also extend to similar *sounding* names.
- *E.g., Wayne Nicol Drive was originally named and signed as Berisford Drive, and the park name signage in the neighbourhood park along this road still bears the name “Berisford Park”. Therefore, the name “Berisford” (and the similar sounding / alternate spelling “Beresford”) cannot be re-used for the naming of parks or streets.*

9. MINIMUM SIZE OF AN ASSET TO BE NAMED:

- 9.1. An asset that is too small to be worthy of a historically significant name may be given an informal name for maintenance purposes, so long as the name otherwise adheres to this policy. Such an asset will not be signed with the standard full-sized asset signage (as per the City’s *Outdoor Master Wayfinding Program Design Intent Drawings for the Sign Type Array*).
- *E.g., a small vista block with a seating area overlooking a private golf course might simply be named “(Street Name) Vista”, whereas an even smaller vista block that is narrow and otherwise unusable should simply be considered to be part of the road allowance, and not a separate asset to be named.*

10. MAXIMUM SIZE OF AN ASSET TO BE NAMED:

- 10.1. Similar to the way street names change when they cross major roadways, large assets such as valleys will be assigned different names when they cross arterial roads. However, two otherwise continuous assets can share the same base name when they are only separated by a local or collector road. In addition, where a valley is longer than approximately 1km without being split by a roadway, the area can be given two names, or can be assigned the same name with a North/South extension to the base name (or with other appropriate separators).

Standard Operating Procedure (SOP)

PARKS AND OPEN SPACE NAMING

- 10.2 The City shall endeavor to give a single name to adjacent assets that are difficult to clearly define as separate, when viewed in the field. For example:
- A vista block overlooking a valley will generally be assigned the same name, and that name will apply to the vista / valley combination. The suffix for the name of the combined site will reflect the dominant asset, which would be the valley in this example.
 - A stormwater management pond that is adjacent to a valley or channel can share the same base name, but each must have its own unique suffix.
 - *E.g., Flower City Valley / Flower City Pond East / Flower City Pond West.*
 - *N.B., For naming purposes, no more than two stormwater management ponds may share the same base name with other assets (such as a valley or channel), and the two ponds must be visible⁵ from each other.*
 - The City will evaluate and may approve any combinations of sites suggested.

11. SIGNIFICANCE OF AN ASSET TO BE NAMED:

- 11.1. An asset that is given a historically or culturally significant name must be readily available for public use.
- *E.g., sites such as a fully fenced storm water asset or an industrial drainage channel that is generally inaccessible will not be given a name of significance, even though the asset may be several acres in size.*

⁵ By “visible” it’s meant that a person can stand on one asset, near where the ID signage would be installed, and without moving, be able to see at least a portion of all the other assets that are to share the same base name. In the case of two stormwater management ponds located together, it must be possible to see the majority of each pond from the other, if both are to carry the same base name.

Standard Operating Procedure (SOP)

PARKS AND OPEN SPACE NAMING

12. USING THE NAME OF ADJACENT PUBLIC ASSETS:

- 12.1. When a school carries the name of an historical person, community, or anything else of significance to Brampton, the base name may also be used for naming an adjacent City asset.
 - *E.g., Since Jonathan Copeland was an original settler in Brampton, and several family members continued to farm the area for over 100 years and served in multiple wars, the woodland area that is directly across the street from Copeland Public School could be called Copeland Woods.*
- 12.2. When a local street name is used (e.g., *Windflower Road* → *Windflower Park*), all parks and open space assets on that street must be visible from each other.
- 12.3. Individual street names shall not be applied to adjacent parks or open space assets that exceed 5 ha in area.
- 12.4. Adjacent arterial and / or collector intersection names (e.g., *Dixie Sandalwood*) can be used for parks and open space assets that exceed 5 ha in area.

13. DESCRIBING THE LOCATION FOR THE NAME

- 13.1. When a name is proposed, it must be clear exactly what comprises the asset to be named. The best way to avoid potential confusion is to include as many of the following as possible:
 - The park number
 - The street address for the asset⁶
 - A list of streets, schools, commercial malls, or other recognizable landmarks that the boundaries of the asset touch
 - A list of Block Numbers from the registered plans
 - The Ward number

⁶ Bell Canada's 'Public Emergency Response Service (PERS) Manual' requires that all parks, cemeteries and recreation centres have addresses.

Effective:
April 25, 2017

Standard Operating Procedure (SOP)
PARKS AND OPEN SPACE NAMING

14. POLICE CHECKS:

- 14.1. Police checks are to be completed on all living persons that are to have their name commemorated on park signage.