

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE <i>Naming of Civic Property and Development Areas</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>November 18, 1991</i>
		UPDATED TO <i>May 20, 2008</i>
ORIGIN/AUTHORITY <i>Planning and Development Committee Report No. 33-1991; Planning and Operations Committee Report No. 17-2000; and Administrative Reports No. 9-2002; 1-2005; and 10-2008</i>	CITY FILE NO. <i>CK. 500-1 & 6310-1 and PL. 4001-5</i>	PAGE NUMBER <i>1 of 8</i>

1. PURPOSE

To ensure proper screening of suggested names and consistency with Council naming guidelines, and to avoid duplication in the naming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks.

2. DEFINITIONS

- 2.1 Municipally-owned or Controlled Facility - any building, or structure owned by or under the direction and control of the City, including bridges, civic buildings, firehalls, substations, etc. The naming of halls, rooms, or other facilities within a municipally-owned or controlled facility, and libraries are excluded from this policy.
- 2.2 Names Master List – a master list, kept in the Mayor’s Office, containing all screened and approved name suggestions for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks.
- 2.3 Neighbourhood - for purposes of this policy, a neighbourhood is any residential development area recognized by the City of Saskatoon Development Plan as a neighbourhood, or a residential section having distinguishing characteristics.
- 2.4 Suburban Development Area - an area consisting of multiple neighbourhoods and includes housing and related facilities for approximately 50,000 persons.
- 2.5 Street - for the purpose of this policy, a street is any roadway (excluding laneways and unimproved right-of-ways) under the direction and control of the City of Saskatoon.

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2.6 Park - for the purpose of this policy, a park is any area owned or controlled by the City for which the primary uses are the provision of leisure services and beautification of the community. Small pieces of City land not suitable for Park development are excluded from this policy.

3. POLICY

Suburban Development Areas, Neighbourhoods, Streets, Parks and major municipally-owned or controlled facilities, shall be named. Names are to be chosen from a pre-screened Names Master List.

3.1 Names Master List

- a) A Names Master List for naming municipally-owned or controlled facilities (excluding libraries), streets, suburban development areas, neighbourhoods and parks, shall be created by the Naming Advisory Committee and approved by City Council. Libraries will be named by the Board of the Saskatoon Public Library.
- b) The Names Master List shall be kept in the Mayor's Office.

3.2 Naming Advisory Committee

- a) A Naming Advisory Committee shall be formed to review and screen all suggestions and requests for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.
- b) The Naming Advisory Committee shall be comprised of the following members:
 - i. The Mayor.
 - ii. Two (2) City Councillors (appointed by City Council).
 - iii. Three (3) members from the Administration.
- c) The two City Councillors shall be appointed to serve on the Naming Advisory Committee for a one (1) year term.

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- d) The Naming Advisory Committee shall appoint a chair and shall meet at the call of the Chair.
- e) The Naming Advisory Committee shall screen all requests and suggestions for naming, or renaming, municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks to ensure that each suggestion or request meets the Council Guidelines for naming as set out in 3.3 below.
- f) The Naming Advisory Committee shall report to Council as new requests and suggestions are screened and recommended for approval and addition to the Names Master List.
- g) The Naming Advisory Committee may also report and recommend to Council on any other matter related to this policy.

3.3 Guidelines

- a) The screening of new name submissions for the naming or renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks, shall be done in consideration of, but not limited to, the following criteria:
 - i) Outstanding contribution by any individual from the public at large, in any of the following ways:
 - A person who has demonstrated excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of Saskatoon, Province of Saskatchewan, or Canada;
 - A person who has volunteered significant amounts of time, effort, and/or resources to support community services or humanitarian causes;
 - A person who has risked his or her life to save or protect others; and

