

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>
ORIGIN/AUTHORITY <i>Planning and Development Committee Report No. 33-1991; Planning and Operations Committee Report No. 17-2000; Administrative Reports Nos. 9-2002, 1-2005, 10-2008; Executive Committee Report No. 7-2014; Standing Policy Committee on Planning, Development and Community Services Item 8.1.2 – March 27, 2017, Item 8.1.6 – October 23, 2017; Item 8.1.1 – January 29, 2018; Governance and Priorities Committee Item 9.5.1 – June 25, 2018; Item 8.5.3 – March 25, 2019, Item 8.5.1 – April 29, 2019; and Standing Policy Committee on Planning, Development and Community Services Item 8.1.2 – June 24, 2019.</i>	CITY FILE NO. <i>CK. 6310-0, X 6310-1, 500-1</i>	UPDATED TO <i>June 24, 2019</i>
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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 “Council” means the Council for The City of Saskatoon.
- 2.2 “Major Municipally-Owned or Controlled Facility” means Municipally-Owned or Controlled Facilities whose naming draws significant City-wide, public interest, and includes bridges and other large infrastructure projects, or other Municipally-Owned or Controlled Facilities as directed by Council.
- 2.3 “Municipally-Owned or Controlled Facility” means any building, or structure owned by or under the direction and control of the City, including civic buildings, fire halls, substations, etc. The naming of halls, rooms, or other facilities within a Municipally-Owned or Controlled Facility and libraries are excluded from this Policy.

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- 2.4 “Names Master List” means a master list, kept by The Civic Naming Committee, containing all screened and approved names to be used for naming Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods and Parks. The Names Master List is divided into two categories: assigned names and unassigned names.
- 2.5 “Neighbourhood” means any residential, commercial or industrial development area recognized by the City of Saskatoon Official Community Plan as a neighbourhood, or a residential section having distinguishing characteristics.
- 2.6 “Park” means 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. The naming of sports fields, dog parks or other amenities within a Park are also excluded.
- 2.7 “Planning, Development and Community Services Committee” means the Standing Policy Committee on Planning, Development and Community Services.
- 2.8 “Suburban Development Area” means an area consisting of multiple Neighbourhoods and includes housing and related facilities for approximately 50,000 people.
- 2.9 “Street” means any roadway (excluding laneways and unimproved rights-of-way) under the direction and control of the City of Saskatoon.
- 2.10 “Special Street Name” means a name assigned to an existing Street on either a temporary or permanent basis that is symbolic and does not replace the legal street name.

3. POLICY

Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods and Parks shall be named. Names are to be chosen from the Names Master List.

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3.1 Names Master List

- a) Naming suggestions will be received from the general public and may also be solicited by the City from, for example, the Diversity, Equity and Inclusion Advisory Committee as well as community-based or other organizations.
- b) A Names Master List for naming Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods and Parks, shall be created by the Civic Naming Committee and approved by the Planning, Development and Community Services Committee.
- c) The Names Master List shall be kept by The Civic Naming Committee.

3.2 The Civic Naming Committee

- a) A Civic Naming Committee shall be formed to:
 - i) Review and screen all suggestions and requests for naming Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods and Parks, including requests for Special Street Names, and excluding Libraries, which will be named by the Board of the Saskatoon Public Library;
 - ii) Organize the Names Master List into themes and prioritize the names for selection within each theme;
 - iii) Maintain and supervise administration of the Names Master List;
 - iv) Notify the nominator and/or family when a name is selected for use;

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- v) Work with the Diversity, Equity and Inclusion Advisory Committee to find ways to boost intake of nominations for possible names for the Names Master List; and
 - vi) Act in accordance with any other provisions of this Policy.
- b) The Civic Naming Committee shall be comprised of the following members:
 - i) Three (3) members of Council (appointed by Council); and
 - ii) At least four (4) members of the Administration to act as non-voting resource members, at least one of which also sits on the Diversity, Equity and Inclusion Advisory Committee.
- c) The three (3) members of Council shall be appointed to serve on The Civic Naming Committee for a one (1) year term.
- d) The Civic Naming Committee shall appoint a member of Council to be the Chair of the Committee and the Chair shall be appointed on an annual basis. The Civic Naming Committee shall meet quarterly or as required at the call of the Chair.
- e) The Civic Naming Committee shall report to Council through the Planning, Development and Community Services Committee as new requests and suggestions are screened and recommended for approval and addition to the Names Master List.
- f) The Civic Naming Committee may also report and recommend to Council on any other matter related to this Policy.

