

## Corporate Guideline

<b>Guideline Title:</b>	<b>Applies to:</b>		<b>Reference #</b>
<b>Civic Naming Committee Guideline</b>	Civic Naming Committee; All Employees; City Clerk; City Council		2018-OCC-G0005
<b>Policy # 2018-4-CC</b>			
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<b>Authority:</b>			
Policy 001-GEN-10			

### 1.0 Purpose

To establish a guideline for the naming and renaming of parks and streets where the sponsorship and naming rights policy does not apply.

This guideline is used to provide a framework for adjudicating applications submitted to the *Civic Naming Committee*. This guideline is also used to provide a framework for departments as applicable.

This guideline is driven by the Cultural Plan and the Truth and Reconciliation Commission's Calls to Action. In accordance with the Cultural Plan, the naming of streets and parks will celebrate Regina's unique history and cultural diversity and tell the whole story of Regina.

### 2.0 Scope

This guideline applies to the *Civic Naming Committee* and departments as applicable.

This guideline does not address issues relating to sponsorship by third parties. Refer to the sponsorship policy.

### 3.0 Definitions

*Arterial Road* – a high-capacity urban road, the primary function of which is to deliver traffic from *collector roads* to feeders or expressways at the highest level of service possible

*Civic Naming Committee* – Administrative committee that adjudicates street and park naming applications based on the approved Guidelines

*Collector Road* – a low-to-moderate-capacity road which serves to move traffic from *local roads* to *arterial roads* and which is designed to provide access to residential properties

*Directionals* – words that incorporate a cardinal or ordinal direction (e.g. North, South, Northwest, etc.)

*Duplicate Names* – names of honourees that are spelled identically, even if pronunciation differs between two honourees

*Knowledge Keepers/Elders* – a person recognized by a First Nations community as having knowledge and understanding of traditional culture of the community. Individuals possess knowledge and wisdom of spiritual and social traditions, coupled with the recognition and respect of community members. “Elder” is the most common contemporary English word for these individuals, although many First Nations utilize different traditional terms to describe these individuals.

*Local Road* – a low capacity road which provides access to residential properties. *Local roads* typically connect to *collector roads*.

*Master List of Street and Park Names* – a subset of the *Street Where You Live* dataset that includes all names approved by the *Civic Naming Committee* for use as a street or park name. Names may be reserved for a specific development or available for general use. List is available online at the Open Data website at <http://open.regina.ca/dataset/street-where-you-live-list>

*Name Suffix* – the way designator that accompanies a commemorative or administrative name to create a *total name* (e.g. Way, Road, Street, Crescent, etc.)

*Soundalike Names* – names that sound alike when the name is spoken aloud but that may be spelled differently, or that sound sufficiently similar that a person in distress may mispronounce the name in such a way to cause confusion for way finding (e.g. Hutchison, Hutchinson; Smith, Smyth; Johnson, Johnsen)

*Street Where You Live* – a dataset of names that have been used as street or park names or are approved to be used in future as street or park names. The dataset includes all non-numbered names of public and private roads, park names, and names that have been approved but not yet assigned to a street or park, also known as the *Master List of Street and Park Names*.

*Theme Naming* – names within a neighbourhood or subdivision that have a commonality to create a sense of place or belonging

*Topographic Feature* – surface feature or geographical contours of the land, both natural and manmade

*Total Name* – street name that includes both the commemorative or administrative name and the *name suffix* (e.g. Wascana Parkway, Albert Street)

*Tradition bearer* – a person or group of people (living or deceased) with a high degree of knowledge of and the skills required to perform or recreate specific elements of intangible cultural heritage, especially aspects that may be rare or in danger of being

lost, including oral traditions and expressions, performing arts, social practices, rituals and festive events, knowledge and practices that involve nature and the universe, traditional craftsmanship or knowledge of traditional activities related to living off the land and to household economy

*Treaty 4 Area Language Groups* – Language groups that can be found within the Treaty 4 area, whether signatories to Treaty 4 or not, including Cree, Saulteaux, Michif, Siouan (Lakota, Nakoda, Dakota), and Dene

