



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> COMMEMORATIVE NAMING OF POLICE FACILITIES/ROOMS	<b>NUMBER:</b> PSB023
<b>ORIGINATING DATE:</b> October 8, 2014	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> As Required	

### 1.0 **INTRODUCTION**

- 1.1 The naming of police facilities/rooms is important for public awareness, promotion, and recognition of individuals for outstanding accomplishments, involvement, or work with the police. The Greater Sudbury Police Service is committed to providing a fair, consistent and efficient process for the commemorative naming of police facilities and rooms after a person, persons, family name, or event.
- 1.2 This policy sets out a framework and provides direction for the Police Service Board and to the Chief of Police regarding considerations and processes for the naming of police facilities and parts of police facilities owned by the City of Greater Sudbury.
- 1.3 In preparing the policy, the City of Greater Sudbury's Bylaw 2014-257, a By-Law of the City of Greater Sudbury to Adopt a Building, Property and Park Naming Policy has been used as a guide.

### 2.0 **SCOPE**

- 2.1 Commemorative naming will apply solely to the naming of parts of police facilities and interior rooms such as meeting rooms for as long as the buildings are used for police purposes.

- 2.2 It does not apply to other City-owned buildings that may contain a lesser police presence such as a community centre in which a police storefront or drop-in centre is located.

### **3.0 PURPOSE**

- 3.1 The main objectives of this policy are to ensure:
- a. A clear, efficient and timely commemorative naming process for police facilities or rooms;
  - b. The application of consistent criteria to determine the validity of a commemorative name;
  - c. The application of a consultation process and community participation if warranted;
  - d. One central repository for all commemorative naming requests for municipal police facilities or parts of facilities;
  - e. An appropriate approval process that recognizes the importance of the role played by the Police Service Board; and
  - f. Consistency with the guidelines as set out in the City of Greater Sudbury By-law.

### **4.0 APPLICATION**

- 4.1 Any member of the public, Police Service Board, or Police Service (through the Chief) may submit a nomination for commemorative naming of part of a police facility or room.

### **5.0 DEFINITIONS**

#### **COMMEMORATIVE**

Refers to the official naming of a police facility/room to commemorate or perpetuate the memory of a person, persons, family name, or event.

### **6.0 ASSESSMENT CRITERIA**

- 6.1 When the naming of a police facility/room is being requested, at least one of the following criteria shall apply:
- a. The nominated individual is a former member of the Police Service recognized for exemplary leadership, extraordinary distinction or dedication to the Service, for example, a retired Chief of Police;
  - b. The nominated individual shall have demonstrated excellence, courage, or exceptional service to the citizens of the City of Greater Sudbury, the Province of Ontario and/or Canada;
  - c. The nominated individual has made significant contributions to public life in general;

- d. The nominated individual shall have an extraordinary community service record;
- e. The nominated individual shall have worked to foster equality and reduce discrimination;
- f. Where the nominated individual is a current Police employee, the individual shall have made an outstanding contribution to the Greater Sudbury Police Service outside of their capacity and duties as a Police employee, or they may be recognized for their exceptional service once they are no longer a Police employee; this would apply only in exceptional circumstances;
- g. An individual may be recognized for a significant financial contribution to a facility where that contribution significantly benefits the community that the facility serves;
- h. The nominated name has historical significance;
- i. The nominated individual shall not stand to benefit financially from any such naming.

## **7.0 COMMEMORATIVE NAMING OF POLICE FACILITIES/ROOMS COMMITTEE**

7.1 The naming of police facilities/rooms shall be managed by The Commemorative Naming of Police Facilities/Rooms Committee (CNPFRC). The CNPFRC shall be composed of the following representatives (or their designate):

- a. The Chair of the Police Service Board and one other member as appointed by the Board;
- b. The Chief of Police or Designate;
- c. Superintendent (or Inspector – Strategic Operations if no serving Superintendent);
- d. Chief Administrative Officer/Chief Financial Officer/Deputy Chief of Administration, or equivalent executive administration staff person
- e. Manager of Finance; and
- f. President of the Sudbury Police Association or Designate

7.2 Meetings will be held in camera in accordance with the *Community Safety and Policing Act* exemption for matters pertaining to an identifiable individual.

## **8.0 APPLICATION FORM**

8.1 A Greater Sudbury Police Service Commemorative Facility/Room Naming Application Form must be completed and submitted to the Office of the Chief of Police. The application must clearly state the actual name/organization in which the naming is being requested. For applications made from members of the public/business/organizations, all costs of establishing the name such as advertising, background checks, signage, special event, etc., shall be made known to the applicant at the time the application is filed. A deposit will be collected at that time.

