



Policy No.: RPS-PS-01

CORPORATE POLICY

DEPARTMENT: RECREATION AND PROPERTY SERVICES
SECTION: PROPERTY SERVICES
SUBJECT: NAMING OF FACILITIES AND PROPERTY

PURPOSE:

This policy establishes the process and criteria used in selecting names for Town owned facilities and properties.

POLICY STATEMENT:

Council approves names for Town-owned facilities and property based on stated criteria.

DEFINITION:

For the purposes of this policy, "facilities" refers to all Town-owned property and facilities including buildings and rooms within those buildings, parks and elements of the park, trails, walkways, pavilions etc.

CRITERIA:

The naming of facilities is the function of the appropriate department with consultation with the Heritage office and with Council approval. Designation of names is generally based upon geographical, historical or ecological relationships to the area. Facilities can also be named to honour individuals or to recognize individuals or companies that have made exceptional contributions for a specific purpose or project.

ADOPTION DATE: January 27, 2003

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EFFECTIVE DATE: January 2003

REVIEW DATE: 2004

SUPERSEDES: Naming of Public Facilities adopted January 28, 1991 by
Recommendation AC-2-91-10 - Council Resolution W-30-2003

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FACILITIES AND PROPERTY

GENERAL GUIDELINES:

Process

Names may be proposed by members of the public, elected officials and members of staff. All suggestions must be forwarded to the department responsible for naming the facility. Staff will solicit input from other departments, most specifically Heritage, and/or the public as considered appropriate by the department directly responsible for the operation and maintenance of the facility. Department staff will submit one recommended name and, if necessary, one alternative for review and approval by Council.

Suggestions for names in honour of individuals must be accompanied by a written description of the individual's contribution.

Review and Selection

All suggested names are considered. Preference is given to names which :

- Reflect the geographic location, community, neighbourhood or street(s) where the property is located, and/or;
- Recognize the historical significance of the area, and/or;
- Reflect unique characteristics of the site, and/or;
- Reflect the type of service or function offered, and/or;
- Are in keeping with a specific theme, and/or;
- Honour individuals, living or posthumous, who have made a significant contribution to the community. On a local, national or international basis.

Non-preferred Names

Names that will not be given preference are those that:

- Cause confusion due to duplication or sound like existing names of Town facilities;
- Are meaningful only to a limited number of people in the community;
- Names of local elected officials currently in office;
- Names of tobacco companies and/or distributors;

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- Are difficult to pronounce or lend themselves to inappropriate short-forms or modifications;
- Are discriminatory or derogatory from the point of view of race, gender, colour, political affiliation or other social factors.

Changing the Name of a Facility

Consideration will be given to renaming facilities in the following circumstances:


- When the existing name has no significance to the community;
- When the existing facility name causes confusion.

Facilities named in memory of an individual will generally not be re-named except in circumstances deemed to be exceptional by Council.



Prepared by:

Approved by:



CAO Approval

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