3.3 Naming Criteria

- a) The screening of new name submissions shall be done in consideration of, but not limited to, the following criteria:

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- 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 fosters equality and acts to eradicate discrimination;
 - A person who has risked their life to save or protect others; and
 - 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 and elected officials of the City of Saskatoon;
- iii) To commemorate local history, organizations, places, events or culture;
- iv) To recognize communities which contribute to the diversity of the city;
- v) Names which recognize the flora and fauna of the local area or the geographical or topographical feature of the local area; and

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- vi) 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.

3.4 Principles for Naming

- a) The naming 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) Approved names are to be grouped into themes and ordered according to priority on the Names Master List;
 - ii) A theme or themes shall be assigned to a Neighbourhood, or Development Area. Names of Streets, Parks or other Municipally-Owned or Controlled Facilities will be consistent with the theme(s) of the Neighbourhood or Suburban Development Area;
 - iii) Ease of identification and avoidance of confusion for the public;
 - iv) Purpose of Facility and logical connection to the name;
 - v) 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;
 - vi) In the case of names of individuals, surnames alone will be used for the naming of Streets, Suburban Development Areas and Neighbourhoods;
 - vii) 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;

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- viii) For the naming of fire halls, any former Fire Chief of the City of Saskatoon, serving a minimum of five (5) years;
- ix) For the naming of electrical substations, any former Saskatoon Light & Power Department Head;
- x) 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 No. C09-028, *Sponsorship*;
- xi) When a name has been applied, it will be removed from the unassigned names category of the Names Master List and placed in the assigned names category. Names of former elected officials of the City of Saskatoon will be identified in both categories until such time as the given name and surname have been assigned as described in vi) and vii) above;
- xii) The naming must not result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment to the named party;
- xiii) Names applied to extensions of Streets should normally be the same as the existing Street that is being extended; and
- xiv) The name of an extension of an existing Street may be applied administratively where the name being applied is the same as the name of the existing Street.

3.5 Selection of Names from the Names Master List

- a) The Civic Naming Committee shall organize the unassigned names of the Names Master List by grouping the names into themes. Names on the List shall be prioritized accordingly in each theme.

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- b) A theme or themes shall be assigned to a Neighbourhood or Suburban Development Area and it along with Streets, Parks and other Municipally-Owned or Controlled Facilities shall be named consistently with the theme(s).
- c) To select a name for a Municipally-Owned or Controlled Facility, Street, Suburban Development Area, Neighbourhood or Park, the members of the Community Services Department, Planning and Development Division, who sit on The Civic Naming Committee, shall automatically assign the next priority name from the Names Master List in accordance with the theme(s) assigned to each Neighbourhood or Suburban Development Area.
- d) The Community Services Department, Planning and Development Division, shall report to The Civic Naming Committee quarterly, or as required, regarding the names assigned and which names are next for assignment on the Names Master List.
- e) The Civic Naming Committee shall report to Council, through the Planning, Development and Community Services Committee, as required, for information regarding the names assigned for Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods and Parks.

3.6 Duplicate Surnames

- a) Subject to the approval of Council as provided for in this Policy, where a name submission duplicates a surname that is already on the Names Master List as either assigned or unassigned:
 - 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

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- 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 as described in this Policy.

3.7 Re-Use of Names

- a) Names from renamed or decommissioned Municipally-Owned or Controlled Facilities, Streets and Parks will be transferred to the unassigned names category of the Names Master List and flagged with a high priority for reuse.
- b) In the case of reused Street names, a note will be included within the Names Master List that the same suffix cannot be reused to avoid any confusion.

