

Parks, Recreation & Culture Advisory Committee  
Agenda for Meeting to be held on  
Wednesday, November 20, 2019 at 7pm at FJCC

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*The goal of the Parks, Recreation and Culture Advisory Committee is to provide advice and recommendations to Council regarding the establishment and implementation of Parks, Recreation and Culture priorities in the Town of Ladysmith.*

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1. Agenda Approval

2. Minutes

- a. Minutes of the meeting held Oct 7, 2019

3. Referred by Council

- a. Public Art Policy

That Council:

- Direct Staff to review recommended components of the Public Art Policy with the Parks, Recreation and Culture Advisory Committee; with the intent to seek any comments or recommendations on the proposed policy;
- Refer Public Art Policy item to Municipal Services Meeting in December for Staff to present and review recommended components of a Public Art Policy.

Attachment:

- Public Art Policy Report

- b. Community Public Art Banner Program

That Council:

- Direct Staff to commence discussions on a Service Agreement with the Arts Council of Ladysmith and District for management of Community Public Art Banner Program;
- Refer the proposed Community Public Art Banner Program to the Parks, Recreation and Culture Advisory Committee (PRCAC) for comment; and
- Direct staff to report back to Council with a draft Service Agreement for the Community Public Art Banner Program for consideration.

Attachment:

- Community Public Art Banner Program Report

c. Park Naming Policy/Request

That Council:

- Refer to the Parks, Recreation & Culture Advisory Committee the request by Bill and Sheila Audreychuk, in their correspondence dated May 27, 2019, to name the Russell Road Park “Oiva Rutti Park”.

Attachments:

- Request Letter
- TofL Street Naming Policy
- Municipality North Cowichan Park Name Application
- Nanaimo Parks and Facilities Naming Policy

4. PRC Department Update

5. Master Plan Discussion

Minutes of the Parks, Recreation & Culture Advisory Committee  
Monday, October 7, 2019 at 6:30pm

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**COMMITTEE MEMBERS PRESENT:**

Tim Richards, Chair  
Geoff Dean  
Ava Smith

Gord Horth  
Lynda Baker

**STAFF PRESENT:**

Clayton Postings  
Robyn McAdam  
Julie Tierney

**REGRETS:**

Councillor Duck Paterson  
Bruce Mason  
Mike Brocklebank  
Bryn Dovey  
Tara Pollock

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**REFERRED BY  
COUNCIL**

**Lot 108 Park Plan Update – Final Report** – Megan Turnock from Lees + Associates shared a presentation on the final changes to the Lot 108 Park Plan Update. The committee was impressed with the plan and how it was laid out, making it possible for different phases to be completed based on funding and priorities.

**Moved and seconded:**

**2019-16: That Parks, Recreation and Culture Advisory Committee endorse the concept plan outlined in the final report dated September 17<sup>th</sup> and encourage council to proceed with Phase 1 in the next budget. *Motion carried.***

Meeting adjourned at 7:25PM

Next Meeting will be held at 7:00pm, November 20, 2019 at the Frank Jameson Community Centre.

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Clayton Postings, Director Parks, Recreation and Culture  
**Meeting Date:** November 5, 2019  
**File No:**  
**RE:** PUBLIC ART POLICY

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**RECOMMENDATION:**

That Council:

1. Direct Staff to review recommended components of the Public Art Policy with the Parks, Recreation and Culture Advisory Committee; with the intent to seek any comments or recommendations on the proposed policy;
2. Refer Public Art Policy item to Municipal Services Meeting in December for Staff to present and review recommended components of a Public Art Policy;

**EXECUTIVE SUMMARY:**

In order to create a Draft Public Art Policy, staff intend to meet with PRCAC and Municipal Services to review, gather input and receive direction toward the creation of the Public Art Policy for the Town of Ladysmith. Staff will share examples of best practices and present information relating to the creation of the new policy.

**PREVIOUS COUNCIL DIRECTION**

CS 2019-094

1. That Council receive the Public Art Strategy and recommendations from the Parks, Recreation and Culture Advisory Committee and Town Staff.
2. That the recommendations from the Public Art Strategy be included in the 2019 Council Strategic Planning Discussions and referred back to staff to develop the work plan.

**INTRODUCTION/BACKGROUND:**

In February 2019, the Council received the Ladysmith Public Arts Strategy. Public art is a highly visible, accessible, and engaging way of telling stories on a community-wide scale. Whether it's reflecting on our heritage or offering another platform, public art can make us pause, re-examine, and spark conversation about the ideas that art bring to our lives and communities.

The Ladysmith Public Arts Strategy was developed through extensive public consultation. The first priority outlined within the strategy was the development of a Public Art Policy.

