



Subject: Naming or Re-naming of Parks and Sports Complexes or Facilities within City-Owned and Operated Parks and Sports Complexes

Service Area: Public Works & Transportation - Parks

Source: Assistant Manager, Recreation and Culture

Date: 2017 11 17

Purpose:

This policy establishes the process and criteria to be used in naming or re-naming parks and sport complexes or facilities within parks and sports complexes.

Authority:

City Council has delegated authority to the Community Services Department and the Parks and Recreation Advisory Committee to accept submissions and recommend acceptance of requests.

Eligibility:

Submissions must acknowledge a contribution of significance to the community of Sault Ste. Marie by an individual or group.

1. The proposed name, if possible, should have a direct relationship to the particular park or facility.
2. Names should not duplicate identification elsewhere or create confusion for the public.
3. Names of living persons may be used but prior consent of the recognized person is required whenever possible.
4. Names of deceased persons may be used but consent of the family is required whenever possible.
5. The naming of a municipal park or facility should not be permitted in honour of an elected official if the official is currently in office.
6. Corporate names should not be accepted unless a significant financial or other contribution has been made to the City.
7. Naming of facilities after donors shall be permitted as approved by members of Council.

Applications will be accepted from the general public and/or community groups or representatives. Each application will be considered on individual merit.



Procedure:

An individual or group wishing to submit a request must provide a written proposal to the Manager Recreation and Culture, which contains the following minimum information:

- Name of applicant
- Identification of the facility to be named
- Proposed name
- Background information which details the accomplishments and/or reasons to support the naming or re-naming
- A minimum of 3 letters of endorsement supporting the application

Such requests will be forwarded to a committee comprised of Parks & Recreation Advisory Committee Members and City staff.

If a facility is situated on land donated to the City, the original donor or family will be advised when possible.

If a submission is received for the re-naming of an existing park or facility, a historical review of the current name will be conducted prior to recommending approval.

Approval:

Proposals will be recommended to City Council for final approval or declination.

Presentation:

City staff will co-ordinate the public presentation of signage to acknowledge the naming or renaming of a site. Costs associated with the naming or renaming of a park or facility will be the responsibility of the applicant and/or municipality dependent on the circumstance. The City will have final approval for the selection of signage.

The addition of flowers, plant materials and/or ornaments near signage is prohibited.

The responsibility of ongoing maintenance for signage will be determined through agreement between the applicant and the City.

