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**SALT SPRING ISLAND PARKS AND RECREATION COMMISSION**  
Notice of Meeting on **Monday, September 18, 2017 at 5:00 PM**  
Portlock Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

**ADDENDUM**

**6. Outstanding Business**

**6.2 Salt Spring Island Parks and Recreation Trails Naming Convention Policy**

That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached SSI Community Parks and Community Trails Naming Convention Policy.

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*To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.*



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**REPORT TO SALT SPRING ISLAND PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, SEPTEMBER 18, 2017**

**Item 6.2**

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**SUBJECT     Salt Spring Island Parks and Trails Naming Convention Policy**

**ISSUE**

To establish a policy governing how Salt Spring Island (SSI) community parks and trails are named and potentially renamed.

**BACKGROUND**

There is currently no policy in place to guide how Salt Spring Island CRD community parks and trails are named. The CRD Board approved a naming policy for Regional Parks in February 2017.

The Regional Parks and Regional Trails Naming Convention Policy (The Policy) sets out guidance for naming newly-established community parks and trails and makes provision for the CRD Board to consider renaming existing regional parks in exceptional cases. (Attachment A)

Under establishment Bylaw #3763, the PARC Commission can recommend policy development for the Capital Regional District to endorse which guides local staff and commission members in making future recommendations for the Board to consider on local matters. At the July 17, 2017 meeting, the Salt Spring Island Parks and Recreation Commission (PARC) directed staff to amend the Board approved Regional Parks and Regional Trails Naming Convention Policy to develop a similar guiding policy for the naming of SSI Community Parks and Trails. (Attachment B)

The final draft of the SSI Community Parks and Community Trails Naming Convention Policy is attached for approval. (Attachment C)

**ALTERNATIVES**

*Alternative 1*

That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached SSI Community Parks and Community Trails Naming Convention Policy.

*Alternative 2*

That the SSI Community Parks and Community Trails Naming Convention Policy be referred back to staff for further review.

**CONCLUSION**

The CRD Board recently adopted a naming policy for Regional Parks but there is no policy governing how SSI CRD community parks and trails are named. There is a need for a similar policy to guide the SSI Parks and Recreation Commission and the Board when considering a new SSI park or trail name or a proposed name change to an existing park.

**RECOMMENDATION**

That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached SSI Community Parks and Community Trails Naming Convention Policy.

Submitted by:	Dan Ovington, Manager, SSI Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager SSI Electoral Area
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

DO/ts

Attachments:

- Appendix A - Regional Parks and Trails Naming Convention Policy
- Appendix B - Amended Regional Parks and Trails Naming Convention
- Appendix C - Draft SSI Community Parks and Community Trails Naming Convention Policy



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## LEGISLATIVE POLICY

Section	Board	
Subsection	Policies, Procedures, Manuals	
Title	REGIONAL PARKS AND REGIONAL TRAILS NAMING CONVENTION POLICY	

### 1. POLICY

This policy applies to the naming of Capital Regional District (CRD) regional parks and trails.

### 2. PURPOSE

To provide clear process and direction regarding how regional parks and trails will be named or renamed.

### 3. RESPONSIBILITIES

Regional Parks staff have the responsibility of administering and implementing this policy following CRD Board approval.

### 4. SCOPE

This policy applies to the naming of all regional parks and trails in the CRD.

### 5. NEW PARKS

Subject to the exceptions listed below, new regional parks and trails will be named for their location or significant geographic features with which they are associated.

All park names must contain the words "Regional Park."

#### Exceptions

#### A. *Regional Historical or Cultural Significance*

In rare cases, a park or trail may be given a name with regional historical or cultural significance, if, during the land acquisition or planning process, there is evidence of broad regional support for the proposed name.

#### B. *First Nations Names*

Where a First Nation proposes a name for a new park or trail the name proposed by the First Nation may be used as the name of the park or trail or the park or trail may be co-named with an English name identified in accordance with this policy.