4. SPECIAL CIRCUMSTANCES – COUNCIL APPROVAL REQUIRED

Sections 3.4 and 3.5 do not apply to Major Municipally-Owned or Controlled Facilities or any of the other special circumstances identified in this section.

4.1 Requests for Naming Major Municipally-Owned or Controlled Facilities

- a) All naming requests for Major Municipally-Owned or Controlled Facilities shall be submitted to the Community Services Department, Planning and Development Division.
- b) The Civic Naming Committee will screen all requests for naming a Major Municipally-Owned or Controlled Facility and will then forward a recommendation to Council, through the Planning, Development and Community Services Committee.
- c) Naming will be approved prior to the opening of the Major Municipally-Owned or Controlled Facility.

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4.2 Requests for Renaming

- a) All requests for renaming a Municipally-Owned or Controlled Facility, a Street, a Suburban Development Area, a Neighbourhood or Park shall be submitted to the Community Services Department, Planning and Development Division.
- b) The Community Services Department, Planning and Development Division, shall reasonably notify all property owners, civic departments, agencies, community associations, etc. who may be affected by the proposed renaming and gather comments.
- c) The Civic Naming Committee will screen all requests for renaming any Municipally-Owned or Controlled Facility, Street, Suburban Development Area, Neighbourhood or Park, and will forward a recommendation to Council through the Planning, Development and Community Services Committee.
- d) The City of Saskatoon will not normally provide compensation for any costs associated with a name change.

4.3 Requests for Special Street Names

- a) All requests for a Special Street Name shall be submitted to the Community Services Department, Planning and Development Division.
- b) As part of the request, the applicant should give an indication of support from nearby property owners, community associations and other stakeholders. The Community Services Department, Planning and Development Division, shall gather comments from all civic departments or agencies which may be affected by the proposed Special Street Name.
- c) The Civic Naming Committee will review and screen all requests for Special Street Names and forward a recommendation to Council, through the Planning, Development and Community Services Committee.

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- d) The City of Saskatoon will not normally provide compensation for any costs associated with a name change.
- e) A Special Street Name shall be temporary for a maximum of one (1) year unless extended further by resolution of Council.

4.4 Naming Contests

- a) Any naming contests to name any Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods or Parks shall be consistent with the intent of this Policy.
- b) Naming contest rules will be reviewed by The Civic Naming Committee and approved by Council.

5. RESPONSIBILITIES

5.1 Council

- a) Receive and approve requests for naming or renaming as described in Section 4 of this Policy; and
- b) Approve amendments to this Policy, as appropriate.

5.2 Planning, Development and Community Services Committee

- a) Approve all names to be included on the Names Master List; and
- b) Report to City Council on any matters reported and recommended by the Civic Naming Committee that require Council approval or that are to be provided to City Council for information as identified throughout this Policy.

5.3 The Civic Naming Committee

- a) Recommend amendments to this Policy to Council, through the Planning, Development and Community Services Committee;

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- b) Review and screen all suggestions for adding names to the Names Master List and forward recommendations to the Planning, Development and Community Services Department regarding additions to the Names Master List;
- c) Identify circumstances where Council consideration would be necessary for naming and renaming and make recommendations to Council in accordance with Section 4 of this Policy; and
- d) Organize the Names Master List according to theme and priority.

5.4 Community Services Department – Planning and Development Division

- a) Retain possession of the Names Master List on behalf of The Civic Naming Committee.
- b) Notify the nominator and/or family when a Name is selected for use.
- c) Receive all suggestions and requests for naming or renaming of any Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods or Parks and requests for Special Street Names.
- d) Select the names from the Names Master List for Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods and Parks in accordance with the organization of the Names Master List by The Civic Naming Committee.
- e) Forward all suggestions and requests for naming or renaming to The Civic Naming Committee for screening and recommendation.
- f) Notify applicants of the opportunity to be heard by The Civic Naming Committee.