Council determined that due to the upcoming development of the Strategic Plan that it would be best to consider this item following the completion of the Strategic Plan. Now that the Strategic Plan is in place, Staff is developing a Draft Public Art Policy for Council's consideration.

This Policy is established to direct the integration of artwork into public spaces and capital projects in the Town of Ladysmith, through a well-administered transparent process and appropriately-funded public art program.

Public art reflects the identity of our Town, gives voice to community and builds relationships between diverse groups. Public art gives meaning to place by interpreting the natural, social, cultural and built environment.

The purpose of this policy is to:

- Increase the liveability and artistic richness of the municipality by making art a permanent part of our environment and a legacy for future generations.
- Provide opportunities for the public to engage with and increase their awareness, appreciation, knowledge and education of public art.
- Develop a sense of place, community pride and identity through new works.
- Integrate art and artists into a variety of public settings.
- Create art that inspires people and is an expression of the time.
- Enhance the attractiveness of the Town and promote cultural tourism.
- Provide opportunities for artists at all levels and career stages.
- Serve as an act of public trust and stewardship for public art.
- Establish a sustainable funding mechanism to support the commitment to public art.

Keys aspects of the policy to be reviewed include:

- Context
- Purpose
- Guiding Principles
- Roles
- Selection Committee
- Funding
- Public Art Locations
- Conflict of Interest
- Acquisition
- Process
- Deaccession
- Collection Management/Maintenance

### **ALTERNATIVES:**

Council may chose or consider other alternatives:

- Not to proceed with the development of the Public Art Policy at this time.

**FINANCIAL IMPLICATIONS:**

Financial commitments relating to the Public Art Policy and ongoing support of the Public Art Strategy will be presented during the 2020-2024 Financial Plan discussions.

**LEGAL IMPLICATIONS:**

None identified

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Town completed an extensive community consultation process during the development of the Public Art Strategy in late 2018 and early 2019. This engagement was the basis of the recommendations outlined in the Public Art Strategy. The development of a Public Art Policy was one of the initial priorities defined.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete Community Land Use  | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings              | <input type="checkbox"/> Multi-Use Landscapes      |
| <input type="checkbox"/> Innovative Infrastructure    | <input type="checkbox"/> Local Food Systems        |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy    |
| <input type="checkbox"/> Not Applicable               |  |

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |  |
|--|--|
| <input type="checkbox"/> Employment & Tax Diversity              | <input checked="" type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input checked="" type="checkbox"/> Partnerships                   |
| <input type="checkbox"/> Communications & Engagement             | <input type="checkbox"/> Not Applicable                            |

*I approve the report and recommendation(s).*

Guillermo Ferrero, Chief Administrative Officer

**ATTACHMENT(S):**

None

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Clayton Postings Director Parks, Recreation and Culture  
**Meeting Date:** November 4, 2019  
**File No:**  
**RE:** **COMMUNITY PUBLIC ART BANNER PROGRAM**

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**RECOMMENDATION:**

That Council:

1. Direct Staff to commence discussions on a Service Agreement with the Arts Council of Ladysmith and District for management of Community Public Art Banner Program;
2. Refer the proposed Community Public Art Banner Program to the Parks, Recreation and Culture Advisory Committee (PRCAC) for comment; and
3. Direct staff to report back to Council with a draft Service Agreement for the Community Public Art Banner Program for consideration.

**EXECUTIVE SUMMARY:**

The main purpose of the Community Public Art Banner Program is beautification and community identity promotion. Community banners will add vibrancy and community spirit throughout our Town.

The Community Public Art Banner Program will represent Ladysmith's small town charm, coastal community life and diverse cultural heritage.

The community banners were identified within the recently completed Public Art Strategy as an opportunity to engage local artists and create a venue to promote public art in the community.

**PREVIOUS COUNCIL DIRECTION**

No previous direction.

**INTRODUCTION/BACKGROUND:**

There are approximately 160 banners throughout Ladysmith. Each year, banners are displayed from May to October. Typical banner life is two years due to wind damage and wear and tear. The budget allocated is for replacing banners every other year.

Through the development of a Community Public Art Banner Program the Town can

initiate public art activities within the preexisting banner program.

It would be an expectation of the Program that annually themes would be recommended, presented and approved by Council. Once these themes are confirmed by Council, the program would have the Arts Council administer the program and development public art banners. Existing banners may also include: Gateway Banners, Directional Banners, Town Identity Banners as well as Public Art Banners.

The complete service agreement with deliverables will be presented to Council for approval following consultation with the Ladysmith and District Arts Council and feedback from the PRCAC.

