



COUNCIL POLICY MANUAL

Subject: Facilities and Parks Naming	Approval Date: November 19, 2012	By-Law No. 1716-12
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1.15 PURPOSE

The purpose of this policy is to provide the Municipality of Red Lake with a fair, consistent and efficient process for the naming and renaming of any municipal facilities, buildings, properties, parks or open spaces while respecting the need for public solicitation.

The final decision for naming municipal assets including naming opportunities as a result of donations, gifts and sponsorships, will rest with Council.

1. Policy Objectives

- i) To ensure a fair, consistent and efficient naming process.
- ii) To ensure the application of key criteria to determine the validity of a commemorative name.
- iii) To ensure community participation.
- iv) To ensure proper approval process.
- v) To ensure compliance with the *Municipal Act, 2001*, as amended, and any other legislation or Municipal By-Laws that may be applicable.

2. Application Process

- i) Completed application forms may be submitted at any time by the public, employees and/or Council.
- ii) From time to time, the Municipality may also solicit names using the application form when the Municipality determines it is necessary to name all or part of a new asset or rename an existing asset.
- iii) The Municipality may also solicit proposals or informal declarations of interest from sponsors and advertisers through public advertisements or direct solicitation.
- iv) Council is the final authority for naming and renaming decisions.



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3. Suggested Names

Name submissions will fall into one of the five following categories:

- i) Natural Features – reflecting prominent natural features of the general area in which the entity resides.
- ii) Geographic Location – reflecting prominent geographic location within the Municipality (i.e. Red Lake Heritage Centre).
- iii) Historic Place Name – reflecting a prominent historic location within the Municipality (i.e. Centennial Park).
- iv) Outstanding Resident/Group – name of Municipality of Red Lake resident or community group, past or present who contributed to the Municipality and/or the well-being of its residents.

Submissions may include:

- a) original landowners or pioneers; or
- b) individuals who have contributed to the quality of life in the municipality through heroic actions, recreation, culture and community involvement (i.e. Margaret McDougall Public Library).
- v) Outstanding Canadian – individuals who have received national and/or international recognition for significant contributions to Canadian society.

4. Required Consent

Names relating to individuals or family names require the written consent of the family member or estate; and a written history outlining the contribution made or the historical significance of the individual/family name.

If written consent cannot be provided, Council has authority to approve the naming of the facilities and/or parks.



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5. Administrative Procedures for Facilities and Parks Naming Policy

See Appendix "A".

6. Application Form

See Appendix "B".



The Corporation of the Municipality of Red Lake

Administrative Procedures Facilities and Parks Naming

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Procedure for Processing Applications

1. Completed applications for naming or renaming Facilities, Buildings, Property, Parks or Open Spaces will be received by the Office of the Clerk and distributed to the Recreation Committee, Operations, Fire, Planning Departments and/or Committee of the Whole for consideration and potential future use.
2. Applications will be maintained on file until a naming or renaming opportunity arises.

Naming Procedure

1. Applications are reviewed by Departments as noted above.
2. Applications are categorized into the following groups:
 - Natural features
 - Geographic location
 - Historic place name
 - Outstanding Resident/Group
 - Outstanding Canadian
3. Names are screened to ensure they are:
 - unique and not duplicated; and
 - easy to spell and pronounce.
4. The recommendation is presented to Council for endorsement in a memorandum or report.
5. Upon endorsement, notice to be provided in the Municipal Newsletter.



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Municipal Park, Facility or Street Recognition/Commemorative Naming Application Form

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Individual/Organization Submitting Name: _____

Mailing Address: _____

Telephone: (____) _____ E-mail: _____

Location of Park/Facility/Street: _____

Suggested Name: _____

Rationale for Suggested Name: _____

When submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:

- 3. Written documentation confirming the consent of a family member or estate if the individual is deceased. (If written consent cannot be provided, application will still be considered).
- 4. Written history of the contribution made or the historical significance of the name.

When the suggested name is not an individual or family name, please attach a written rationale for the suggested name indicating:

- 4. Location;
 - 5. Historical significance; and/or
 - 6. Geographical or natural/environmental feature.
- Applications from an Organization must include an official letter of support from that Organization.

Please return completed Applications to:

*Office of the Clerk
Municipality of Red Lake
P.O. Box 1000, 2 Fifth Street
Balmertown, Ontario
POV 1C0*

Phone: 807-735-2096; Fax: 807-735-2286; Email: municipality@redlake.ca