



<b>POLICIES AND PROCEDURES MANUAL</b>	<b>Category</b> Facilities and Properties	<b>Policy Number</b> FP.008
	<b>Date</b> April 28, 2021	<b>Resolution Number</b> 093/04/21

## **NAMING MUNICIPAL FACILITIES AND PARKS POLICY**

### **1.0 POLICY STATEMENT**

1.1 The primary function of naming municipal facilities and parks is to recognize and commemorate noteworthy persons associated with Inuvik and the region, to reflect Inuvik's history and to recognize the natural features of the community. This policy will:

- establish the roles of Town Council and the Naming Committee in the naming of municipal facilities and parks;
- establish the criteria to recognize and commemorate noteworthy persons whereby names will be placed on the Names Reserve List;
- establish the principles for the naming and renaming of municipal facilities and parks; and,
- adhere to the Town of Inuvik Civic Address and Standards Guidelines Policy FP.009.

### **2.0 ROLES**

2.1 The role of Town Council will be to:

- a) Approve amendments to this policy; and,
- b) Make decisions on requests to name or re-name municipal facilities and parks based on recommendations from the Naming Committee.

2.2 The role of the Naming Committee will be to:

- a) Recommend names for municipal facilities and parks to Town Council for decision;
- b) Approve names to be added to the Names Reserve List;
- c) Approve names to be added to the Road Name Registry; and
- d) Recommend amendments to this policy to Town Council.

### **3.0 DEFINITIONS**

- (a) **"Applicant"** means a person that includes an individual, partnership, association and corporation.
- (b) **"Municipal Facility"** includes any building, structure or area of land owned by the Town of Inuvik.
- (c) **"Name"** and **"Naming"** includes re-name and re-naming respectively.
- (d) **"Naming Municipal Facilities, Parks and Roads Committee"** or **"Naming Committee"** means a committee designated by Town Council to approve names for the Names Reserve List and Road

Name Registry and to review applications for naming municipal facilities, parks and roads to Town Council.

- (e) **“Names Reserve List”** means the list of names approved by the Naming Committee.
- (f) **“Senior Administrative Officer”** means the Senior Administrative Officer of the Town of Inuvik.

#### **4.0 NAMING COMMITTEE**

- 4.1 This policy will establish a Naming Committee and set out its terms of reference by adopting Appendix A attached to and forming part of this policy.

#### **5.0 GENERAL PRINCIPLES**

- 5.1 Naming a municipal facility or park after a person shall be commensurate with the contributions of the person being honoured and having regard for the person’s achievements or areas of interest.
- 5.2 Whenever possible, preference will be assigned to those names that have been on the Names Reserve List the longest but have not been selected.
- 5.3 Municipal facilities may be named after the neighbourhood in which they are located, the name of a person, a geographical designation, an organization or after a historical event.
- 5.4 The naming of halls, rooms or other facilities within a municipal facility may be excluded from this policy.
- 5.5 Naming or renaming of municipal roads is set out in the Civic Address Standards & Guidelines Policy FP.009 as amended.

#### **6.0 NAMES RESERVE LIST APPLICATION PROCESS**

- 6.1 This policy will establish a Names Reserve List.
- 6.2 Anyone wishing to have a name added to the Names Reserves List will submit an application to the Senior Administrative Officer on a form established by the Town.
- 6.3 The Naming Committee will meet twice each year to review and make decisions about applications received for the Names Reserve List. The outcome of the decision will be provided to Council for information.
- 6.4 Whenever possible, preference will be assigned to those names that have been on the Names Reserve List the longest but have not been selected.

- 6.5 If the Town receives a Names Reserve List application form that is inaccurate, incomplete or does not follow policy guidelines, the submission will be rejected. If a submission is rejected, the rationale will be communicated to the individual or organization submitting the application.
- 6.5 Within 10 days of a decision being made by the Naming Committee to add a name to the Names Reserve List, the Senior Administrative Officer will notify the applicant.

