

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>October 23, 2017</i>
ORIGIN/AUTHORITY <i>Planning and Development Committee Report No. 33-1991; Planning and Operations Committee Report No. 17-2000; Administrative Reports No. 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; and Item 8.1.6 – October 23, 2017.</i>	CITY FILE NO. <i>CK. 500-1 & 6310-1, 6310-0 and PL. 4001-5</i>	PAGE NUMBER <i>1 of 11</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. 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 Saskatoon Official Community Plan as a neighbourhood, or a residential section having distinguishing characteristics.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>2 of 11</i>

- 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.
- 2.6 Special Street Name – for the purpose of this policy, a special street name is a name assigned to an existing roadway on either a temporary or permanent basis that is symbolic and does not replace the legal street name.
- 2.7 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. The naming of sports fields, dog parks, or other amenities within a park are excluded from this policy. Leisure Centres and other community centres that may be located in a park are not 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>3 of 11</i>

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, including requests for special street names.
- b) The Naming Advisory Committee shall be comprised of the following members:
 - i) The Mayor;
 - ii) Two (2) City Councillors (appointed by City Council); and
 - 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.
- 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.
 - 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.
- 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>4 of 11</i>

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
 - 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

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>5 of 11</i>

- 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;
 - 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";

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>6 of 11</i>

- 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 Saskatoon 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 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>7 of 11</i>

3.4 Suggestions for Adding to Names Master List

- a) All suggestions for adding names to the Names Master List shall be submitted to the Community Services Department, Planning and Development Division.
- b) All suggestions will be screened by the Naming Advisory Committee and will then be forwarded to City Council with a recommendation.
- c) Special street names will be considered on a case-by-case basis and will not form part of the Names Master List.

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, Planning and Development Division.
- b) The Naming Advisory Committee will screen all requests for naming a specific municipally-controlled property and will then forward a recommendation to Council.
- c) Naming will be approved prior to the opening of the specific municipally-controlled property.

3.6 Requests for Renaming a Municipally-Controlled Property

- a) All requests for renaming a municipally-owned or controlled facility, street, suburban development area, 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>8 of 11</i>

- c) The Naming Advisory Committee will screen all requests for renaming any municipally-controlled property and will forward a recommendation to Council.
- d) The City of Saskatoon will not normally provide compensation for any costs associated with a name change.

3.7 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 name.
- c) The Naming Advisory Committee will review and screen all requests for special street names and forward a recommendation to City Council.
- 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 1 year unless extended further by resolution of City Council.

3.8 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>9 of 11</i>

- 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.

3.9 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 reviewed by the Naming Advisory Committee and approved by City Council.

3.10 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.

4. RESPONSIBILITIES

4.1 City Council

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

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>10 of 11</i>

4.2 Office of the Mayor

- a) Selects names from the Names Master List 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.

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, for naming a specific municipally-controlled property, and for renaming of any municipally-controlled property, and forwards a recommendation to City Council.
- c) Reviews and screens all requests for special street names and forwards a recommendation to City Council.

4.4 Community Services Department – Planning and Development Division

- a) Receives all suggestions and requests for naming or renaming of any municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks, including requests for special street names.
- 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 information reports to Council upon selection of names from the Names Master List by the Mayor.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>October 23, 2017</i>	<i>11 of 11</i>

- 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.