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- A person who has achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit to the City of Saskatoon, Province of Saskatchewan, or Canada.
- ii) Former Department Heads, City Managers, Fire Chiefs, or elected officials of the City of Saskatoon;
 - iii) Historical names celebrating an historic event or figure;
 - iv) Names which recognize the flora and fauna of the local area or the geographical or topographical feature of the local area; and
 - v) The name of a person or a name other than a person may be added to the Names Master List when unique or extenuating circumstances warrant.
- b) The naming or renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks, shall be done in consideration of, but not limited to, the following guidelines:
- i) Ease of identification and avoidance of confusion for the public;
 - ii) Consistency in the theme of an area;
 - iii) Purpose of facility and logical connection to the name;
 - iv) The suffix 'Street' will be reserved for streets that are aligned east to west, and the suffix 'Avenue' will be reserved for streets that are aligned north to south;
 - v) Surnames alone will be used for the naming of streets, urban development areas, and neighbourhoods;

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- vi) The surname alone will be used for the naming of municipally-owned or controlled facilities and parks, except in the case of former elected officials of the City of Saskatoon, where given name(s) and surname together may be used;
- vii) For the naming of fire halls, any former Fire Chief of the City of Saskatoon, serving a minimum of five (5) years;
- viii) For the naming of electrical substations, any former Electrical Distribution Department Head;
- ix) An external party may become a title sponsor (namesake) of a future or existing facility in recognition for its funds, goods, and service support, as set out in Council Policy C09-028, “Sponsorship”; and
- x) When a name has been applied, it will be removed from the Names Master List and placed in the City’s naming records, except in the case of former elected officials of the City of Saskatoon, where the name will be retained in an Appendix to the Names Master List.

3.3.1 Duplicate Surnames

- a) Subject to the approval of City Council as provided in this policy, where a name submission duplicates a surname that is on the Names Master List or that has been used for naming or renaming:
 - i) in the case of an individual who is not a former elected official of the City of Saskatoon, the individual’s history will be acknowledged in the Names Master List without creating a new record or in the City’s naming records, as appropriate; and
 - ii) in the case of an individual who is a former elected official of the City of Saskatoon, the name will be added to the Names Master List and given name(s) and surname may be applied together to a municipally-owned or controlled facility, suburban development area, neighbourhood, or park.

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3.4 Suggestions for Adding to Names Master List

- a) All suggestions for adding names to the Names Master List for naming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks shall be submitted to the Community Services Department, City Planning Branch.
- b) All suggestions will be screened by the Naming Advisory Committee and forwarded to City Council for approval.

3.5 Requests for Naming Specific Municipally-Controlled Property

- a) All requests for a name to be applied to a specific municipally-owned or controlled facility, street, suburban development area, neighbourhood or park shall be submitted to the Community Services Department, City Planning Branch.
- b) The Naming Advisory Committee will screen all requests for naming a specific municipally-controlled property and forward a recommendation to Council for approval.

3.6 Requests for Re-Naming a Specific Civic-Controlled Property

- a) All requests for the specific renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks shall be submitted to the Community Services Department, City Planning Branch.
- b) The Community Services Department, City Planning Branch shall notify all property owners, civic departments, agencies, community associations, etc. who may be affected by the proposed renaming and gather comments.
- c) The Naming Advisory Committee will screen all requests for re-naming any municipally-controlled property and forward a recommendation to Council for approval.

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3.7 Selection of Names from Names Master List

- a) Upon request from the Community Services Department, the Mayor will select the appropriate name for each municipally-owned or controlled facility, street, suburban development area, neighbourhood or park from the Names Master List.
- b) Upon selection of name(s) by the Mayor, the Community Services Department will forward a brief report to City Council noting the selection(s) for Council's information.

4. RESPONSIBILITIES

4.1 City Council

- a) Approves all names to be included on the Names Master List for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.
- b) Receives and approves all requests for naming, or renaming, specific municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.

4.2 Office of the Mayor

- a) Selects names for municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks upon request from the Community Services Department.
- b) Keeps the Names Master List on file for use when appropriate.
- c) Notifies the nominator and/or family when a name is selected for use.