## **7.0 NAME CRITERIA**

### Names of People

- 7.1 The name of a person must meet at least one of the following criteria:
- a) A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Town of Inuvik, Northwest Territories or Canada;
  - b) A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
  - c) A person who fosters equality and reduces discrimination;
  - d) A person who risks their life to save or protect others; and/or
  - e) A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the Town of Inuvik, Northwest Territories or Canada.
- 7.2 Naming a municipal facility or park after a person shall be commensurate with the contributions of the person being honoured and having regard for the person's achievements or areas of interest.

### Other Names

- 7.3 Municipal facilities and parks may be named after the neighbourhood in which they are located, the name of a person, a geographical location, an organization or after a historical event.
- 7.4 The Town of Inuvik encourages that the names to be honoured reflect the cultural and ethnic diversity of the community and persons who have made significant contributions to the community.
- 7.6 Names other than a person may reflect a historical event significant to Inuvik.
- 7.7 Names other than a person may recognize the flora and fauna of the local area or the geographical or topographical feature of the local area.

### Exceptions

- 7.8 Notwithstanding the above, a name not identified on the Names Reserve List may be assigned when unique or extenuating circumstances warrant.

**7.0 NAMING AND RENAMING MUNICIPAL FACILITIES AND PARKS APPLICATION AND PUBLIC HEARING PROCESS**

- 7.1 Anyone wishing to request to name or rename a municipal facility or park must submit an application to the Senior Administrative Officer on a form established by the Town.
- 7.2 Within 10 business days of receiving the application, the Senior Administrative Officer will notify Town departments and agencies if necessary, to request comments and to provide an opportunity to be heard by the Naming Committee.
- 7.3 Administration will provide the application and any supporting documents to the Naming Committee for consideration.
- 7.4 Administration will notify the applicant of the opportunity to be heard by the Naming Committee.
- 7.5 The request will be heard by the Naming Committee within 30 days of receiving the application, and a recommendation put forward to Town Council for decision.
- 7.6 Town Council will hold a public hearing on the proposed municipal facility or park name change within 30 days of the Naming Committee's meeting to discuss the request. The applicant and any residents affected by the proposed name change will be notified of the date and time of the public hearing.
- 7.7 The date and time of the hearing and details about how the public may submit comments will be advertised on the Town's website and social media platforms as well as for 2 consecutive weeks in the local newspaper.
- 7.8 Council may choose to invite key stakeholders and others who may have an interest in the name or change of name to attend the public hearing and provide input to assist with making an informed decision.
- 7.9 The Town staff member responsible for civic addressing, through approval by Council may, by written notice to affected parties, rename a municipal facility or park when a duplication of the name exists within the town or when renaming would provide a general improvement in the Town's administration of essential services and is in the public's interest.
- 7.10 Council will carefully consider all verbal and written submissions in the course of making its final decision on the proposed name.
- 7.11 Within 10 business days following the public hearing, the Senior Administrative Officer will notify the applicant, affected Town departments and agencies in writing of Council's decision.
- 7.12 Within 14 business days following the public hearing, the Town will advertise all name changes.
- 7.13 Within 90 days of Council's decision to name or rename a municipal facility or park, the Town will purchase and install new signage and any other required materials to complete the name change.

## **Appendix A Terms of Reference**

### **Town of Inuvik Naming Municipal Facilities, Parks and Roads Committee (Naming Committee)**

#### **1.0 Purpose**

- 1.1 The Town of Inuvik Municipal Council wishes to formalize the naming of municipal facilities, parks, and roads. The Naming Committee will take on the responsibility reviewing applications received by the Town for names to be placed on the Names Reserve List and Road Name Registry as well as requests to name or rename new or existing municipal facilities, parks, or roads.

#### **2.0 Committee Mandate**

- 2.1 The Naming Committee's mandate includes but is not limited to:
- Reviewing applications from the public for suggestions of names to be placed on the Names Reserve List as established by the Naming Municipal Facilities and Parks Policy FP.008 as amended;
  - Reviewing applications from the public for suggestions of names to be placed on the Road Name Registry as established by the Civic Address Standards & Guidelines Policy FP.009 as amended;
  - Reviewing applications from the public to name or rename municipal facilities, parks, and municipal roads, and recommend their decisions to Council;
  - Bringing forward ideas and suggestions from the community;
  - Hearing and considering presentations by any individual, organization, or delegation regarding the naming of municipal facilities, parks and roads and advising Council of recommendations for consideration; and,
  - Completing other duties as may be assigned by Council.