C. *Commemorative or Honourific Names*

Where a person donated the land that comprises a new park or trail or has otherwise made a significant and enduring contribution to the regional park or trail in question, or to the regional park system generally, other than as part of that person's employment, a new regional park or trail may be named for that person, or given the name that the person or the person's family (if the person is deceased) suggests for the park or trail.

Other than in a case where a person has donated the land that has become the regional park or trail, Regional Parks will not consider naming a new park or trail after a person until at least 2 years have passed since the date of the person's death.

Lands that are donated for addition to existing parks or trails will not be given a name that is different from that of the park or trail to which the land is being added.

## 6. EXISTING PARKS

Subject to the exceptions listed below, existing regional parks will not be renamed. Existing regional trails will not be renamed.

### Exceptions

A. *First Nations Names*

An existing regional park may be renamed or given an indigenous co-name with the existing English name where a First Nation requests that an existing park be renamed or co-named and provides an application in accordance with Section 7 of this policy demonstrating that the location reflects a culturally important place, person, way of life or event.

B. *Regional Historical or Cultural Significance*

A request to rename a regional park will be brought forward to the CRD Board for consideration where a person or a community group:

- i) Provides evidence that the location was known for or was linked to a regional historically or culturally significant event, person or way of life;
- ii) Provides evidence that there is broad-based regional support for the change; and
- iii) Follows the process set out in Section 7 of this Policy.

C. *Alternate Locational or Geographic Name*

A request to rename a regional park will be brought forward to the CRD Board for consideration where a person or community group:

- i) Provides evidence that there is a locational or geographical name that is more appropriate for the regional park;
- ii) Provides evidence that there is broad-based regional support for the change; and
- iii) Follows the process set out in Section 7 of this Policy.

## 7. PROCEDURE

The following process will be used to administer a request to change the name of an existing regional park:

- A. The First Nation, person or community group requesting the change must submit a written request to the General Manager, Parks & Environmental Services, requesting the name change.

- B. The request must include:
- i) written documentation in support of the proposed name change that adequately explains why the name change is being requested and why the proposed name is appropriate for the regional park;
  - ii) any information required by Section 6 of this Policy;
  - iii) comments on the proposal from the municipal council, Electoral Area Director or the local government in which the regional park is located;
  - iv) comments from appropriate representatives of the First Nation(s) whose asserted traditional territory includes the area in which the regional park is located (if comments from the First Nation(s) cannot be obtained, evidence demonstrating what efforts were made to obtain those comments must be provided); and
  - v) for First Nations, a Band Council Resolution in support of the name change.
- C. Regional Parks staff will refer the request to the Regional Parks Committee for consideration. As part of the referral, Regional Parks staff will include information on the incremental costs that would be incurred to replace park signs, maps, brochures and other printed and digital information with the new name. Regional Parks staff will evaluate a proposed new name according to the following criteria in making a recommendation to the Regional Parks Committee:
- Names should:
- primarily and principally be related to their location or significant geographic features with which they are associated such as mountains, rivers, creeks, coves, flora, fauna within the region
  - have a strong connection to the region
  - have historical, social or cultural relevance to the region
  - engender a positive image
  - avoid similar sounding names in the region
  - generally avoid honourific or personal names except in occasional circumstances
    - Regional Parks will not consider re-naming an existing park after a person until at least 2 years have passed since the date of the person's death.
  - be tested for use in abbreviated format so as to avoid the use of inappropriate abbreviations or acronyms
- D. The person or community group making the request will be informed of the meeting at which the request will be considered and invited to address the Committee as a delegation
- E. The Committee may direct Regional Parks staff to undertake regional consultation in relation to the request. Staff will report back to the Committee with the results of any such consultation.
- F. If the Regional Parks Committee supports the proposed name change, the request will be referred to the Capital Regional District Board for decision.
- G. Following the selection of a new name, Regional Parks staff will notify relevant public bodies, government agencies, emergency responders, internal departments (for updates to databases), Google Maps, and other groups as needed, of this change.