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- g) Prepare information reports to Council through the Planning, Development and Community Services Committee upon selection of names from the Names Master List.
- h) Notify all affected property owners, community associations or any other organization where a renaming of a Municipally-Owned or Controlled Facility, Street, Suburban Development Area, Neighbourhood or Park is proposed.
- i) Perform all related administrative duties associated with the effective administration of this Policy.
- j) Apply Street names to Street extensions when appropriate.

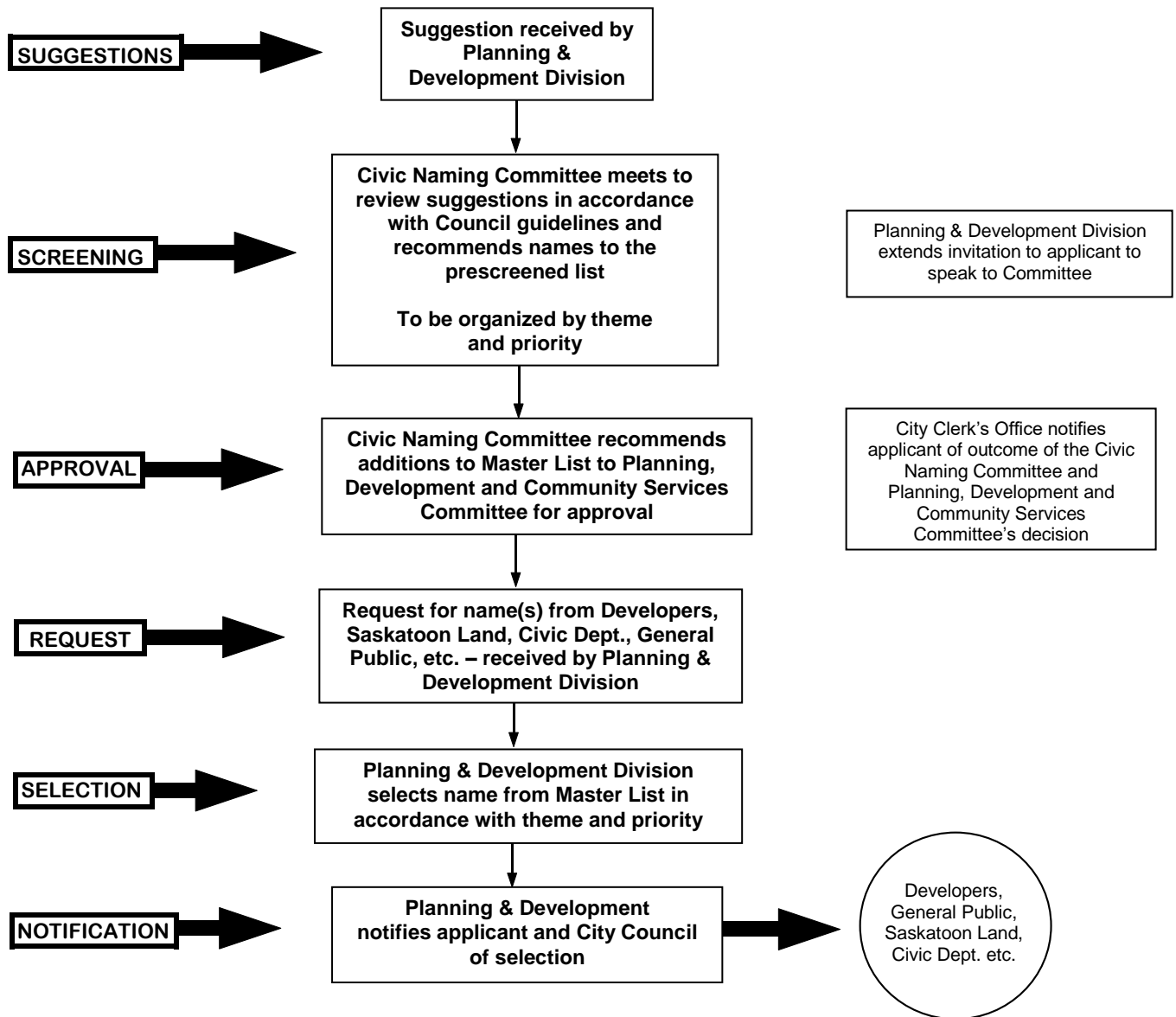
5.5 City Clerk's Office

- a) Prepare reports to the Planning, Development and Community Services Committee on behalf of The Civic Naming Committee recommending that new names be added to the Names Master List, and to Council, through the Planning, Development and Community Services Committee, regarding the naming