

Policy Title	Effective Date	Updated to	Policy Number
Naming of Civic Property and Development Areas Policy	April 14, 2020		1.1.4

PURPOSE

The purpose of this policy is to establish the processes and guidelines for naming, renaming, or dedicating municipal assets such as streets, parks, and facilities.

DEFINITIONS

For the purpose of this policy:

Municipal Asset means any building, structure, civic infrastructure, street, park, or neighbourhood owned by or under the direction and control of the Town.

Neighbourhood means any residential area containing similar residential development that is geographically separated from other neighborhoods by the physical environment or any perceived boundary. Neighborhoods encourage interaction of people within them through proximity.

Park means any area owned or controlled by the Town for which the primary uses are the provision of leisure services and beautification of the community. Small pieces of Town-owned land not suitable for Park development are excluded from this policy.

Street means any roadway (excluding laneways and unimproved rights-of-way) under the direction and control of the Town of Nipawin.

POLICY

Municipal assets shall be named in accordance with the following guidelines:

1. Guidelines

The naming or renaming of municipal assets shall be done in consideration of, but not limited to, the following guidelines:

- a) Ease of identification and avoidance of confusion for the public;
- b) Purpose of facility and logical connection to the name;
- c) Consistency in the theme of an area;
- d) An external party may become a title sponsor (namesake) of a future or existing facility in recognition for funds, goods, and service support, as set out in an Agreement approved by Council;
- e) Streets may be named after an individual, and in this case, only the surname shall be used, except in cases where two surnames are the same whereby an initial shall be used with the Surname;

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- f) Names applied to extensions of streets shall be the same as the existing street that is being extended and shall be applied administratively without prior Council approval required;
- g) Naming of major Civic Infrastructure shall occur prior to the opening of the infrastructure for general use.
- h) The naming of civic property, streets, etc., after an individual shall be considered in light of the individual's contribution to the Town, significant achievements, and any other factor that Council deems important to consider.

2. Requests for Naming

- a) All requests for a name to be applied to a specific municipal asset shall be submitted to Administration;
- b) Administration shall forward the request, along with a professional recommendation, to the appropriate Standing Committee for consideration and recommendation to Council;
- c) Final approval for the naming of municipal assets shall be the responsibility of Town Council;
- d) The Town of Nipawin will not normally provide compensation for any costs associated with a name change.

RESPONSIBILITIES

- a) **Town Council**
Considers and makes final decision regarding recommendations from the Standing Committee for naming or renaming any municipal asset.
- b) **Standing Committees**
Reviews all recommendations from Administration for naming or renaming specific municipal assets and provides recommendations to Town Council.
- c) **Administration**
 - i) Receives all suggestions and requests for naming or renaming of municipal assets and provides the Standing Committee with a professional recommendation.
 - ii) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipal asset is proposed.
 - iii) Notifies the nominator when a name is selected for use.

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- iv) Performs all related administrative duties associated with the effective administration of this policy.
- v) Applies street names to street extensions when appropriate.



Mayor



Chief Administrative Officer

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**Municipal Asset Naming Policy
Application Form/Permit**

APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

DESCRIPTION OF REQUEST: _____

PREFERRED LOCATION OF REQUEST: _____

APPLICANT SIGNATURE: _____

DATE: _____

For office use:

APPROVED BY: _____

DATE: _____

APPROVED LOCATION: _____

Municipal Asset Naming Policy Inquiries:

Town of Nipawin
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