**ALTERNATIVES:**

Council can choose to:

- Maintain the existing Street Banner Program; Or
- Include the banner program in future discussions relating to Tourism function.

**FINANCIAL IMPLICATIONS:**

The existing annual operational funding for the street banners would be used for this new program. It is not anticipated that additional funding would be required. Existing funding would continue to cover design and production. The budget will also be used to cover program administration and artist costs. The costs will be confirmed during discussions with the Ladysmith and District Arts Council.

The Town Public Works Staff install and remove the banners annually and this cost is within existing budgets and would not be adjusted based on the new program.

**LEGAL IMPLICATIONS:**

None identified

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Currently the banners are annually installed and removed by Public Works Staff.

Corporate Services would be involved in the development of a Service Agreement.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete Community Land Use  | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings              | <input type="checkbox"/> Multi-Use Landscapes      |
| <input type="checkbox"/> Innovative Infrastructure    | <input type="checkbox"/> Local Food Systems        |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy    |
| <input type="checkbox"/> Not Applicable               |  |



**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Employment & Tax Diversity

Watershed Protection & Water Management

Communications & Engagement

Natural & Built Infrastructure

Partnerships

Not Applicable

*I approve the report and recommendation(s).*

**Guillermo Ferrero, Chief Administrative Officer**

**ATTACHMENT(S):**

None

May 27, 2019

Attention Mayor and Council:

Regarding the development of 41 Lots on Russell Road

A portion of this property which belonged to the Rutti family was designated a park for the people and their families in the area to enjoy.

The Rutti family ("100 year pioneers on Russell Road") have fifteen living generations, one of which is still living, Mrs. Ethel Rutti, at 97 years of age. The family would very much like to leave a legacy and have the park named "Oiva Rutti Park".

The neighbours and people using the park would like the Mayor and Council to seriously consider with respect to the Rutti family their wish to name the park "Oiva Rutti Park".

Yours truly,

Bill and Sheila Andreychuk  
43 years on Russell Road

**TOWN OF LADYSMITH  
POLICIES AND PROCEDURE MANUAL**

TOPIC: **STREET NAMING**

APPROVED BY: **COUNCIL** DATE: **FEBRUARY 23, 1987**

RESOLUTION #: N/A (for amendments see page 11)

That Council establish a policy whereby the lists of veterans names as received from the Royal Canadian Legion, Branch #171, would be considered when naming any new roads in the Town of Ladysmith.

MOTION CARRIED.

Amendment: April 5, 1994  
Resolution # 369

That in naming any new roads in the Town of Ladysmith the following names shall be utilized:

- Vets of World War I
  - Vets of World War II
  - Vets of the Korean War
- (see attached)

- Names of long term residents and/or names of citizens who have provided service to the Town which have been submitted and approved by Council.

MOTION CARRIED.

Amendment: July 4, 1994  
Resolution #761

That the road name guidelines received from the Cowichan Valley Regional District, with respect to the 9-1-1 implementation, be incorporated into Council's policy regarding suggested street names.

MOTION CARRIED.

(see attached)

## ROAD NAME GUIDELINES

- We support a Notice of Intent format to follow when road names are being proposed, so that all concerned can have an opportunity to review proposed names, and suggest a checklist be created on the bottom of a form which includes all parties to be included in the review.
- The length of a road name shall not exceed eighteen (18) characters inclusive of spaces and suffix.
- The road name shall not include hyphens nor an apostrophe.
- That a strict interpretation of the various terms be formulated, such that common usage is intended for “Road, Way, Lane, Street, Place, Terrace, Avenue, Crescent, Boulevard, Highway, Trail, Route, Path, Alley”. Also that standard abbreviations be adopted for the above.

We interpret “drive” to be relatively long roads, “lane and alley” to be secondary accesses, “road, street, avenue, and passable terrace” to be generic terms, “place or way” to be used on smaller dead end roads. “Crescent” to be used on a road that loops from one street back to the same street in another location, and “trail, route and path” as inappropriate for new names. “Highway” should only be used on a provincially designated basis.

- Where numbers are used for road names, then they shall appear numerically: 4<sup>th</sup> St.
- We support using theme names in areas such as “Scotchtown” having roads such as McKay, Maxwell, Robertson Cochrane Crescent, and downtown Chemainus having tree names such as Cedar, Oak, Pine, Willow etc., and Crofton having names such as Robert, Joan, Bertha, Pauline, Charlotte etc.

We do not support confusing names such as Wildwood, Woodland, Woodgrove, Highwood, Oakwood, on various roads not necessarily near each other, and with developments known as Woodmere nearby.

