Policy #GG-007

Policy Title: Parks, Open Spaces and Municipal Amenities "Naming Policy"

Policy Objective	To support meaningful, recognizable names that reflect local identity and serve the community.
Authority	Resolution #204 October 21, 2026
Supporting Bylaw	n/a
Related Policy	n/a

1. Purpose

To establish a fair, transparent, and consistent process for naming municipal parks, trails, community gardens, public amenities and gathering spaces while promoting local identity.

2. Legislative Authority

This Policy is adopted pursuant to Council's authority under Saskatchewan municipal legislation to manage municipal property, municipal services and municipal affairs.

3. Definitions

Administration - means the CAO, Development Officer or designate.
Amenity - means any municipal park, beach, trail, pathway, community garden, public reserve, facility, building or public space.
Community Organization - means a non-profit, service club or volunteer organization.
Commemorative Naming - means naming an amenity after a person, family, organization or event.
Significant Community Contribution - means a substantial and lasting benefit to the community.
Council - The duly elected governing body of the Municipality, consisting of the Mayor, Chairperson and Councillors, responsible for making decisions and establishing policies on behalf of the Municipality.

Geographic Name - A name derived from a natural or physical feature, location, landmark, water body, topographic feature, or other geographic characteristic associated with the area where the municipal park or amenity is located.

Historical Name - A name recognizing a person, event, place, organization, or feature that has historical significance to the Municipality, region, province, or country.

Indigenous Name - A name originating from, or recognizing, the language, culture, history, heritage, or traditions of First Nations, Métis, or Inuit peoples.

Municipal Amenity Register - The official record maintained by the Municipality identifying all named parks, reserves, facilities, streetscapes, trails, recreational areas, and other municipal amenities approved by Council.

Municipal Property - Any land, building, structure, facility, reserve, park, right-of-way, or other asset owned, leased, controlled, or operated by the Municipality.

Naming Proposal - A written submission requesting the naming or renaming of a municipal park, reserve, facility, trail, or other amenity, including supporting information required by this Policy.

Person - An individual, whether living or deceased, who may be considered for recognition through the naming of a municipal park or amenity in accordance with this Policy.

Public Consultation - A process undertaken by the Municipality to obtain feedback, comments, or input from residents, property owners, Indigenous communities, stakeholders, and the public regarding a proposed naming or renaming.

Property Owner - A person, corporation, partnership, or other legal entity registered as the owner of land within the Municipality.

Public Reserve - Land dedicated or acquired for public use, environmental protection, municipal reserve purposes, recreational purposes, or other public purposes as authorized under applicable legislation.

Renaming - The process of changing the approved name of an existing municipal park, reserve, facility, trail, or amenity.

Resident - A person who permanently or seasonally resides within the municipal boundaries of the Municipality (including seasonal residents).

Exceptional Community Service - Outstanding and sustained contributions that have significantly benefited the Municipality, its residents, organizations, or quality of life beyond what would normally be expected of a citizen.

Leadership - Demonstrated guidance, vision, initiative, and positive influence that has contributed to the growth, development, well-being, or success of the Municipality or community.

Volunteerism - The voluntary contribution of time, skills, expertise, or services for the benefit of the community without expectation of financial compensation.

Recreation - Activities, programs, facilities, and spaces that promote leisure, physical activity, wellness, enjoyment, social interaction, and community engagement.

Heritage - The cultural, historical, architectural, archaeological, natural, or social characteristics that contribute to the identity, history, and sense of place within the Municipality.

Environmental Stewardship - Actions, initiatives, or contributions that protect, conserve, enhance, restore, or responsibly manage natural environments, ecosystems, wildlife habitats, water resources, or other environmental assets for current and future generations.

4. Application

This policy applies to parks, beaches, community gardens, trails, pathways, public gathering spaces, municipal buildings and other municipal amenities and reserves owned by the Resort Village.

5. Guiding Principles

Names should be easy to understand, pronounce and locate.

6. Commemorative Naming

Individuals considered for recognition should have made a significant and lasting contribution to the Resort Village or surrounding area. A commemorative name may recognize an individual who is living, retired from public service, or deceased.

Historical and Indigenous place names, geographic and lake-related names may also be considered.

7. Names Generally Not Accepted

Names that duplicate existing locations, create confusion for emergency services, promote political organizations, promote commercial interests, or may reasonably be considered offensive or divisive should not be approved.

8. Commemorative Naming Criteria

1. Exceptional community service
2. Leadership
3. Volunteerism
4. Recreation
5. Heritage
6. Environmental stewardship.

9. Prohibited Names

Administration shall screen each proposed name for duplication, potential confusion, offensive or divisive meaning, political promotion, and commercial promotion before presenting the proposal to Council.

10. Appeals And Reconsideration

Council may reconsider a naming decision where significant new information is presented.

11. Policy Review

This Policy should be reviewed at least once every five years.

12. Nomination Process

Residents, property owners, community organizations, and Council members may submit naming proposals. Each submission shall identify the amenity and proposed name, provide a rationale, and include the supporting information required by this Policy. Schedule A, the Name Proposal Application Form, is attached to and forms part of this Policy.

13. Review Process

Administration shall determine whether each submission is complete and eligible under this Policy, screen the proposed name against the prohibited-name requirements, assess each eligible proposal against the Evaluation Criteria, and provide Council with a recommendation and supporting rationale. Council may approve or reject the proposal, request additional information, or direct that public consultation be conducted.

14. Evaluation Criteria

Administration shall assess each eligible proposal against the criteria below and provide Council with the score, supporting rationale, and any relevant consultation findings. The score informs Council's decision but does not limit Council's authority under this Policy.

1. Geographic relevance (25): the strength of the proposed name's connection to the amenity's location, natural features, landmarks, or surrounding area.
2. Community significance (20): the extent to which the proposed name reflects a meaningful contribution, association, event, organization, or shared experience within the community.
3. Historical value (15): the strength, accuracy, and documented significance of the proposed name's connection to the history or heritage of the Municipality, region, province, or country.
4. Community character (15): the extent to which the proposed name reflects the Resort Village's identity, values, natural setting, or sense of place.
5. Ease of recognition (10): the extent to which the proposed name is clear, concise, easy to pronounce and spell, and suitable for wayfinding and emergency response.
6. Uniqueness (5): the extent to which the proposed name is distinct from existing municipal and nearby place names and is unlikely to cause confusion.
7. Public support (10), when Council calls for public consultation. When public consultation is not conducted, the remaining criteria shall be proportionally adjusted to produce a total score of 100.

15. Approval Authority

Council retains sole authority to name or rename municipal parks and amenities by resolution.

16. Renaming Existing Amenities

Renaming should occur only in exceptional circumstances where the existing name is inappropriate, misleading, historically inaccurate or no longer serves the public interest.

17. Records

Administration shall maintain a register of approved municipal park and amenity names.

18. Effective Period

This Naming Policy will remain in effect for four (4) years or less, at the discretion of the current council and comes into effect at the time of signing.

Chief Administrative Officer
Shannon Ulsifer

Mayor
Dustin Plett

RESORT VILLAGE OF KANNATA VALLEY
Seal
SASKATCHEWAN