## 8. DEFINITIONS

For the purposes of this policy, *Regional Historical or Cultural Significance* means:

A place that is strongly associated or identified with ways of life, events or people that had an important influence on the history and development of the region.

To be historically or culturally significant, a place should be the location where an event occurred, or contain in situ authentic remains or physical artifacts related to, or characteristic of, the way of life, the event or the person for which recognition is being proposed, and should lend itself to the interpretation and presentation of related information to the public.

Approval Date:	February 22, 2017	Approved By:	CRD Board
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
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## LEGISLATIVE POLICY

Section	Board	
Subsection	Policies, Procedures, Manuals	
Title	SSI COMMUNITY PARKS AND COMMUNITY TRAILS NAMING CONVENTION POLICY	

### 1. POLICY

This policy applies to the naming of Capital Regional District (CRD) Salt Spring Island (SSI) community regional parks and trails.

### 2. PURPOSE

To provide clear process and direction regarding how community regional parks and trails will be named or renamed.

### 3. RESPONSIBILITIES

~~Regional Parks~~ SSI CRD staff have the responsibility of administering and implementing this policy following CRD Board approval.

### 4. SCOPE

This policy applies to the naming of all CRD regional-community parks and trails ~~in the CRD on SSI.~~

### 5. NEW PARKS

Subject to the exceptions listed below, new ~~regional-SSI~~ community parks and trails will be named for their location or significant geographic features with which they are associated.

All park names must contain the words "Regional-Community Park."

#### Exceptions

#### A. *Regional Historical or Cultural Significance*

In rare cases, a park or trail may be given a name with regional historical or cultural significance, if, during the land acquisition or planning process, there is evidence of broad ~~regional~~ support for the proposed name.

#### B. *First Nations Names*

Where a First Nation proposes a name for a new park or trail the name proposed by the First Nation may be used as the name of the park or trail or the park or trail may be co-named with an English name identified in accordance with this policy.



C. *Commemorative or Honourific Names*

Where a person donated the land that comprises a new park or trail or has otherwise made a significant and enduring contribution to the regional park or trail in question, or to the regional park system generally, other than as part of that person's employment, a new regional park or trail may be named for that person, or given the name that the person or the person's family (if the person is deceased) suggests for the park or trail.

Other than in a case where a person has donated the land that has become the regional park or trail, ~~Regional SSI~~ Parks will not consider naming a new park or trail after a person until at least 2 years have passed since the date of the person's death.

Lands that are donated for addition to existing parks or trails will not be given a name that is different from that of the park or trail to which the land is being added.

## 6. EXISTING PARKS

Subject to the exceptions listed below, existing ~~regional SSI~~ community parks will be not be renamed. Existing ~~regional~~ community trails will not be renamed.

### Exceptions

A. *First Nations Names*

An existing regional park may be renamed or given an indigenous co-name with the existing English name where a First Nation requests that an existing park be renamed or co-named and provides an application in accordance with Section 7 of this policy demonstrating that the location reflects a culturally important place, person, way of life or event.

B. *Regional Historical or Cultural Significance*

A request to rename a ~~regional SSI~~ Community park will be brought forward to the CRD Board for consideration where a person or a community group:

- i) Provides evidence that the location was known for or was linked to a regional historically or culturally significant event, person or way of life;
- ii) Provides evidence that there is broad-based regional support for the change; and
- iii) Follows the process set out in Section 7 of this Policy.

C. *Alternate Locational or Geographic Name*

A request to rename a ~~regional SSI~~ community park will be brought forward to the CRD Board for consideration where a person or community group:

- i) Provides evidence that there is a locational or geographical name that is more appropriate for the regional park;
- ii) Provides evidence that there is broad-based regional support for the change; and
- iii) Follows the process set out in Section 7 of this Policy.

## 7. PROCEDURE

The following process will be used to administer a request to change the name of an existing regional park:

- A. The First Nation, person or community group requesting the change must submit a written request to the ~~General Manager~~, SSI Parks & Environmental Services Recreation, requesting the name change.