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4.3 Naming Advisory Committee

- a) Recommends amendments to this policy to City Council.
- b) Screens all suggestions for adding new names to the Names Master List, naming a specific municipally-controlled property and renaming of any municipally-controlled property and recommends support or non-support of suggestion to City Council.

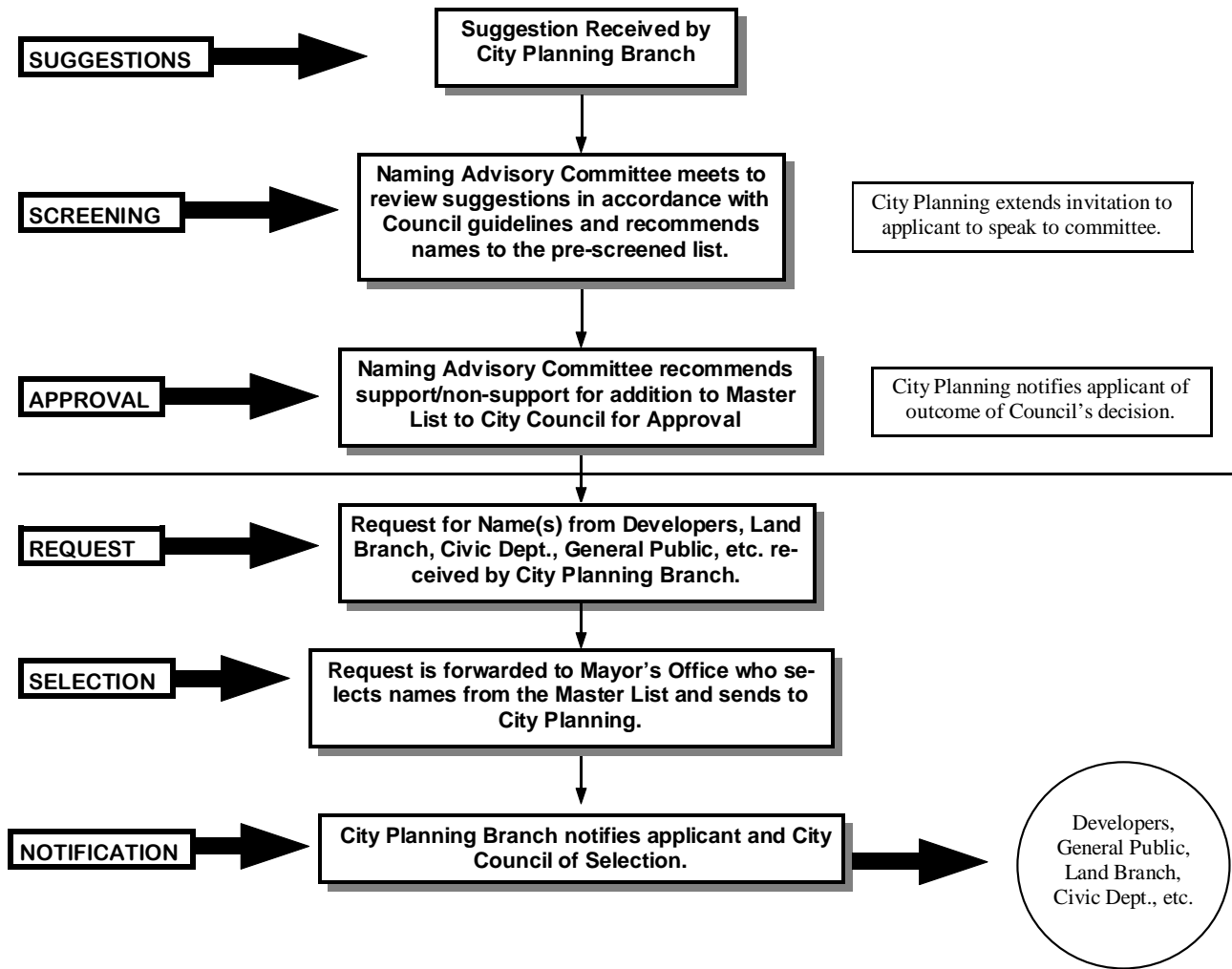
4.4 Community Services Department – City Planning Branch