## **9.0 REVIEW PROCESS**

- 9.1 The commemorative naming process for police facilities/rooms will involve a different course of action depending on the circumstances surrounding the request/requirement for naming. The following outlines three possible circumstances under this policy with respect to commemorative naming:

**a. Commemorative Naming Process: External Applications**

- i. Receipt of a Nomination/Application: All requests for commemorative naming are to be submitted in writing by completing the Greater Sudbury Police Service Commemorative Facility/Room Naming Application Form; such applications shall contain supporting documentation including references, media clippings, petitions, letters, and possibly a petition providing substantial support for the request.
- ii. Processing of the Nomination/Application: Processing the application will involve confirmation of criteria, reference checks, discussion with the applicant and applicable Divisions within the Service, initial meeting of the Naming Committee, public consultation for a 60-day period, compiling consultation results, and reconvening a meeting of the Naming Committee to review the public consultation results and departmental comments, in order to reach a decision for recommendation to the Board.
- iii. Board Approval: After the Naming Committee has reached a decision, an In Camera report will be prepared for the Board. The Board shall have the final determination on the approval of such commemorative naming.
- iv. Implementation of Approved Nomination: Following Board approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee and nominator, preparation of an official letter signed by the Board Chair and Chief, and an official unveiling ceremony will be convened.

**b. Commemorative Naming Process: Internal Applications**

- i. Receipt of a Nomination/Application: All requests for commemorative naming are to be submitted in writing to the Chief of Police by completing the Greater Sudbury Police Service Commemorative Facility/Room Naming Application Form and supporting documentation;
- ii. Processing of the Nomination/Application: Processing the application will involve confirmation of criteria, reference checks (if applicable), discussion with the applicant and Divisions within the Service. A meeting of the Naming Committee will be convened to review the application and reach a decision for recommendation to the Board;

- iii. Board Approval: After the Naming Committee has reached a decision, an In Camera report will be prepared for the Board. The Board shall have the final determination on the approval of such commemorative naming;
  - iv. Implementation of Approved Nomination: Following Board approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee and nominator, preparation of an official letter signed by the Board Chair and Chief, and an official unveiling ceremony will be convened.
- c. **Commemorative Naming Process: Commemorative Names Reserve List**
- i. Similar to the process outlined in section a. above, a name may be submitted that is not site or venue specific. In this regard, the application will undergo the same process with respect to criteria evaluation and investigation. The Naming Committee will discuss possible options and suitability with the nominator. If a site and/or geographic location is not determined through these discussions, the name will be placed on a Commemorative Names Reserve List.

## **10.0 PUBLIC CONSULTATION**

- 10.1 In processing external applications in accordance with 9.2, Public Consultation shall be undertaken. Such consultation shall be in accordance with the size and scope of the facility/room being named.
- 10.2 Consultation may consist of formal written notification of the proposed name to the ward affected community associations, applicable consultative groups, and Greater Sudbury Police Service advisory groups (where appropriate) for comment. A public meeting may be held to review the name request in more detail. The meeting shall occur in the community closest to the facility or room of the building as possible. The applicant will be in attendance to review the name request and respond to inquiries.
- 10.3 Advertisements may be placed in applicable community newspapers and other electronic means, where appropriate, and on the Service's website. The public consultation period shall last two months, or 60 calendar days.
- 10.4 Public consultation is required as the issue of commemorative naming of facilities or parts thereof directly affects citizens and provides identity to the communities in which they live. Through public consultation at the community and city-wide level, residents will be able to ensure they maintain a strong connection to their communities and will be able to gain a better understanding of the individual who has been nominated for commemoration. Statistical information on comments received under consultation will be provided upon request. However, specifics and written comments received will only be available to the Naming Committee.

The Naming Committee shall then review the application in its entirety and in the context feedback received through the public consultation process.

#### **11.0 COMMEMORATIVE NAMES RESERVE LIST MAINTENANCE AND USE**

- 11.1 The Board Administrator of the Police Service Board shall maintain a list of names for future consideration. There shall be no prioritization system of commemorative names on the list. Nominators are free to designate the name for use in a specific police facility/room at the time of nomination if they chose.
- 11.2 The List shall be made available on request to any interested party. The results of the investigations of the naming requests shall remain confidential.

#### **12.0 RENAMING**

- 12.1 The renaming process shall be identical to the commemorative naming process and shall also require the Police Service Board as the final authority for approving the proposed name. The renaming process differs in that it entails the discarding of an old name, which most likely has become an important part of community identity. Thus, the need for public input is even greater.
- 12.2 If in the opinion of the Board, subsequent circumstances respecting the honouree contradict the mission, ethics and/or value of the Service or bring its reputation into disrepute, the commemorative name may be revoked.

#### **13.0 RESPONSIBILITIES**

- 13.1 It is the responsibility of the Chief of Police to understand and support this policy and ensure that the policy is communicated to members and the public.

#### **14.0 CONTRAVENTIONS**

- 14.1 Failure to comply with this policy will result in inconsistent information provided to the public and members of the Police Service Board and increase the possibility of improper commemorative naming of parts of municipal police facilities without appropriate research, community involvement and endorsement.