- No road name shall be approved that is similar in spelling or similar phonetically to any other road name within an area as described below for each jurisdiction.
- We do not support development names that differ from the main street into the development. For instance, Park Meadows does not relate to any of the streets within nor does Harmony Estates, while Garth Way is an obvious for “The Garth” as is Stonehouse Way for Stonehouse Estates. A subdivision should not be named in any way similar to an existing street (e.g. park meadows subdivision where we have a Meadow Park Road).
- We do not support “foreign language” names, where both the words and the pronunciation are unfamiliar to users.
- We support historical names where there may be some relationship with the history of property with the proposed road names.

- Avoid duplicate road names with different suffixes, e.g. Arbutus Road, Arbutus Drive. Do not use directional terms East, West, etc.
- We do not support allowing private roads (i.e. driveways) to be named with signs in public right of ways.
- The terms of this guideline shall apply, to public roads, and wherever possible, private roads and common property.
- Roads that cross or span jurisdictional boundaries shall have the same name as determined by each jurisdiction.
- This guideline applies to the naming of new roads and the renaming and respelling of existing roads.
- We support names such as mountain, lakes, flowers, historical names, etc. as opposed to obscure names that are not easily remembered.
- Frontage roads should be named.

**AIR FORCE**

ADAMS, W.H.  
ARBUTHNOT, L.E  
ARMSTRONG, J.  
AUTY, C.  
BAILLIE, T.  
**BALLOU, H.E.**  
BERKEY, L.C.  
BERTO, H.  
BISS, F.  
**BROWN, J.B.**  
**BROWN, J.T.**  
**BROWN, L.**  
BUBRICK, J.  
BURNS, R.  
BURRILL, F.  
BURRILL, J.  
CAMPBELL, J.  
CULLUM, A.J.  
CULLUM, P.E.  
DADY, A.  
**DAVIS, D.J.**  
DOW, W.  
EXELL, F.L.  
FERGUSON, D.C.  
FERRERO, G.  
**GILL, D.R.**  
**GILL, J.**  
**GOURLAY, C.**  
**GOURLAY, J.L.**  
GRANTHAM, R.  
GREGSON, D.A.R.  
**GROUHEL, J.**  
HAROLD, T.C. YOUNG, W.A.

McDONALD, C.  
McLEOD, W.  
McMILLAN, I.C.  
McMURTRIE, I.  
MATSON, D.H.  
MICHAEL, T.B.  
MILLAR, W.  
MILROY, R.J.  
NONN, J.  
PELTER, G.  
POPOVICH, M.  
QUAYLE, D.A.  
ROGERSON, J.  
ROGERSON, R.  
**RYAN, P.L.**  
**SCHUBERT, G.**  
**SHARP, D.D.**  
SMITH, J.W.  
**SPURLING, F.**  
**SPURLING, R.**  
STEVENS, K.E.  
**SYMONDS, E.**  
**THICKE, A.J.**  
**THICKE, D.A.**  
VANDECASTEYEN, L.  
**WALKER, G.B.**  
WATTS, T.  
WEIR, F.D.P.  
WILLIAMS, L.  
WILLIAMS, M.G.  
WILSON, J.A.  
WREAN, J.H.

**MERCHANT NAVY**

AITKEN, D.  
ANSCOMB, F.  
DeWILDE, E.  
POLLOCK, G.  
POLLOCK, J.  
**RUSSELL, C.**  
TELFORD, W.

**WOMENS SERVICES**

BARRETT, M  
BRANCH, B.  
DOW, G.  
GALLAGHER, L.  
**GILSON, R.**  
GOIA, H.  
GOIA, M.  
GOLOBAR, A.  
GUILHAMOULIE, A.  
JADOSH, A.  
**KING, C.**  
McADAM, A.  
MILLAR, G.  
MILLAR, M.  
**MORGAN, E.**  
MORLEY M.  
PARKS, F.  
QUAYLE, L.  
**SANDERSON, S.M.**  
**SELINGER, R.**  
WILSON, E.

**ARMY**

ADDISON, J.  
 ALLSOP, W.J.  
 ANDREWS, J.J.  
 ANDRULONIS, F.  
 ASCHACKER, P.  
**ASHWELL, G.**  
**BATTIE, J.**  
 BERKEY, R.R.  
**BROWN, D.**  
 BROWN, D. Jnr.  
 BROWN, W. Snr.  
 BROWN, W. Jnr.  
 BROWN, W.T.  
 BURNETT, T.D.  
 BUXTON, L.B.  
 CAMPELL, G.A.  
 CAMPELL, R.  
 COLE, G.E.  
 COMLEY, H.E.  
 CARMICHAEL, B.  
 CARMICHAEL, G.  
 CARMICHAEL, R.  
 COTTON, G.E.  
**DAVIDSON, J.**  
**DAVIDSON, R.**  
 DICK, J.  
**DOUGLAS, J.**  
 DOW, W.  
 DUNCAN, R.J.  
 EVANHOFF, R.  
 FERGUSON, W.H.  
 GALLOWAY, J.  
 GEORGESON, W.A.  
**GOURLAY, K.**  
**GOURLAY, W.B.**  
 SMITH, T.H.  
**STIRLING, J.**  
**TAYLOR, F.**  
 TOMCZYK, G.K.  
 WEAVER, J.R.  
 WOOD, J.H.

