



POLICY AND DIRECTIVES		
Tribute Policy		
#RPC-06	Date Approved/ Resolution #	Date Revised:
	July 16, 2012                      2012 186	June 21, 2012
	January 4, 2016                    2016 010	January 4, 2016

**PURPOSE:**

The purpose of this policy is to establish standard procedures and guidelines for the naming of public parks, municipal buildings and other facilities, streets, and trees.

**POLICY:**

The naming of the City parks, buildings and other facilities, streets, and trees shall be the function of the City Council with a joint recommendation from the Legislative Intergovernmental Affairs (LIGA) Committee, Recreation and Community Services (RCS) Committee and Development Review (DRC) Committee. City Council has final authority to approve or amend any recommendation provided to it by the Recreation and Community Services Committee and the Development Review Committee.

**PROCEDURES:**

**Donated Land**

Parks and park facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to recommendation from Administration and approval by City Council. Naming rights are not guaranteed if the donation of a park is dedication as required by the subdivision by-laws.

**Streets and Other Assets**

Street and other donated facilities excluding all park facilities can be discussed at Development Review Committee meetings. The naming and acceptance of land is subject to recommendation from Administration and approved by Council.

An asset or new subdivision is dedicated as required by the subdivision by-laws.

## **Criteria**

Names submitted for consideration should provide some form of individual identity in relation to the following:

- a) The geographic location of the facility; this includes descriptive names
- b) An outstanding feature of the facility
- c) A commonly recognized historical event, group, organization, or individual (living or deceased)
- d) An individual or organization that contributed significantly to the acquisition and/or development of the facility to be named.
- e) Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual- this to be fully substantiated by person making recommendation
- f) Any individual who provided an exceptional service in the interest of the city.

All street names shall be consistent with the current theme within the area.

## **Naming Process**

The department of Recreation, Parks & Culture will notify the Recreation and Community Services Committee(RCS) about proposed naming opportunities for green spaces, parks, trails or trees.

The recommendation of the Recreation and Community Services Committee (RCS) will be subject to final approval or amendment by City Council resolution.

The department of Planning and Community Development will notify LIGA about proposed naming opportunities for streets, laneways, and other city owned assets and infrastructure not including parkland and infrastructure within the parkland.

The recommendations of the Development Review Committee Committee will be subject for final approval or amendment by City Council resolution.

1. Temporary Naming
2. Permanent Naming
3. Renaming