

Proposed changes to the Interim Guidelines and Procedures for Naming Civic Assets

Existing text	Proposed new text (additions highlighted in bold and deletions indicated with strikethrough)	Reason for proposed changes
<p>Step 1: Staff advance a report to the Executive Committee that includes a suggestion for a geographic-based name for a new facility. Responsibility for initiating the process outlined below lies with the head of the department that will be operating the facility. The proposed geographic-based name should be reviewed by the Director of Indigenous Relations and Reconciliation prior to the meeting.</p> <p>At the meeting, the Executive Committee will provide direction on whether they would like to:</p> <p>Recommend a geographic name to Council (either the suggested name of a different geographic name), or</p> <p>Consider a name that honours an individual at a future meeting.</p>	<p>Step 1: Staff advance a report to a closed meeting of the Executive Committee that includes a suggestions for a geographic-based name and a name that honours an individual for a new facility name. Responsibility for initiating the process outlined below lies with the head of the department that will be operating the facility. The proposed geographic-based names should be reviewed by the Director of Indigenous Relations and Reconciliation prior to the meeting.</p> <p>At the meeting, the Executive Committee will provide direction on whether they would like to recommend the names proposed by staff to Council, or recommend alternate names;</p> <p>Recommend a geographic name to Council (either the suggested name of a different geographic name), or</p> <p>Consider a name that honours an individual at a future meeting.</p>	<p>To comply with Council's direction that all discussions of naming for a civic facility take place in closed meetings.</p> <p>Updating the guidelines to include discussion of a name that honours an individual at all meetings will require that such meetings are closed meetings, pursuant to Section 90(1) of the Community Charter.</p>

Existing text	Proposed new text (additions highlighted in bold and deletions indicated with strike through)	Reason for proposed changes
<p>Any Council or committee discussion of proposals that commemorate individuals must take place at a closed meeting, pursuant to Section 90(1) of the Community Charter.</p> <p>Step 2: If the Executive Committee recommends a geographic name for Council's consideration, the recommendation can be advanced to Council at an open meeting. Steps 3 through 6, and Step 8 outlined below are not necessary if a geographic-based name is recommended and approved.</p> <p>If the Executive Committee identifies one or more names of individuals to be considered as namesakes for the civic asset, staff will prepare a well-researched biography for each namesake being considered. The biography should be prepared by a staff member skilled in historical research methods, such as staff in heritage planning, City Archives, or the Burnaby Village Museum.</p>	<p>Any All Council or committee discussion of proposals that commemorate individuals must take place at a closed meeting, pursuant to Section 90(1) of the Community Charter.</p> <p>Step 2: If the Executive Committee recommends a geographic name for Council's consideration, the recommendation can be advanced to Council at an open meeting. Steps 3 through 6, and Step 8 outlined below are not necessary if a geographic-based name is recommended and approved.</p> <p>If the Executive Committee identifies one or more names of individuals to be considered as namesakes for the civic asset, sStaff will prepares a well-researched biography for each any namesake being considered. The biography should be prepared by a staff member skilled in historical research methods, such as staff in heritage planning, City Archives, or the Burnaby Village Museum.</p>	<p>Same as above.</p>

Existing text	Proposed new text (additions highlighted in bold and deletions indicated with striketrough)	Reason for proposed changes
<p>Step 3: The Director of Indigenous Relations and Reconciliation reviews the proposed name(s).</p> <p>Step 4: Staff advance a report providing information on the proposed namesake(s) to the Executive Committee at a closed meeting, to seek direction from the committee to advance the name to Council. The report includes the biographies that have been prepared, and provides comments from the Director, Indigenous Relations and Reconciliation, for the consideration of the committee.</p>	<p>Step 3: The Director of Indigenous Relations and Reconciliation reviews the proposed name(s) and biographies.</p> <p>Step 4: Staff advance a report providing information on the proposed namesake(s) to the Executive Committee at a closed meeting, to seek direction from the committee to advance the name to Council. The report includes the biographies that have been prepared, and provides comments from the Director, Indigenous Relations and Reconciliation, for the consideration of the committee.</p>	<p>Same as above.</p>
<p>Step 8: Staff will prepare a commemorative sign identifying the namesake for installation at a new facility, to include a brief biography. The sign will be located at a prominent location, printed on a durable and permanent material (such as glass), and meet accessible graphic design standards for readability.</p>	<p>Step 8: Staff will prepares a commemorative plaque identifying the namesake for installation at a new facility, to include a brief biography. The proposed content of the plaque will be advanced to the Executive Committee of Council for review and recommendation to Council.</p> <p>The plaque will be located at a prominent location, printed on a durable and permanent material (such as glass), and meet accessible graphic design standards for readability.</p>	<p>To align with the Terms of Reference of the Executive Committee.</p>