

TOWN OF GRAND COULEE

NAMING POLICY

<i>Section</i>	<i>Classification</i>
General Governance	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
September 12, 2017	#18

PURPOSE:

To establish a policy regarding requests for the naming or renaming of town-owned land and facilities including parks, recreation facilities, buildings, streets and designation of commemorative plaques/amenities (examples include: park benches, small furnishings, tables, trees) that are compatible with community interest and will enhance the values and heritage of the Town of Grand Coulee.

GENERAL

- A. The Town of Grand Coulee is referred to as the "Town".
- B. This policy shall establish the guidelines, criteria and process for naming or renaming town-owned land and facilities.
- C. The Town Council shall have the final authority to name and rename parks, recreational facilities, town-owned buildings, streets and to designation commemorative plaques.
- D. Under extraordinary circumstances that would cast a negative image upon the Town, any naming of town-owned land and facilities, in honour of an individual, family or group may be revoked at the discretion of the Town Council.
- E. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the Town should be avoided.
- F. The donation of land, facilities or funds for the acquisition, renovation or maintenance of land or facilities, shall not constitute an obligation by the Town to name the land and/or facility or any portion thereof after an individual, family or organization.
- G. It is the intent of the Town to keep the name of any existing park, town-owned building, and recreational facility or street, unless there are compelling reasons to consider a change after a thorough review and unanimous vote of the council. Furthermore, the Town will consider renaming to commemorate a person or persons, posthumously, only when the person or persons have made a major, overriding contribution to the town and whose distinctions are as yet unrecognized.

- H. All costs, including staff time, labour and materials associated with the installation of plaques, monuments and or/replacement of signs will be borne by the individual, group or organization sponsoring the request.

NAMING CRITERIA

PARKS, TOWN-OWNED BUILDINGS AND RECREATIONAL FACILITIES

- A. Naming shall begin early in the development and/or acquisition as possible.
- B. Names should be appropriate to the park, town-owned building or recreational facility by reflecting the native wildlife, history, flora, fauna, geographic area, or natural geological features related to the Town. Names can be from significant historical events, cultural attributes, a local landmark or for a historical figure.
- C. Areas that can be recognized include: points of entry, walkways, trails, rooms within a town-owned building, recreational facilities such as picnic areas and physical features such as benches, tables, trees, etc.
- D. Signage shall be in English
- E. Commemorative names honoring individuals or families (living or deceased) will be based on the following criteria (in all cases the individual or family must have resided in Grand Coulee or district for at least 10 years):
- Made substantial contributions to the betterment of a specific facility or park in the Town
 - Made substantial contributions to the advancement of recreational opportunities within the Town
 - Made substantial contributions to the betterment of the Town which has positively impacted the lives of citizens.
 - Has volunteered for ten (10) or more years of service to the community
 - Contributed outstanding civic service to the Town for a minimum period of ten (10) years.
- F. Consideration for the naming of a property honoring a deceased individual should not occur until the person has been deceased for at least one (1) year and the person's historical significance and good reputation have been secured in the history of the Town.

AMENITIES/PLAQUES

- A. The naming of small furnishings, such as tables, park benches must be approved by the Town Council after consideration of the following guidelines:
- The contributor must pay the full cost of the amenity being requested
 - The amenity will only be placed in areas where it is deemed appropriate based on the use of the property and available space
 - An agreement must be entered into between the Town and the contributor of the amenity being requested.
 - The Town will have available an inventory of items that are approved and can be ordered once the amenity is approved.

- B. Plaque designs and wording must be approved by Council.
- C. Donors may purchase an approved native tree without a plaque to plant within the Town site following approval by the Council
- D. Regular maintenance of the amenity/plaque will be provided by the Town to keep the contribution in a safe and useable manner. Items will not be replaced if they have deteriorated beyond repair, or if they are damaged due to theft or vandalism. The donor will be informed of this condition as part of the agreement.

STREETS

- A. Names shall be unique, easily discernible and simple to pronounce. Similar sounding or duplicate street names will not be considered.
- B. Street names may recognize native wildlife, flora, fauna or natural geologic features related to the community and the Town.
- C. Street names shall not contain more than 18 letter characters, including any combinations of spaces, or letters.
- D. Modified, discriminatory or derogatory names, from the point of view of race, color, sex, creed, ethnicity, religious affiliation, political affiliation or other social factors are not acceptable.
- E. Names for public and private streets in a new subdivision shall be proposed by the developer and approved by the Council. The street names are adopted by the Town when the final subdivision map for the development is recorded.

COMMEMORATIVE STREET NAMES

- A. Commemorative street name signs are additions to the street name and will not change the street address. Existing street name shall be retained and a supplemental sign or plaques shall be installed. Commemorative street name signs shall consider the same criteria for naming of streets.
- B. Criteria for commemorative street names and plaques are the same as criteria listed in 3(A)(5)

NAMING PROCEDURE

- A. A request shall be submitted in writing on the standard application form. Costs associated with the memorial will be at the expense of the applicant, such as sign procurement and installation costs.
- B. The applicant shall be able to provide clear evidence that the individual to be honored has made a significant contribution to the quality of life in Grand Coulee.
- C. The application shall be reviewed for completeness based on the naming criteria.
- D. Completed applications will be forwarded for review and decision to the Council at a regularly scheduled meeting within a sixty (60) period.
- E. The applicant will be notified of decision, in writing, following the meeting.

APPLICATION FORM
To Name Streets, Parks, Town-owned Buildings and Memorial Amenities

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

REQUESTED NAME: _____

REQUESTED USE OF NAME (please check one):

☐

STREET

☐

PARK

☐

BUILDING

☐

OTHER (DESCRIBE)

☐

AMENITY (eg. BENCH, TABLE, TREE)

Please use this space to provide more detail on requested use of name (eg. Which building, which park, what type of amenity, etc)

PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION

- Background information (Reason for Request)
- Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to make a presentation to the Town Council? YES NO (Please circle)

Send the completed application form to: Town Administrator

Email: grandcoulee.cap@sasktel.net

Fax: (306)352-6659

Mail: Box 72, Site 200, RR#2, Grand Coulee, SK., S4P 2Z2