**GREENHORN, D.**  
 HALHED, B.  
**HALLIDAY, J.**  
**HALLIDAY, R.**  
**HAWLEY, C.**  
 HAWRYLUK, P.  
 HEYES, H.  
 HILL, D.O.  
 HOGGAN, N.  
 HUNTER, A.  
 HUNTER, J.  
 JACKSON, W.  
 JAMES, J.  
 JAMES, L.  
 KENNEY, F.  
**KENYON, J.**  
 KERR, G.H.  
 KERR, M.S.  
 KILPATRICK, A.  
 KULAI, G.  
 LAFLEUR, G.S.  
 LAUNCHBURY, H.W.  
 LEANDER, A.F.  
 LIPTAK, J.W.  
 LOVELL, J.H.  
 LOVELL, W.H.  
 McDONALD, A.  
 McDONALD, E.R.  
 McDONALD, J.M.  
 McINNES, M.D.  
**McKINLEY, A.H.**  
 McLEOD, J.B.  
 McMILLAN, A.  
 MAINWARING, A.J.  
 MASON, J.C.  
**STEELE, H.G.**  
**SWETTENHAM, J.**  
 TIMOTHY, E.  
 TORHJELM, C.C.  
 WILKINSON, C.B.G.  
 WOOD, J.M.

MATHESON, N.  
 METCALFE, F.  
 MILLER, A.H.  
**MORGAN, W.T.**  
 MORRIS, J.  
 MULLEN, H.  
 MULLEN, J.  
 NISBETT, H.O.  
**OLIVER, F.R.**  
 OMAN, R.  
 ORR, D.  
 PALMERLEY, W.H.  
**PEERLESS, E.H.**  
**PEERLESS, J.H.**  
 POPOVICH, J.  
 PORTER, F.R.  
**POULAIN, A.L.**  
 PROVIS, L.  
 RAINFORTH, W.J.  
 RALLISON, J.  
 RAYER, K.  
 RICKARD, J.J.  
**RIDGWAY, C.H.**  
 ROLLISTON, W.F.  
 ROSS, H.F.  
**RUSSELL, J.H..**  
**RUSSELL, W.**  
**RYAN, C.O.**  
**SANDERSON, R.S.**  
 SCHOONARTS, G.R.  
**SHARP, G.M.**  
 SIMPSON, H.  
 SMILLIE, A.  
 (continued..)  
 SMITH, J.P.  
**STILLIN, R.**  
**TASSIN, V.**  
 TIMOTHY G.  
 WATSON, A.  
 WILLIAMS, A.  
 WROTNOWSKY, P.



**NAVY**

BERTO, J.  
**BROWN, D.E.**  
BROWN, J.E.  
BUCKNER, J.  
**CAREY, A.**  
**CLOKE, J.R.**  
COPP, A.  
CULLUM, W.  
DALBY, R.  
**DAVIS, J.**  
**DEFRANE, A.**  
DEWILDE, E.  
DICK, L.J.  
**DOUGLAS, S.**  
FERRARD, A.  
FRANCIS, S.J.  
GALLAGHER, G.  
GALLAGHER, J.G.  
GRAHAM, S.  
**GROUHEL, W.**  
**HALBERG, R.**  
**HALLIDAY, A.**  
HAYDEN, H.  
HERLINVEAUX, D.  
TOMPKINS, D.  
**WALKER, D.A.**  
WRIGHT, A.

HERLINVEAUX, K.  
HEYES, E.  
HINDMARCH, R.  
HOUSTON, J.  
**JAMESON, F.E.**  
JOHNSON, L.  
KENT, E.  
KERR, J.B.  
KILPATRICK, A. Jnr  
LEAF, A.  
LAVANDUSKY, W.  
McADAM, J.  
McADAM, T.H.  
McCARTNEY, L.  
McDONALD, J.  
McKAY, P.S.  
McMURTRIE, L.E.  
McMURTRIE, V.R.  
MAHAFFEY, L.  
MALLI, V.  
MILLAR, J.  
MILLAR, R.  
MITCHELL, H.  
**MORGAN, D.R.**  
TRUDELL, N.  
WANLESS, J.H.  
WRIGHT, E.G.