#### **4.0 General Guidelines for Street and Park Names:**

- 4.1 All materials submitted to the *Civic Naming Committee* in conjunction with street and park name applications will be considered public information;
- 4.2 All new park and street names within the City of Regina must be approved by the *Civic Naming Committee* in accordance with these guidelines;
- 4.3 There will be no use of awkward, corrupt, discriminatory or derogatory names, and no discrimination with regard to religion; creed; marital status; family status (parent-child relationship); sex (including pregnancy); sexual orientation; disability (physical or mental); age (18 and over); colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance; and gender identity in adjudicating names in accordance with these guidelines. Proposed names must be in compliance with the Saskatchewan Human Rights Code;
- 4.4 Approved names for streets and parks must not be problematic for dispatching emergency services personnel (i.e. *duplicate* or *soundalike names*.) Health and safety is the highest priority in street and park naming;
- 4.5 *Theme naming* for streets and parks within a neighbourhood or subdivision is permitted so long as the theme is in accordance with the guidelines. *Theme naming* that utilizes a common word as a prefix to the street name (e.g. Wascana, Green) will not be permitted;
- 4.6 All street and park names, regardless of language of origin, must be rendered in the modern English alphabet on the primary signage on the pole to facilitate way-finding and mail delivery. Additional signage featuring syllabics in one of the *Treaty 4 Area Language Groups* or other cultural groups with a strong connection to the area may be added as secondary signage;
- 4.7 *Directionals* may not be incorporated into the prefix of a street or park name (e.g. North Victoria Avenue, Northeast Pasqua Street, etc.);
- 4.8 Street and Park Naming Honours:

- 4.8.1 A person or persons who have:
- 4.8.1.1 Performed actions which have brought special credit to the City of Regina, Province of Saskatchewan, or Canada;
  - 4.8.1.2 Fostered equality, enhanced community and/or reduced discrimination within the City of Regina, Province of Saskatchewan, or Canada;
  - 4.8.1.3 Served in an elected capacity at the municipal, provincial, federal or Indigenous government level representing Regina and district for at least two terms;
  - 4.8.1.4 To qualify under 4.8.1.1, an individual must have gone above and beyond the successful completion of duties associated with their profession. Longevity of service does not qualify as service above and beyond the successful completion of duties associated with their profession;
  - 4.8.1.5 If a person qualifies for honour but is not in compliance with 4.4, the person's name shall be added to the *Street Where You Live* spreadsheet under the existing *duplicate* or *soundalike* street or park name;
  - 4.8.1.6 In the case of an Indigenous person, the honouree may specify if they would like to use their English surname or a translated name or Indigenous name.
- 4.8.2 Concepts, traditions or *tradition bearer(s)* within the Indigenous community;
- 4.8.3 Names, titles or properties associated with the Royal Family, in keeping with Regina's nickname of "The Queen City";
- 4.8.4 A *topographic feature* within the neighbourhood in which the street or park resides:
- 4.8.4.1 A *topographic feature* name must not duplicate a street named for the neighbourhood;
  - 4.8.4.2 A *topographic feature* name may honour a *topographic feature* that was formerly located in or near the neighbourhood where the street currently resides (e.g. a hill that has now been flattened, a creek that has now been diverted, a landmark now removed);

4.8.4.3 A *topographic feature* name may be either in English or one of the *Treaty 4 Area Language Groups*. If an existing street or park name in English has been derived directly from a *Treaty 4 Area Language Group*, a notation will be made in the *Street Where You Live* spreadsheet (e.g. Pasqua is derived from Paskwāw, for “prairie”).

#### 4.8.5 Flora or fauna native to Saskatchewan:

4.8.5.1 Flora or fauna names may be derived from a living or an extinct species;

4.8.5.2 Flora or fauna names may be either in English or one of the *Treaty 4 Area Language Groups*;

4.8.5.3 The same English root word may be translated into one or more of the *Treaty 4 Area Language Groups* and reused within the City of Regina;

4.8.5.4 If a flora or fauna name in two or more of the *Treaty 4 Area Language Groups* is not in compliance with 4.4, the flora or fauna name will be approved for use only once. A notation will be made in the *Street Where You Live* spreadsheet that the name is linguistically similar in multiple languages of the *Treaty 4 Area Language Groups* (e.g. This word is nearly identical in Siouan languages.);

4.8.5.5 If a flora or fauna name in English for an existing park or street has been derived directly from a *Treaty 4 Area Language Group*, a notation of the name’s origin will be made in the *Street Where You Live* spreadsheet (e.g. moose);

4.8.5.6 Primary signage must utilize the modern English alphabet, regardless of language of origin.

#### 4.9 Naming Quota Requirements:

4.9.1 Developers collaborate with the Civic Naming Committee to work toward achieving a target of 25% of street and 50% of park names within a concept plan bearing a name with an Indigenous connection.