of, or renaming of, Municipally-Owned or Controlled Facilities, Major Municipally-Owned or Controlled Facilities, Streets, Suburban Development Areas, Neighbourhoods and Parks as identified throughout this Policy.
- b) Notify all applicants when a Name is approved to be added to the Names Master List.
- c) Notify all applicants who request renaming of a Municipally-Owned or Controlled Facility, Street, Suburban Development Area, Neighbourhood or Park of the outcome of the renaming request.

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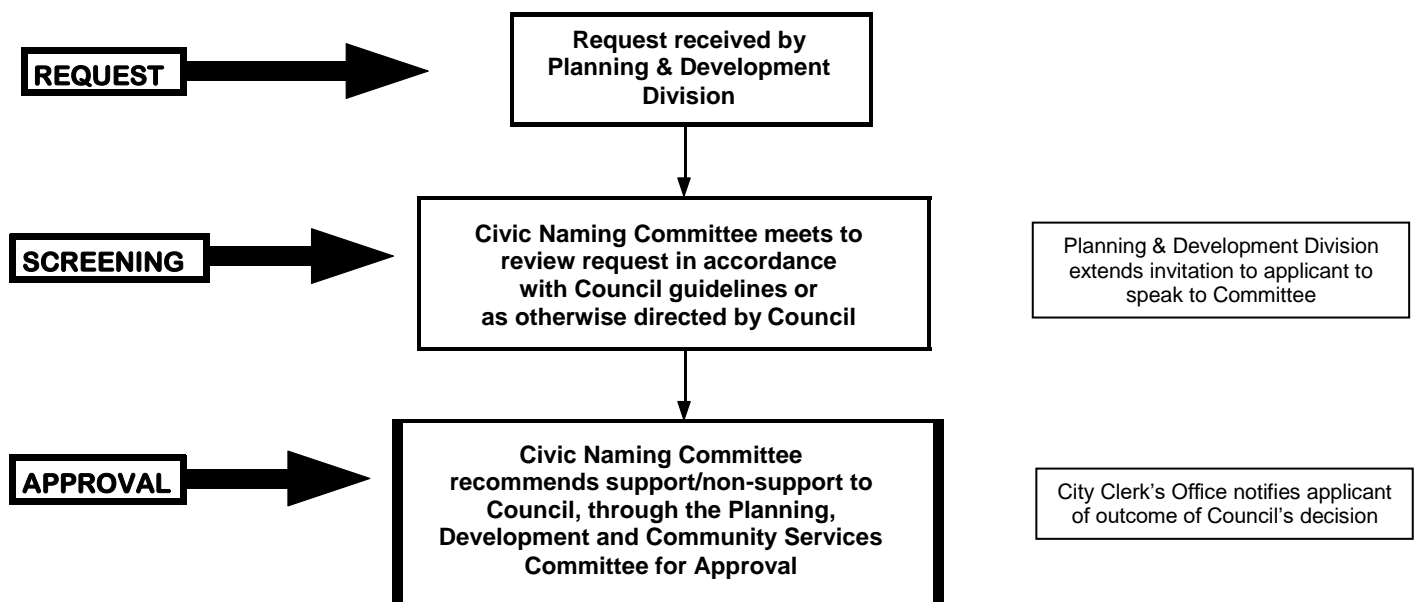
PROCEDURE FOR HANDLING NAME SUGGESTIONS FOR PLACEMENT ON NAMES MASTER LIST



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**PROCEDURE FOR HANDLING NAMING REQUESTS FOR MAJOR
MUNICIPALLY-OWNED & CONTROLLED PROPERTY**



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NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

PROCEDURE FOR HANDLING REQUESTS FOR RENAMING