- a) Receives all suggestions and requests for naming or renaming of any municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.
- b) Forwards all suggestions and requests for naming or renaming to the Naming Advisory Committee for screening and recommendation.
- c) Notifies applicants of the opportunity to be heard by the Naming Advisory Committee.
- d) Prepares reports to City Council on behalf of the Naming Advisory Committee recommending that new names be added to the Names Master List, and the naming, or renaming, of specific municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.
- e) Prepares information reports to Council upon selection of names from the Names Master List by the Mayor.
- f) Notifies all affected property owners, neighbourhood associations or any other organization where a re-naming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.
- g) Performs all related administrative duties associated with the effective administration of this policy.

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NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

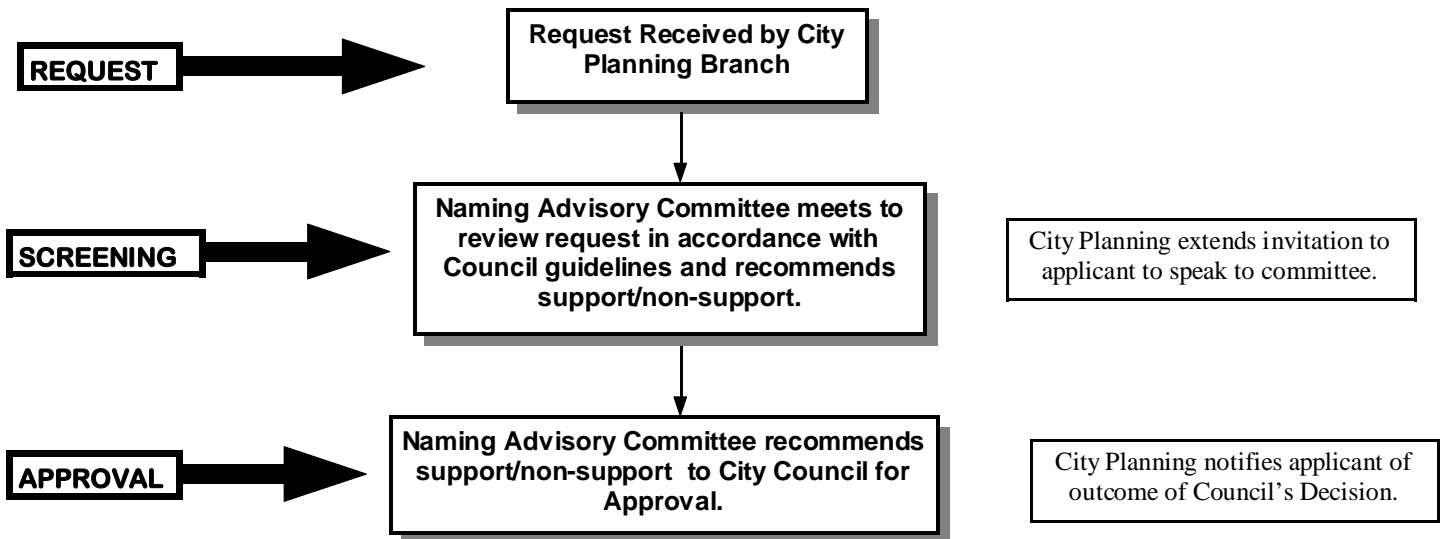
PROCEDURE FOR HANDLING NAME SUGGESTIONS FOR PLACEMENT ON MASTER LIST



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NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

PROCEDURE FOR HANDLING NAMING REQUESTS FOR SPECIFIC CIVIC-CONTROLLED PROPERTY



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NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

PROCEDURE FOR HANDLING REQUESTS FOR RENAMING SPECIFIC CIVIC-CONTROLLED PROPERTY