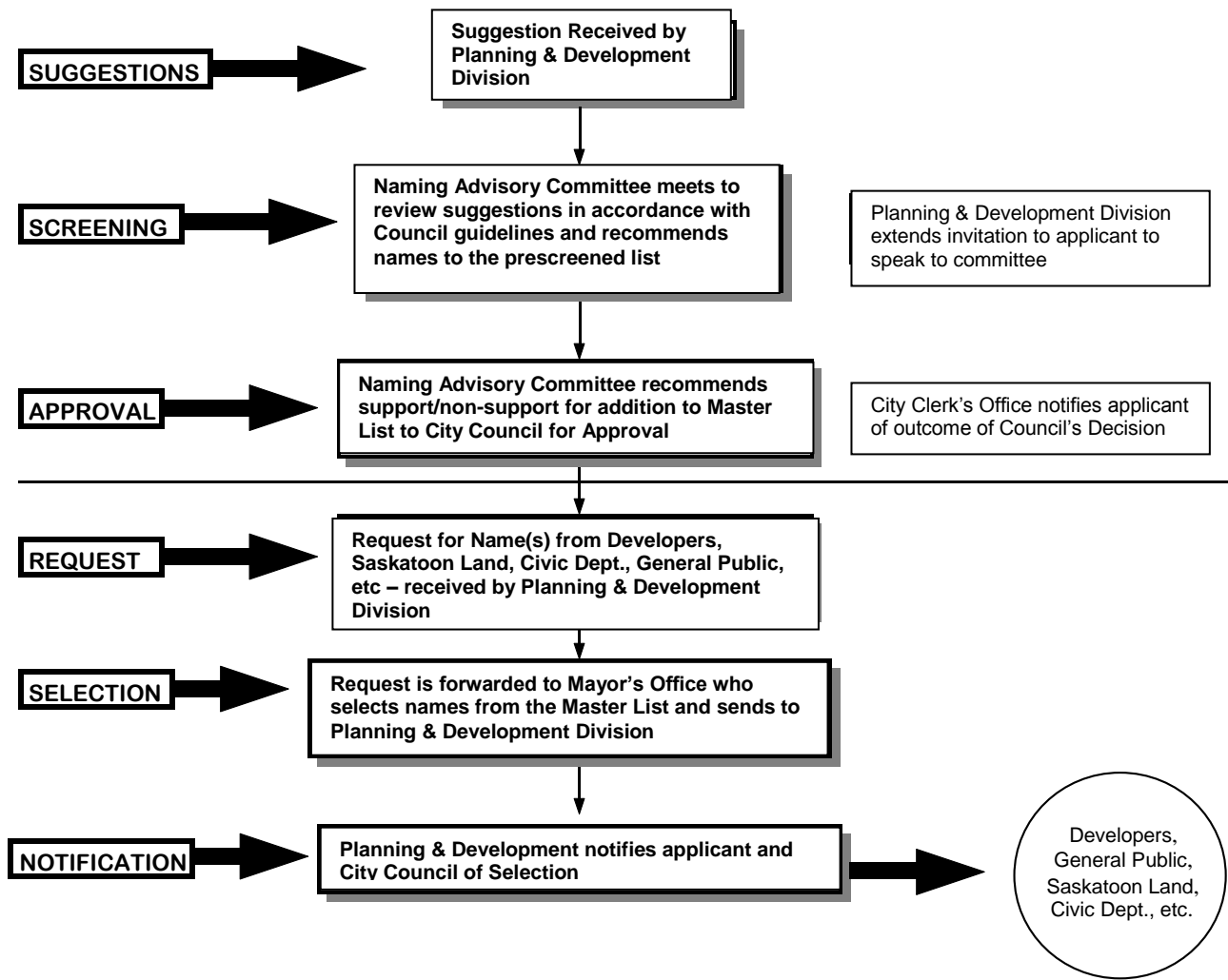
4.5 City Clerks Office

- a) 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.
- 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.

CITY OF SASKATOON COUNCIL POLICY C09-008

NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

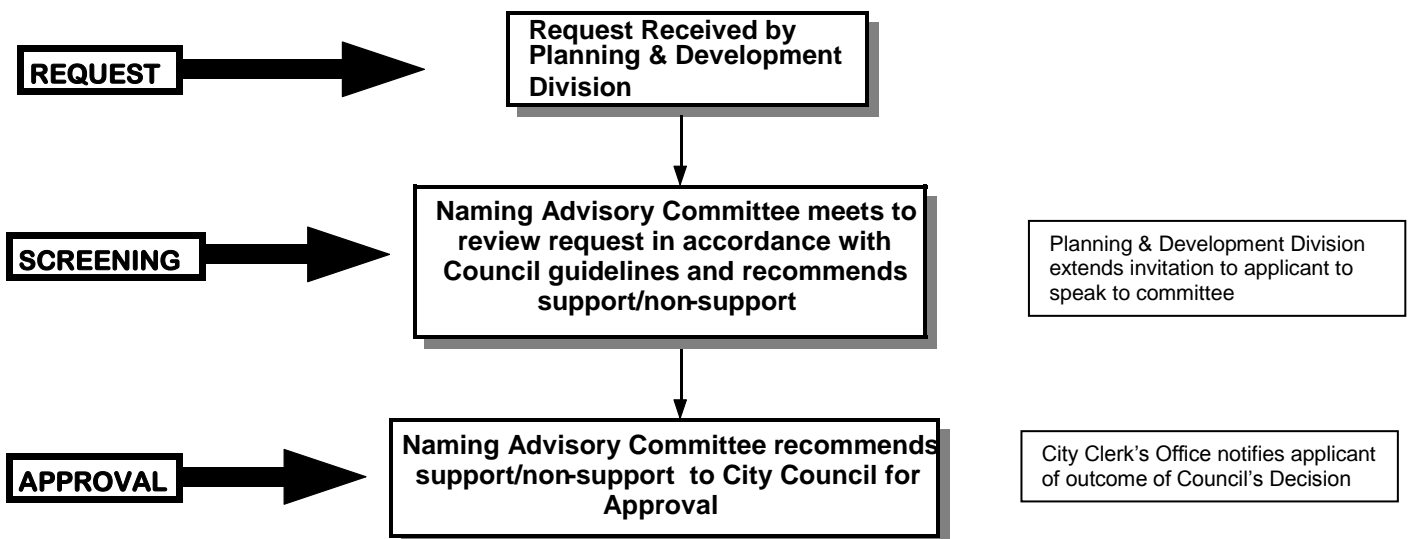
PROCEDURE FOR HANDLING NAME SUGGESTIONS FOR PLACEMENT ON MASTER LIST



CITY OF SASKATOON COUNCIL POLICY C09-008

NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

PROCEDURE FOR HANDLING NAMING REQUESTS FOR SPECIFIC MUNICIPALLY-CONTROLLED PROPERTY



CITY OF SASKATOON COUNCIL POLICY C09-008

NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

PROCEDURE FOR HANDLING REQUESTS FOR RENAMING SPECIFIC MUNICIPALLY-CONTROLLED PROPERTY