**MORGAN, R.**  
NOVELLI, G.  
O'BRIEN, J.  
**OLIVER, J.R.**  
PATRICK, A.  
**PEERLESS, E.G.**  
PLATT, V.  
PLANT, R.B.  
PLANT, W.A.  
POPOVICH, R.M.  
PORTER, H.A.  
RADOVICH, W.  
REID, A.  
ROBERTSON, J.K.  
ROSS, W.  
ROZANNO, J.  
SMILLIE, W.  
SMITH, A.H.  
**SNAITH, L.**  
**SWETTENHAM, J.**  
**TASSIN, P.**  
**TAYLOR, G.**  
TIMOTHY, T.  
THOMSON, A.  
TWENTYMAN, T.B.  
WILSON, F.

**Continued...(Amendments to Street Names by Council Resolution)**

**NAMES OF CITIZENS WHO HAVE PROVIDED SERVICE TO THE TOWN  
WHICH HAVE BEEN SUBMITTED AND APPROVED BY COUNCIL**

<u>DATE</u>	<u>RES.#</u>	<u>MOTION</u>
JUN.20.94	754	That the name " <b>LOUISE</b> " be added to the suggested street name policy. (Motion Carried)
FEB.19.96	120	That due to long term residency (since 1900) and involvement in the community, the name Ira E. Lowe be recognized by adding " <b>LOWE</b> " to the suggested street name policy.
APR.15.96	241	That the name " <b>VERCHERE</b> " be added to the suggested street name policy.
JAN.18.99	064	That the name " <b>HANINGTON</b> " be added to our street name list.
FEB.15.99	138	That the name " <b>ULINDER</b> " be added to our street name list.
MAR.01.99	163	That the name " <b>KNIGHT</b> " be added in recognition of the family's contribution to the community through volunteer activities and for the long-standing association of Ray Knight and his efforts to preserve the history of Ladysmith.
JUL.19.99	491	That the " <b>KINSMEN</b> " name be added to the street naming policy.
SEP.20.99	590 a.	That the name " <b>HARTLEY</b> " be added to the street naming policy.
SEP.20.99	597	That the Waterfront Road "A" is to be called " <b>OYSTER BAY DRIVE</b> ".
JAN. 20.2003	034	That the name " <b>NETTLETON</b> " be added to the street naming policy.
<b>AUG. 16.2004</b>	<b>415</b>	<b>That the name "HAWORTH" be added to the list of approved street names...</b>
<b>AUG. 31.2004</b>	<b>(exec)</b>	<b>... That the name "FOURMEAUX" be added to the list of approved street names...</b>

MAR. 21, 2005	#125	That the name "JOSEPH MAIRS" be added to the list of approved street names...
OCT. 17, 2005	#466	That the name "HOLLAND CREEK" be added to the list of approved street names.
NOV. 7, 2005	#484	That the name "GILSON" be added to the list of approved street names.
APR. 18, 2006	#174	That the name "FLO FOSTER" be added to the list of approved street names in honour of the first Ladysmith-born centurion for her respective contributions to our community.
OCT. 03, 2006	#433	That the street naming policy be amended to include the name "ERSKINE" on the list of approved street names.
JUNE 18, 2007	#306	That the names "TIMOTHY" and "LOWE" be added to the approved list of names in the street naming policy. (NOTE: staff noted that Timothy is already listed under both the Navy and Army name lists.)
MARCH 3, 2008	#116	That the name "EDWARDS" be added to the approved list of street names for the Town of Ladysmith.
MAY 5, 2008	#234	That the name "MCINTYRE" be added to the approved list of street names for the Town of Ladysmith.
SEPTEMBER 2008		Add the name "CONTI" to the official list of street names
NOV. 3, 2008	#579	That "GIOVANDO WAY" be added to the official list of street names for the Town of Ladysmith.
SEPT. 15, 2009	#473	That the name "OUELLETTE" be added to the approved list of street names for the Town of Ladysmith.
FEB. 16, 2015	#010	That Council direct staff to update the Town's list of street names by including "ROLLIE ROSE" on the list in honour of the Town's former Mayor.

FEB. 13, 2018

#046

That Council direct staff to add the name "DABB" to the list of approved street names as per Policy 5450 A.