- B. The request must include:
- i) written documentation in support of the proposed name change that adequately explains why the name change is being requested and why the proposed name is appropriate for the regional community park;
  - ii) any information required by Section 6 of this Policy;
  - iii) comments on the proposal from the municipal council, Electoral Area Director or the local government in which the regional community park is located;
  - iv) comments from appropriate representatives of the First Nation(s) whose asserted traditional territory includes the area in which the regional park is located (if comments from the First Nation(s) cannot be obtained, evidence demonstrating what efforts were made to obtain those comments must be provided); and
  - v) for First Nations, a Band Council Resolution in support of the name change.
- C. ~~Regional Parks~~SSI CRD staff will refer the request to the ~~Regional Parks Committee~~SSI Parks and Recreation Commission for consideration. As part of the referral, ~~Regional Parks~~ staff will include information on the incremental costs that would be incurred to replace park signs, maps, brochures and other printed and digital information with the new name. ~~Regional Parks~~SSI CRD staff will evaluate a proposed new name according to the following criteria in making a recommendation to the ~~SSI Parks and Recreation Commission~~Regional Parks Committee:
- Names should:
- primarily and principally be related to their location or significant geographic features with which they are associated such as mountains, rivers, creeks, coves, flora, fauna within the region
  - have a strong connection to the region
  - have historical, social or cultural relevance to the region
  - engender a positive image
  - avoid similar sounding names in the region
  - generally avoid honourific or personal names except in occasional circumstances
    - ~~Regional~~SSI Parks will not consider re-naming an existing park after a person until at least 2 years have passed since the date of the person's death.
  - be tested for use in abbreviated format so as to avoid the use of inappropriate abbreviations or acronyms
- D. The person or community group making the request will be informed of the meeting at which the request will be considered and invited to address the ~~Committee~~Commission as a delegation
- E. The ~~Committee~~Commission may direct ~~Regional Parks~~SSI CRD staff to undertake ~~regional~~ consultation in relation to the request. Staff will report back to the ~~Committee~~Commission with the results of any such consultation.
- F. If the ~~Regional Parks Committee~~SSI Parks and Recreation Commission supports the proposed name change, the request will be referred to the Capital Regional District Board for decision.
- G. Following the selection of a new name, ~~Regional Parks~~SSI CRD staff will notify relevant public bodies, government agencies, emergency responders, internal departments (for updates to databases), Google Maps, and other groups as needed, of this change.

## 8. DEFINITIONS

For the purposes of this policy, *Regional Historical or Cultural Significance* means:

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To be historically or culturally significant, a place should be the location where an event occurred, or contain in situ authentic remains or physical artifacts related to, or characteristic of, the way of life, the event or the person for which recognition is being proposed, and should lend itself to the interpretation and presentation of related information to the public.

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**2. PURPOSE**

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**3. RESPONSIBILITIES**

SSI CRD staff have the responsibility of administering and implementing this policy following CRD Board approval.

**4. SCOPE**

This policy applies to the naming of all CRD community parks and trails on SSI.

**5. NEW PARKS**

Subject to the exceptions listed below, new SSI community parks and trails will be named for their location or significant geographic features with which they are associated.

All park names must contain the words "Community Park."

Exceptions

- A. *Regional Historical or Cultural Significance*  
In rare cases, a park or trail may be given a name with regional historical or cultural significance, if, during the land acquisition or planning process, there is evidence of broad support for the proposed name.
- B. *First Nations Names*  
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## 6. EXISTING PARKS

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### Exceptions

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- D. The person or community group making the request will be informed of the meeting at which the request will be considered and invited to address the Commission as a delegation
- E. The Commission may direct SSI CRD staff to undertake consultation in relation to the request. Staff will report back to the Commission with the results of any such consultation.
- F. If the SSI Parks and Recreation Commission supports the proposed name change, the request will be referred to the Capital Regional District Board for decision.
- G. Following the selection of a new name, SSI CRD staff will notify relevant public bodies, government agencies, emergency responders, internal departments (for updates to databases), Google Maps, and other groups as needed, of this change.

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