	Air Monitoring Station Naming and Signage Guideline		
<i>Appendix</i>	Appendix A to CASA Terms of Reference		
<i>Date Developed</i>	November 12, 2020	<i>Last Reviewed</i>	March, 2021
<i>Authored By</i>	V. Gagner, SLEA	<i>Approved By</i>	CASA Committee Consensus

1.0 Purpose

The purpose of this guideline is to improve the identification of air monitoring stations to the public and to direct interested parties to the CASA website for further information.

2.0 Scope

Air monitoring stations that are included in the CASA air monitoring network.

3.0 Signage Requirements


Signage located on exterior structural walls of a unit or station may not exceed the dimensions of the wall. Signage located on fencing surrounding the unit or station shall not exceed 24 x 36 inches. The sign design shall align with the following image.

Figure 1. Sign Sample Template



There are three variable references on the sign:

1. Logo indicating the organization that owns and operates the station (e.g. BASES);
2. Name of the station (e.g. Leslie Sutherland);
3. Location of station (e.g. Corunna - Royal Canadian Legion)

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4.0 Responsibilities

Landowner – the owner of the land where the station is located may nominate a person and request that the name be included on all references associated with the station including site signage, CASA website and associated reports.

Responsible Governing Authority – all nominations for station naming must be presented to, and approved by, the respective government authority (First Nations, Municipality, Township, County, etc. as appropriate) responsible for the governance of the land on which the station is located.

Sponsoring Partner – the Sarnia-Lambton Environmental Association and Ontario Ministry of Environment, Conservation and Parks is responsible for receiving and sponsoring nominations for the stations that they operate and maintain.

CASA Members – members of CASA are responsible for reviewing and approving nominations as sponsored by SLEA / MECP.

5.0 Procedures

1. Landowner to submit to the station operator (SLEA/MECP) a written nomination of a person who has made our region a better place to live through their outstanding contributions. Nomination to include rationale that defends the nominee's contributions to the region related to environmental protection.
2. SLEA/MECP to submit the nomination with a request for review and approval to responsible governing authority.
3. SLEA/MECP operator to sponsor the approved nomination to the members of CASA.
4. At the following meeting, CASA membership to vote on the nomination. Naming of the station shall only occur if support is unanimous across all members of CASA.
5. A profile and description of the station's namesake shall be included on the CASA website. The name shall remain with the station until the Landowner resubmits a nomination for station operator and CASA member consideration.