

## City of Melfort Policy Manual

|   |  |   |
|---|--|---|
| <i>POLICY TITLE:</i><br><b>Naming of Civic Property and Development Areas</b> | <i>POLICY NUMBER:</i><br><b>7.1.38</b>                 | <i>EFFECTIVE DATE:</i><br><b>April 11, 2016</b> |
| <i>ORIGIN:</i><br><b>Community Services Committee</b>                         | <i>ADOPTED BY COUNCIL ON:</i><br><b>April 11, 2016</b> | <i>DATE:</i>                                    |

### 1. PURPOSE

To ensure proper screening of suggested names and consistency with Council naming guidelines, and to avoid duplication in the naming of municipality-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, fire halls, etc.
- 2.2. Names Master List – a master list, kept in the Clerk’s Office, containing all screened and approved name suggestions 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.
- 2.3. Neighbourhood - for purposes of this policy, a neighbourhood is any residential development area recognized by the City of Melfort 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 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 Melfort.
- 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. Leisure Centres and other community centres that may be located in a park are not excluded from this policy.
- 2.7. Major Civic Infrastructure – for the purpose of this policy, a piece of major civic infrastructure is a large facility, public work, amenity, bridge, or other structure which has a significant city and/or regional use or impact.

### 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 Community Services Committee and approved by City Council. Libraries will be named by the Board of the Melfort Library.
- b) The Names Master List shall be kept in the Clerk's Office.

#### 3.2 Community Services Committee

- a) A Community Services Committee shall review and screen all suggestions and requests for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.
- b) The Community Services 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.
  - i) Deliberations regarding the screening of names may be carried out In-Camera at the Discretion of the Chair; however the outcome of all committee decisions regarding name screening shall be public information.
- c) The Community Services Committee shall report to Council as new requests and suggestions are screened and recommended for approval and addition to the Names Master List.
- d) The Community Services 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 Melfort, 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
  - 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 Melfort, Province of Saskatchewan, or Canada.
- ii) Streets shall be named in honour of former Mayors of the City of Melfort, starting with living Mayors first, then continuing with deceased Mayors;
- 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 north to south, and the suffix 'Avenue' will be reserved for streets that are aligned west to east;
- v) Surnames alone will be used for the naming of streets, urban development areas, and neighbourhoods;
- 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 Melfort, 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 Melfort, serving a minimum of five (5) years;

- 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 7.2.95, "Sponsorship";
- x) 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 Melfort will be identified in both categories;
- xi) The naming must not result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment to the named party;
- xii) Names applied to extensions of streets should normally be the same as the existing street that is being extended; and
- xiii) 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.

### 3.3.1 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 Melfort, 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 Melfort, 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.

### 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.
- b) All suggestions will be screened by the Community Services 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.
- b) The Community Services Committee will screen all requests for naming a specific municipally-controlled property and forward a recommendation to Council for approval.

### 3.6 Requests for Renaming 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.
- b) The Community Services Department, shall notify all property owners, civic departments, agencies, community associations, etc. who may be affected by the proposed renaming and gather comments.
- c) The Community Services Committee will screen all requests for renaming any municipally-controlled property and forward a recommendation to Council for approval.
- d) The City of Melfort will not normally provide compensation for any costs associated with a name change.

### 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.

### 3.8 Naming Contests

- a) Any naming contests to name 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 approved by the Community Services Committee and City Council.

### 3.9 Re-use of Names

- a) Names from renamed or decommissioned municipally-owned or controlled facility, streets, and parks will normally be transferred to the Unassigned Names category of the Names Master List and flagged with a high priority for re-use.

- b) In the case of reused street names, a note will be included within the Names Master List that the same suffix cannot be re-used to avoid any confusion.

### 3.10 Naming of Major Civic Infrastructure

- a) All requests for a name to be applied to Major Civic Infrastructure shall be submitted to the Community Services Department.
- b) The Naming Advisory Committee will collect and screen all requests for naming Major Civic Infrastructure using the guidelines in this policy and forward a recommendation to City Council for approval.
- c) Final approval for the naming of Major Civic Infrastructure shall be the responsibility of City Council.
- d) The naming of Major Civic Infrastructure shall occur prior to the opening of the infrastructure for general use.

## 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 including Major Civic Infrastructure.

### 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 in the Clerk's Office for use when appropriate.
- c) Notifies the nominator and/or family when a name is selected for use.

### 4.3 Community Services 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

- 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 Community Services Committee for screening and recommendation.
- c) Notifies applicants of the opportunity to be heard by the Community Services Committee.
- d) Prepares information reports to Council upon selection of names from the Names Master List by the Mayor.
- e) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.
- f) Performs all related administrative duties associated with the effective administration of this policy.
- g) Applies street names to street extensions when appropriate.

#### 4.5 City Clerk's Office

- a) Prepares reports to City Council on behalf of the Community Services 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.
- b) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.