#### **3.0 Committee Composition**

- 3.1 The Committee shall consist of:
- a) Three (3) members of Town Council appointed by motion of Council;
  - b) A minimum of three (3) to a maximum of six (6) members of the community at large, appointed by motion of Council; and,
  - c) The Senior Administrative Officer and other Town staff, as required.
- 3.2 All members except for the appointed Town Councillors shall serve without pay or remuneration.
- 3.3 Appointed Town Council members are eligible to receive remuneration for attendance at Committee meetings.
- 3.4 The Mayor or Deputy Mayor acting on behalf of the Mayor is an ex-officio Committee member who shall have voting privileges.
- 3.5 Any member of Town Council may be appointed to the Committee with full voting privileges by motion of Council.
- 3.6 Non-appointed Town Council members may attend Committee meetings but will be considered ex-officio participants without voting privileges.
- 3.7 The Senior Administrative Officer and any other staff members are ex-officio members of the Committee without voting privileges.

#### **4.0 Term of Office**

- 4.1 Town Council shall appoint each Committee member for a 2-year term. Town Council members will be appointed to the Committee at the beginning of their term of office and will serve until their term on Council expires.
- 4.2 In the event of a vacancy, Town Council may appoint by motion, upon recommendation of the Committee, a replacement who shall become a member of the Committee for the remainder of the vacated position's term.
- 4.3 Any member of the Committee who is absent from three (3) regular meetings shall, unless such absence is excused by resolution of the Committee entered into its minutes, forfeit membership, and Town Council may appoint by motion, upon recommendation of the Committee, a replacement who shall become a member of the Committee for the remainder of the vacated position's term.
- 4.4 Town Council may remove any member from the Committee for any reason which, in its opinion, is reasonable.

#### **5.0 Committee Meetings**

- 5.1 A member of Town Council chosen by the Committee and appointed by motion of Council shall preside as the Chairperson for the Committee.
- 5.2 The Committee shall meet at the earliest convenient date after June 30 and December 31 each year to review and make decisions about applications received for the Names Reserve List and/or Road Name Registry. Should there be no applications received in the time since the last meeting, no meeting shall be held. Should a meeting be held, the outcome of the committee's decisions will be provided to Council for information.
- 5.3 All Committee members shall be notified in advance by e-mail of the meeting date and time. Meetings may be rescheduled if necessary, to accommodate members' attendance.
- 5.4 The agenda will be set by the Chairperson with assistance from the Senior Administrative Officer. Agenda packages will be prepared and emailed to members a minimum of 3 days before the meeting date.
- 5.5 If the Chairperson is absent, the meeting will be chaired by another member of the Committee chosen from amongst the Committee members in attendance at the meeting.
- 5.6 A quorum consists of one-half of the members of the committee, if
  - a) representatives of both Council and the public are present; and
  - b) not less than one-half of the members present represent the public members.
- 5.7 Committee members who are unable to attend meetings are permitted to participate by electronic means where possible.
- 5.8 The Chairperson shall not vote except to break a tie vote.

## **6.0 Guidance from Council**

- 6.1 Town Council may, by motion, appoint a special committee of Council, designate its mandate, term, composition, and authorities, duties, and responsibilities, and appoint its members to deal with any matter. Such a Committee will cease to exist when Town Council by motion decides that the special mandate is completed. Town Council may remove Committee members for just cause.
- 6.2 Town Council may expand, disband, or alter the Committee's function and its terms of reference in whole or in part at any time and may dismiss any Committee member(s) for just cause.

## **7.0 Governance**

- 7.1 The Committee shall serve in an advisory capacity only and may only make recommendations to Council on matters within their terms of reference.
- 7.2 The Committee or its appointed representatives have no authority or power to commit Council, the municipality, or municipal employees to any course of action or to incur any expenditure on behalf of Council of the municipality.

## **8.0 Reporting to Council**

- 8.1 Town Council will hold a public hearing on all applications to name or rename municipal facilities, parks, or roads as per the requirements of the Naming Municipal Facilities and Parks Policy FP.008 and the Civic Address Standards and Guidelines Policy FP.009.