



## **CITY OF ESTEVAN POLICIES AND PROCEDURES MANUAL**

**POLICY # 2017-63**

**SUBJECT: Policy for Naming Park Pathways, Cemetery and Open Spaces Amenities**

### **BACKGROUND**

Current City of Estevan policies and procedures do not address the ceremonial or honoring of significant individuals through the naming of pathways and city owned amenities within the parks, cemetery and open spaces.

### **GOALS**

This policy outlines the procedures to for a consistent, systematic approach for the official naming of amenities, owned or operated by the City of Estevan within the parks, cemetery and open spaces. This is not financial sponsorship, rather ceremonial naming, and honoring of significant persons that meet the criteria set forth in this policy.

### **PROCEDURES**

The naming of City Pathways, and or City owned or controlled facilities within the parks, cemetery and Open Spaces shall be the function of the City Council with assistance and recommendations from the Leisure advisory board. City council shall have the final authority to approve, amend or reject any recommendation.

Pathway segments or cemetery lanes, for the purpose of assigning names are segmented based on geographic parameters. A pathway, or cemetery lane, either whole or in part, may be named in honour of a person. The City will designate parts of pathways based on geographic or logical parameters.

Submissions for nominations are submitted to the City of Estevan “Parks Division” for processing and recommendations to council through the leisure advisory board.

Recognition will be given via signage or plaque, the final design to be approved by council.

The City reserves the right to change or remove the name at its sole discretion at any time and consideration for naming will be under the following elements

- Consistency in the theme of a given area
- Ease of identification and avoidance of confusion for the public
- Suggestions by the Mayor and/ or Council
- Suggestion by submission from the general public
- The surname alone will be considered for the naming of municipally owned or controlled properties
- Any municipally owned or controlled property not commonly used by the public may be named at the discretion of Council.

Names, including ceremonial names shall not;

- Be or be perceived to be discriminatory or derogatory of race, color, ethnic origin, gender identity or expression, political affiliation, or other social factors;
- Result in inappropriate abbreviations or acronyms
- Duplicate an existing name

The granting of naming recognition pursuant to this policy confers no property rights or interest upon the selected individual or entity, either in law or equity, actual or implied, real or personal, whether past, present or future.

### **GUIDELINES FOR NOMINATION**

The following are guidelines for nominee consideration.

- Historical, cultural, aboriginal or social significance, or contributions to the City
- Individuals or families who through their achievements have brought recognition to the City of Estevan.
- Veterans and those who have fought for our country
- A person who volunteers and or gives extraordinary help to individuals, families or groups, or supports community services or humanitarian causes
- Historical names celebrating a relevant historic event, landmark or figure

**NOMINATION FORM**

**Nominee Submission**

1. Name of Nominee (please print)

Family: \_\_\_\_\_

or

Individual: \_\_\_\_\_

2. Resided in the City of Estevan (year) \_\_\_\_\_

3. Specific detailed information on the achievement / contributions of the Nominee. Please attach copies of any documented evidence which may assist Council with this selection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Time Period Nominee is Recognized for:

- i. Prior to 1957
- ii. 1957 – 1970
- iii. 1971 - 1980
- iv. 1981 - 1990
- v. 1991 - 2000
- vi. 2001 – 2010
- vii. 2010 – Present

5. This was Submitted by:

Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Completed Forms can be submitted to:

**City of Estevan**

1102 4<sup>th</sup> Street

Estevan, SK

S4A 0W7

Fax 306-634-9790

Email – executive.assistant @estevan.ca

*Internal Use*

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason for denial

\_\_\_\_\_

\_\_\_\_\_

**APPROVED BY COUNCIL**

**RESOLUTION # 2017-448**

**DATE: February 27, 2017**

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