4.9.2 Developers must select 25% of street or park names for new concept plans from the list of available street names as at January 1, 2018 until all street and park names are utilized from the list;

4.9.3 To allow for completion of existing neighbourhoods, street names that were approved for neighbourhoods and reserved for development companies as at November 1, 2017 may be counted within the 25% of street or park names required to be used from the list.

#### 4.10 Street or Park Name Translations:

4.10.1 An applicant may apply to have an existing street or park name translated into one of the *Treaty 4 Area Language Groups*;

4.10.2 The *Civic Naming Committee* will review all translation requests and present Administration with recommendations on the request;

4.10.3 Where appropriate, the *Civic Naming Committee* may consult with *Knowledge Keepers/Elders* on matters pertaining to the request and the translation;

4.10.4 For parks, the number of *Treaty 4 Area Language Groups* honoured will be left to the discretion of the Administration. There is no character limit to park signage, therefore park signage may honour multiple *Treaty 4 Area Language Groups*;

4.10.5 Each signpost will bear no more than two street name signs for a single street, one in English which is required for way finding and Canada Post, and one in the requested *Treaty 4 Area Language Group*;

4.10.6 Only one of the *Treaty 4 Area Language Groups* will be selected for signage for each road;

4.10.7 Signage requests for multiple languages within the *Treaty 4 Area Language Group* will be determined on a first come, first served basis, unless there is a logical reason that one language group would be preferred over another (e.g. if the name is derived from a specific *Treaty 4 Area Language Group*, if the commemorative name honours an individual with a connection to a particular *Treaty 4 Area Language Group*);

4.10.8 The Administration may place limits on translated street or park signs to control costs. The exact cost control mechanisms are left to the discretion of the Administration (e.g. limiting signage to a specific subdivision or neighbourhood, phasing in additional signage over multiple years);

4.10.9 Individuals, groups or organizations may offer to pay all or part of the cost for translated signs to facilitate timely placement of signage (e.g. crowdfunding, sponsorship, donations).

#### 4.11 Street or Park Name Changes:

4.11.1 Street or park name changes will be considered for review if the change meets one of the following criteria:

4.11.1.1 The name poses a threat to health and safety and/or wayfinding;

4.11.1.2 The name honouring a person has been misspelled;

4.11.1.3 The historical legacy of the namesake of a street or park has been found to be unfitting of honour (see 4.11.5)

4.11.2 Street or park name changes submitted under 4.11.1.1 or 4.11.1.2 are housekeeping changes. The City Clerk, working through the *Civic Naming Committee*, has delegated authority to approve a street or park name change under 4.11.1.1 or 4.11.1.2. City Council will be informed of any name changes approved by the City Clerk via the *Civic Naming Committee* annual report;

4.11.3 The proposed new name for a street or park must be approved first by the *Civic Naming Committee* in accordance with these guidelines;

4.11.4 In the case of a street or park name change submitted under 4.11.1.1, a new street or park name will be selected by the Administration, with preference given to names on the list of available street and park names;

4.11.5 Street or park name changes submitted under 4.11.1.3 will be adjudicated by City Council:

4.11.5.1 A report will be written by the Administration addressing the requested name change utilizing criteria approved by City Council;

4.11.5.2 Consultation with stakeholders and rights holders will be conducted before the report is written;

4.11.5.3 Criteria for the Administration to apply when writing a report addressing the historical legacy of the namesake of a commemorative name will be developed by the Administration in 2018 and submitted for consideration to City Council;

4.11.5.4 Until 4.11.5.3 is complete, requests for renaming under 4.11.1.3 will be tabled pending a report on 4.11.5.3 to City Council.