**APPLICATION TO NAME PARK, OPEN SPACE, FEATURE OR FACILITY**  
 (please refer to attached policy excerpt)

Personal information is collected by North Cowichan under the authority of s. 26 (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing this application. Should you have any questions about the collection of personal information, please contact the Privacy Coordinator, (250) 746-3100, 7030 Trans-Canada Highway, Duncan, BC, V9L 6A1

Applicant (Individual or Group Name): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of park, open space, park feature or facility to be named: \_\_\_\_\_

Proposed Name\*: \_\_\_\_\_

\* **Note:** Applicants must attach background information describing the accomplishments and/or legitimacy of the name designation along with letters of endorsement supporting the application.

**For Internal Use:**

Date application received: \_\_\_\_\_

- Forward proposal to local neighbourhood association or community group for comments:  
\_\_\_\_\_
- Forward proposal to donor for comments (if land or facility was gifted to the Municipality):  
\_\_\_\_\_
- Staff to conduct historical review prior to recommendation of approval  
Staff member conducting review: \_\_\_\_\_ Due date: \_\_\_\_\_
- Nominee (or legal representative/ family if nominee is deceased) in agreement with naming proposal  
Person/representative contacted: \_\_\_\_\_ In agreement?  Yes  No
- Naming proposal placed on website for 30 calendar days seeking written comments from the public  
Dates placed on website: \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_
- Circulate to all Municipal departments and external agencies that have jurisdiction over the amenity for comments:  
\_\_\_\_\_  
\_\_\_\_\_
- Director of Parks and Recreation to submit report including application, historical background and comments received to a Closed Parks and Recreation Advisory Committee meeting for consideration and a recommendation to Council
- Applicant notified of Council's decision

# POLICY EXCERPT

## NAMING OR RENAMING PARKS, OPEN SPACES, FEATURES OR FACILITIES

### 1. Definition of Terms

The following terms are provided for greater clarity:

**Component Feature/Facility** - means all substantial structures or recreational aspects of a park which includes, but is not limited to, such things as: sport fields, ball diamonds, hard surface courts, playgrounds, tennis courts, lawn bowling greens, bocce courts, gardens, washrooms/changerooms/fieldhouses and skateboard park facilities, etc.

**Commemorative Naming** - naming rights granted to honour outstanding achievement, distinctive service, or significant community contribution. Commemorative naming will not be tied to a financial contribution.

**Individual and Community Organization Commemorative Naming** - naming rights granted to an individual, group of individuals, family foundation, or a non-profit community organization in recognition of significant philanthropy.

**Open Space** - includes, but is not limited to, trails, pathway systems, utility features such as stormwater management ponds, and other similar structures under the jurisdiction of the Municipality of North Cowichan.

**Parkland**- means all parkland designations including, but not limited to, dedicated parkland, parks, community parks, neighbourhood parks, etc. owned by and/or under the jurisdiction of the Municipality of North Cowichan.

**Significant Financial Gifts** - means a monetary donation reflective of the total capital cost or appraised value of the amenity being considered for naming.

### 2. Criteria

#### 1.0 **Commemorative Name Designation Associated with Functional Use**

This is based on geographical location, historical or cultural significance, distinctive natural or geological features, and the wishes of the community in which it is located.

- 1.1 Staff may assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance. Examples include: Sherman Road Park - adjacent to Sherman Road; Chemainus Ball Park – Chemainus.
- 1.2. Chosen names within this designation shall be assigned by Staff and may remain unchanged until a formal request for a name change has been approved by Council.
- 1.3 Generally, chosen names shall reflect the adjacent street name (i.e: Herd Road Park - majority of street frontage on Herd Road). This is to ensure continuity and minimize conflicts for emergency services.

#### 2.0 **Commemorative Name Designation Associated in Honour of Individuals or Groups**

- 2.1 This section applies to any request for:
  - a) naming; or,
  - b) renaming a park/open space, or component feature in honour of individuals or groups.
- 2.2 Council shall approve all names in honour of individuals or groups. All requests for naming, designating or renaming in honour of individuals or groups shall be submitted in writing, with supporting explanation and/or justification to the Chair of the Parks & Recreation Advisory

Committee, c/o the Director of Parks and Recreation. The Director will forward a report with the Committee's recommendations to Council for consideration.

- 2.3. Names for consideration shall be those of distinguished persons, organizations, corporations, foundations or families:
- a) where there has been significant contribution to the quality of life or well being of the Municipality of North Cowichan;
  - b) where the person/group is perceived as a role model and open to close scrutiny relative to their character, integrity and values;
  - c) demonstrated excellence, courage or exceptional service to the citizens of the Municipality of North Cowichan;
  - d) to memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to the Municipality of North Cowichan;
  - e) where there is a strong historical or cultural connection to the Municipality and has a major contribution to the historical or cultural preservation of the Municipality;
  - f) where there is a strong contribution toward environmental preservation, conservation or enhancement of the Municipality;
  - g) where there is a major contribution made to the acquisition, development or conveyance of land or building in question and/or its subsequent development; or
  - f) where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the facility/park to be named.
- 2.4 Naming in honour of elected or appointed public officials, Municipality of North Cowichan officials, or staff shall normally occur only after the public service or Municipal employment has concluded.
- 2.5 Notwithstanding the above, Council, by resolution, may approve a name or name change in honour of individuals or groups when circumstances justify such action. Council may also remove the original name designation when circumstances justify such action.

