

## PROCEDURES FOR GEOGRAPHIC PLACE NAME REQUESTS

### 1) Submission of Proposals for New Geographic Place Names or Name Changes

- a) **Nomination Forms** must be submitted to the Saskatchewan Geographic Names Program (Heritage Conservation Branch, Ministry of Parks, Culture and Sport), and include the following information:
  - i) precise delineation of the geographic feature on a photocopy of the appropriate NTS 1:50,000 scale map;
  - ii) a thorough justification for naming, or re-naming the feature, and describing why such naming, or re-naming, is in the public interest;
  - iii) the significance, or meaning, of the proposed name; and,
  - iv) any materials obtained through local and historic research to substantiate the significance of the proposed name, and to demonstrate local public support for the proposal.
- b) If the proposed name is descriptive of the feature, a photograph or sketch demonstrating the appearance should be included.
- c) For further information on the principles and procedures of geographic naming in Canada, please access the Geographical Names Board of Canada website at <http://www.nrcan.gc.ca/earth-sciences/node/5828>.

### 2) Assessing a Proposed a New Geographic Name or Name Change

- a) As a first step, Saskatchewan Geographic Names Program will determine whether the geographic feature under consideration already has an official, or other local, unofficial, name. If an official or established local name is determined to exist, a new name may not be approved.
- b) The appropriateness, suitability and the degree of local acceptance and use of the new proposed name or name change will be carefully assessed. To this end, the applicant must gather and submit written statements of support from various parties familiar with the area, including:
  - i) local and regional governments' representatives
  - ii) Park Superintendents and staff, Conservation Officer staff
  - iii) Indian Band Councils, tribal Chiefs or their spokespersons
  - iv) outdoor clubs
  - v) historical societies and local-area historians
  - vi) Royal Canadian Legion

### **3) Review, Recommendation and Approval**

- a) The Saskatchewan Heritage Foundation's geographic naming committee meets annually to review new naming requests. The committee's evaluation and recommendations are subsequently forwarded to the Minister for final approval of the proposed place name or name change. for Minister's approval. Recommended names are forwarded to the Minister who may sign a decision item making the name official.
- b) For all intents and purposes, a new geographic place name or name change becomes official when the Minister signs a decision item.
- c) Geographical naming decisions are based on conformance with national geographic naming principles, and on the results of the assessment of each naming proposal.

### **4) Notice of Decision**

- a) The applicant will be advised of the naming decision in writing, including information on any additional archival or field research completed, and on the geographical naming principle(s) upon which the decision was based.
- b) Where appropriate, local governments and other interested parties will be notified of naming decisions.
- c) Approved place names or name changes will be published in *The Saskatchewan Gazette*.
- d) New place names or name changes will be uploaded to the Sask GeoPortal website (administered by the Information Services Corporation of Saskatchewan) and forwarded for posting on the Geographic Names Board of Canada's national names databases.
- e) New official place names will be used by all government ministries and agencies in the preparation of maps and other publications.

### **5) Documentation**

- a) Documentation received or collected during the review and evaluation of a naming proposals is retained as part of the permanent place names files, and accessible by any interested person or group. Materials can not be removed from provincial records, but work space for research within the office will be provided if notice is given.



**Saskatchewan Geographic Names Program  
Heritage Conservation Branch**

**For Further Information, Please Contact:**

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