## 5.0 Specific Guidelines for Naming Streets:

- 5.1.1 When a street name honours a person or persons, surnames alone will be approved for use. Royal Family members may use a title and first name, or first name only (e.g. Prince George, Charlotte);
- 5.1.2 *Total names* for streets cannot exceed 18 characters, including spaces, to accommodate standard signage in use throughout the City of Regina;
- 5.1.3 While the City of Regina has no jurisdiction over the naming of private roads, the City of Regina will work with the developer/owner to create more meaningful address descriptions for structures located thereon and to align with all public roadway criteria to ensure public safety and way finding;
- 5.1.4 Whenever possible, the City of Regina will work with regional partners that have autonomous naming abilities (Provincial Capital Commission, Global Transportation Hub, Royal Canadian Mounted Police Depot Division, First Nations groups, rural municipalities or other agencies) to harmonize naming procedures in the Regina area in a manner that ensures public safety and way finding. This may include, but is not limited to: consultation, name vetting on behalf of the regional partner, reserving a name from the *Master List of Street and Park Names* for a regional partner, or performing the naming and addressing function on behalf of a regional partner on a fee-for-service basis.
- 5.1.5 *Arterial and Collector Roads:*
  - 5.1.5.1 All *arterial* and *collector roads* will be named by the City of Regina;
  - 5.1.5.2 All *arterial* and *collector roads* will be given a name with an Indigenous connection or tie;
  - 5.1.5.3 The City of Regina will consult with *Knowledge Keepers/Elders* from the Treaty 4 area and other stakeholders when naming an *arterial* or *collector road*;
  - 5.1.5.4 The consultation process will be a true consultation process, with selected names being reserved for use as an *arterial* or *collector road*;
  - 5.1.5.5 The structure and procedure for consulting with *Knowledge Keepers/Elders* is left to the discretion of the City of Regina.



- 5.1.6 Developers will be allowed to name all *local roads* within a concept plan in accordance with these guidelines;
- 5.1.7 Roads on Annexed Land:
  - 5.1.7.1 The City of Regina will name all roads on annexed land;
  - 5.1.7.2 The City of Regina will grandfather in common names for roads on annexed land whenever possible;
  - 5.1.7.3 If common names for roads on annexed land are not in compliance with these guidelines, the City of Regina will select a new name for the road;
  - 5.1.7.4 Wherever possible, first preference for new names for roads on annexed land will be given to names with an Indigenous connection.
- 5.1.8 Streets Named for Neighbourhoods:
  - 5.1.8.1 One street within a neighbourhood plan may bear the name of the neighbourhood;
  - 5.1.8.2 Any street bearing a name of a neighbourhood may not continue into another neighbourhood. The street must terminate within the named neighbourhood.

## **6.0 Specific Guidelines for Naming Parks:**

- 6.1.1 This policy does not apply to parks or features within a park where sponsorship has been provided by third-party organizations. In that case, the sponsorship policy will take precedence over these guidelines;
- 6.1.2 When a park name honours a person or persons, first and last names may be approved for use. Royal Family members may use a title and first name, or first name only (e.g. Prince George, Charlotte);
- 6.1.3 There is no character limit to park signage, therefore park names may include both first and last names;
- 6.1.4 The City of Regina shall consider park names that are in compliance with these guidelines, which are proposed by the following sources:
  - 6.1.4.1 The local community association or zone board;
  - 6.1.4.2 The developer of the park or subdivision;

- 6.1.4.3 User groups, organizations or residents of the area.
- 6.1.5 When a name is proposed for a specific park, the Community Services Department shall forward the proposed name for review by:
  - 6.1.5.1 The affected community association in the case of a neighbourhood level park;
  - 6.1.5.2 The affected zone board in the case of a zone level park;
  - 6.1.5.3 The adjacent zone board and the adjacent community association in case of a new subdivision where a community association does not yet exist; and
  - 6.1.5.4 The affected user groups in the case of a municipal park.
- 6.1.6 If the park is located on a joint use site involving the City of Regina and either the public or separate school board, or if the site is adjacent to a school, the Community Services Department shall consult with the school board prior to naming the park;
- 6.1.7 In the case of a proposed renaming, the Community Services Department shall arrange for a public consultation process in cooperation with the respective community association, zone board or user group to consult those affected by the name change;
- 6.1.8 Elements within zone and municipal parks that are distinct and separate such as athletic fields, pavilions, plazas and waterfalls may also be named in accordance with these guidelines at the discretion of the City of Regina.

## 7.0 Roles & Responsibilities

The City Clerk, working through the *Civic Naming Committee*, has delegated authority to approve a street or park name change under 4.11.1.1 or 4.11.1.2.

The Office of the City Clerk is responsible for providing committee support for the *Civic Naming Committee*, including maintaining the list of street and park names approved for use.

The *Civic Naming Committee* is responsible for adjudicating street and park name applications in accordance with this guideline.

City Council is responsible for adjudicating street or park name changes submitted under 4.11.1.3.

City departments are responsible for ensuring that street and park names suggested for use in new neighbourhoods are in compliance with these guidelines.

## 8.0 Related Forms

Civic Naming Committee Commemorative Name Application  
Civic Naming Committee Treaty 4 Area Language Syllabics Application

## 9.0 Reference Material

None

## 10.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
26-Nov-2018	Initial Release.	Yes