

Proposed Amendments to Naming of Civic Property and Development Areas Policy No. C09-008

**Please note that highlighted ~~strikethroughs~~ denote proposed removal and
highlighted **bolding** denotes proposed changes/additions**

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>March 27, 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; and Item 8.1.2 Standing Policy Committee on Planning, Development and Community Services – March 27, 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 ~~Development Plan~~ **Official Community Plan** as a neighbourhood, or a residential section having distinguishing characteristics.

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- 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.

3.4 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, 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 for approval**.
- c) Special street names will be considered on a case-by-case basis and will not form part of the Names Master List.

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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 **for approval**.
- c) **Naming will be approved prior to the opening of the specific municipally-controlled property.**

3.6 Requests for Renaming a ~~Specific Civic~~ Municipally-Controlled Property

- a) All requests for ~~the specific~~ renaming ~~a of~~ municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, or parks 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 Naming Advisory Committee will screen all requests for renaming any municipally-controlled property and **will** forward a recommendation to Council **for approval**.
- d) The City of Saskatoon will not normally provide compensation for any costs associated with a name change.

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 approved** by the Naming Advisory Committee and **approved by** City Council.

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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 requests for special street names.

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** **recommends support or non-support of suggestion** to City Council.
- c) Reviews and screens all requests for special street names and forwards a recommendation to City Council.

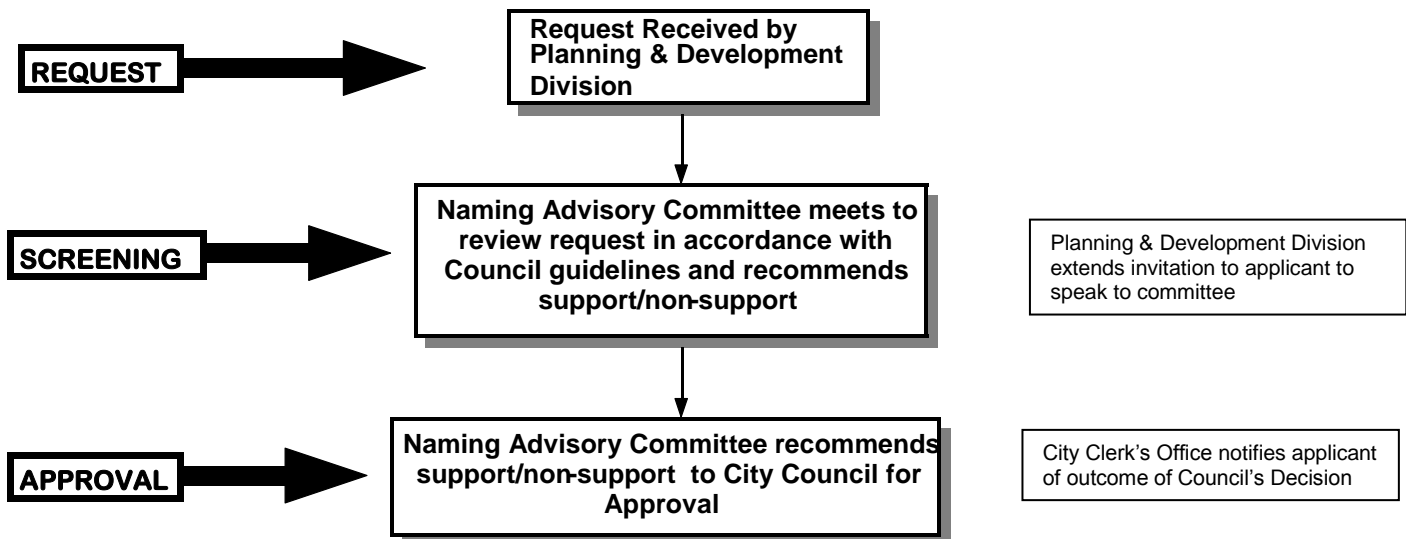
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PROCEDURE FOR HANDLING NAMING REQUESTS FOR SPECIFIC CIVICMUNICIPALLY-CONTROLLED PROPERTY



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PROCEDURE FOR HANDLING REQUESTS FOR RENAMING SPECIFIC CIVICMUNICIPALLY-CONTROLLED PROPERTY