### **3.0 Commemorative Names of Provincial, National or International Significance**

- 3.1 Council may approve a name or name change in honour of individuals or groups who have made an outstanding contribution provincially, nationally, or internationally.
- 3.2 In such instances, and prior to approving the use of any name of individuals or group, staff shall investigate any protocol and/or requirements of any provincial, national or international agency or organization.

### **4.0 Names Derived from Significant Financial Contributions**

- 4.1 In selected instances where a naming request has been proposed as a result of receiving a unique and extraordinary financial, or other significant contribution, towards the acquisition, creation or redevelopment of a property or park consideration will be given to the sponsorship contribution being provided. The merits and value of each such naming will be evaluated on a case-by-case basis. It should not be assumed that a financial contribution guarantees that a park is named after the service club/business/individual/organization.

### **5.0 Renaming Existing Parks**

- 5.1 Renaming of parks and open spaces carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important

community values. Each application must meet the criteria in this policy, but meeting all criteria does not automatically ensure renaming.

- 5.2** Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming a park/open space, or component feature:
- a) Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
  - b) Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.
- 5.3** Existing names will not be changed without the consideration of:
- a) the historical significance of the existing name;
  - b) the impact on the individual or organization associated with the existing name; and
  - c) the cost and impact of changing existing signage, rebuilding community recognition and updating records (data bases, maps, promotional materials, etc.).
- 5.4** Only nominations having a direct relevance to the park/open space, or a component feature within the space in question will be considered for renaming.
- 5.5** Renaming of a park/open space, or component feature may occur if:
- a) the policy criteria are met;
  - b) a valid justification for renaming the facility is provided;
  - c) changing the name will not cause undue confusion within the community; and
  - d) an appropriate level of community support exists.

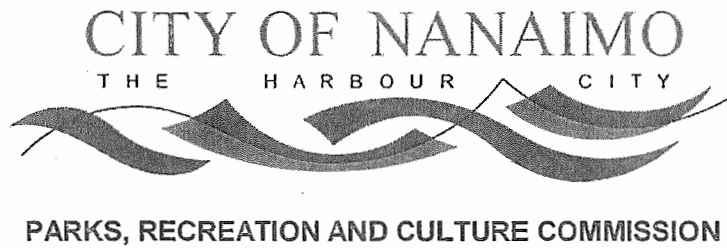
## **6.0 Inventory of Names**

- 6.1** The Parks & Recreation Department shall be responsible for maintaining an inventory of names for parks/open spaces, and component features/facilities.
- 6.2** Practices to be avoided:
- a) naming a park after a nearby, but not immediately adjacent, school or institution that may lead to confusion regarding their respective locations;
  - b) use of existing (or similar) names of parks within the Municipality, to avoid duplication and confusion
  - c) names that are meaningful only to a few members of the community; and
  - d) the proposal suggests a name after a specific builder, developer or real estate company.

## **7.0 Signage**

- 7.1** The Municipality will be responsible for coordinating the public presentation of signage to acknowledge the naming/renaming designation. Costs associated with naming/renaming of a park/open space or component feature as outlined in this policy will be assumed by the Municipality of North Cowichan.
- 7.2** The Municipality will have final approval for the selection and location of any signage, including text and design.
- 7.3** The Municipality of North Cowichan will bear the responsibility of ongoing maintenance for the signage.





## COMMISSION POLICY STATEMENT

Pages: 1 of 1

Approval Date: 2007-OCT-24

<b>SECTION:</b> PARKS, RECREATION AND CULTURE ADMINISTRATION <b>SUBJECT:</b> Naming Parks and Facilities
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The City has reserved the right to name parks and facilities based on contributions, either financial or otherwise to the community, from individuals or non-profit societies and organizations. Requests for naming are presented to the Parks Recreation and Culture Commission for consideration and then forwarded to Council.

The Parks, Recreation and Culture Commission, when reviewing requests for naming of parks and facilities and forwarding recommendations for Council's consideration, will reserve naming for individuals who have made special contributions to the community, or for clubs and organizations to recognize their contributions in the development of parks and facilities.

Previous Revision/s: None
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Reference List: Appendix A – City of Nanaimo Park and Facility Naming Examples - Attached.
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