

TOWN OF KENTVILLE POLICY STATEMENT G78

MUNICIPAL ASSET NAMING AND RENAMING POLICY



1.0 PURPOSE

- 1.1 The Town of Kentville is committed to providing a fair, consistent and efficient process towards the naming/renaming municipal assets. The naming process defined in this bylaw is the responsibility of the Municipal Asset Naming Committee.

2.0 DEFINITIONS

- 2.1 Street Type Definitions are outlined in Schedule A.
- 2.2 Municipal Assets: Streets, parks, and parts of parks, trails, facilities, and parts of facilities, development areas, pedestrian and cycling infrastructure belonging to or under the control of the Town of Kentville.

3.0 SCOPE

- 3.1 The main objectives of this policy are to establish:
 - 3.1.1 The timely application process that assesses a proposed name for a municipal asset.
 - 3.1.2 Community engagement and consultation with Indigenous, African Nova Scotian, and other equity-seeking communities for proposed names.
 - 3.1.3 One list of acceptable names for municipal assets grouped by themes and priorities.
 - 3.1.4 The approval process and the committee responsible for review and approval of names for this list or for municipal assets.

4.0 PROCEDURES

- 4.1 The Municipal Asset Naming Committee has a mandate to:
 - 4.1.1 Review and screen all suggestions and requests for changing a street name, or naming a municipal asset;
 - 4.1.2 Organize the Names Master List into themes and prioritize the names for selection within each theme;
 - 4.1.3 Delegate maintenance of the Names Master List to appropriate staff;
 - 4.1.4 Notify the nominator and/or family when a name is selected for use;
 - 4.1.5 Provide street name recommendations to Council.
- 4.2 To name a municipal asset or to rename a municipal asset, members of the public, committees, organizations and developers may submit a proposal in writing to Town Hall or through email to names@kentville.ca. The proposal must include at a minimum:
 - 4.2.1 The rationale for

- 4.2.1.1 Removing the name of a municipal asset; or
 - 4.2.1.2 Proposing a name for a specific municipal asset, or for an unspecified municipal asset; or
 - 4.2.1.3 Removal of a name of a municipal asset and suggestion for a new name for the same municipal asset.
 - 4.2.2 The relevance of the proposed name to the asset and to the Town;
 - 4.2.3 Documented support, including but not limited to petitions and support letters from the community; and
 - 4.2.4 A map or an illustration, including major intersections of a street to be renamed, or the location of the asset.
- 4.3 Words are reviewed and approved for the Municipal Asset Names Master List by the Municipal Asset Naming Committee.
- 4.4 Words appropriate for the Municipal Asset Names Master List are defined as follows:
- 4.4.1 Words celebrating the diversity and history of Kentville.
 - 4.4.2 Words reflecting an event or community contributing significantly to the area, cultural diversity, and historical relevance of the area.
 - 4.4.3 Words recognizing native wildlife, flora, fauna, or natural features.
 - 4.4.4 Family names or persons first and last names may be considered for some select municipal assets.
- 4.5 Words not appropriate for the Municipal Asset Names Master List are defined as follows:
- 4.5.1 Duplicates of an existing name.
 - 4.5.2 Words that sound similar, even if they have a different suffix (e.g. Orchard Street and Orchard Road).
 - 4.5.3 Cumbersome, corrupted, modified names, or discriminatory names from the point of view of race, sex, colour, creed, political affiliation or other factors.
 - 4.5.4 Words with any sexual overtones, inappropriate humour, parody, slang or double meaning.
 - 4.5.5 Words with a secondary or negative connotation.
 - 4.5.6 Words spelled differently but sounding alike (e.g. Crosby and Crosbie).
 - 4.5.7 Words with hyphens, apostrophes or dashes are considered on a case-by-case basis.
 - 4.5.8 Words which advertise a particular business including paid sponsorships. No municipal building shall take the name of a person or company, but the building name may be followed by "Sponsored by [company]" or "In Memory of [name]" or "In Celebration of [name]".
- 4.6 The Municipal Asset Naming Committee will review suggested names according to the definitions of this policy and approve or deny addition to the Names Master List.

4.7 The Municipal Asset Naming Committee will assess adding names to the Names Master List names following these steps:

- 4.7.1 Confirmation that words meet the naming criteria.
- 4.7.2 Reference checks (if applicable) for people's names.
- 4.7.3 Discussions with the applicant, applicable departments, and applicable community groups.
- 4.7.4 Public consultation for a 90-day period including public meeting, newspaper article/post, online survey and any other appropriate engagement.
- 4.7.5 Recommendation report provided to Council by the appropriate Department Head (ex. for a park name, Director of Parks and Recreation).

4.8 The Municipal Asset Naming Committee will assess changing the name of a street or other asset following these steps:

- 4.8.1 Confirmation that existing name does not meet the naming criteria in this policy.
- 4.8.2 Discussions with the applicant, applicable departments, and applicable community groups.
- 4.8.3 Public consultation for a 90-day period including public meeting, newspaper article/post, online survey and any other appropriate engagement.
- 4.8.4 Recommendation report provided to Council by the appropriate Department Head (ex. for a street name, Director of Planning and Development).

4.9 Proposed words that portray indigenous significance or are after an Indigenous individual, organization or event will require consultation with the Glooscap First Nation and the Annapolis Valley First Nation. Proposed words related to the African Nova Scotia community, or other cultural group, will require consultation with appropriate and representative organizations that group.

4.10 Policy Statement G67 which outlines the previous street naming process is hereby repealed.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A, Street Type Definitions

6.0 POLICY REVISION HISTORY

Date Created: October 24, 2022

Revisions:



Chief Administrative Officer, Dan Troke

SCHEDULE A
STREET TYPE DEFINITIONS

Street Type & Abbreviation	Similar to	Definition
Alley		A narrow passage between or behind buildings without sidewalks, curb and gutter usually used by pedestrians and in an urban setting.
Avenue (Ave.)		A wide street or thoroughfare, often lined with trees, predominantly straight, normally with sidewalks, leading through residential or commercial development.
Boulevard (Blvd.)	Parkway	A broad street often tree-lined and landscaped, sometimes with a median down the centre, usually used for arterials or collectors.
Circle (Cir.)	Loop, Place Cul-de-Sac	Normally residential, terminates at the same point where it originates.
Connector	Crossing	A road that connects other areas and acts as an arterial.
Court (Crt.)	Cul-de-sac Place, Loop	A short, dead-end street, constructed with a turn around area at the end and referred to as a cul-de-sac.
Crescent (Cres.)		Normally a residential road that travels in a circular pattern, but does not end at the same point that it begun.
Crossing	Connector	
Drive (Dr.)		Used in residential and commercial developments, usually not as straight as an avenue or street.
Lane		A narrow street, originally found in rural areas. (i.e. country lane)
Plaza	Square	A public square, or similar open area
Place	Run	A short street
Promenade (Prom.)	Esplanade	A long, open, level thoroughfare, usually next to a body of water, used most frequently by pedestrians.
Road (Rd.)		A thoroughfare for public transportation, connecting two places.
Street (St.)		A route for both vehicles and pedestrians, usually paved and with sidewalks.
Terrace (Terr.)	Bluff Ridge Knoll Hill	An street, extending above the surrounding terrain, usually with no continuity.
Vale	Hollow Dell Glen Grove	A short street with an elevation below the surrounding terrain, (valley) often treed and with no continuity.
Way		Mostly in residential developments, an arterial road, path or highway affording passage from one place to another.