



# Municipal Naming Policy

**POLICY NUMBER:** EX-008

**CURRENT AS OF:** April 2, 2019

## 1. POLICY STATEMENT

1.1 Certain Town assets are eligible for commemorative names that recognize individuals, groups, historical events, and the flora, fauna, and natural features associated with Canmore.

## 2. PURPOSE

2.1 The purpose of this policy is to:

- a) Identify Town assets that are eligible for commemorative names; and
- b) Provide criteria for the selection of commemorative names.

## 3. DEFINITIONS

3.1 "Park" means any land developed, used or managed by the Town as a public Park, including but not limited to a sport field, playground, tennis court, bike park, skateboard park, outdoor recreational area or facility, trail, off-leash dog park, or plaza.

## 4. SCOPE AND AUTHORITY

4.1 The Town's chief administrative officer is authorized to name Town assets after their type of use, location, number and/or unique asset identification, and roads in accordance with the Addressing Bylaw and Civic Addressing Protocol.

4.2 Any names other than those authorized in section 4.1 shall be known as "commemorative names" and must be approved by Council.


4.3 This policy does not apply to:

- a) names authorized by Sponsorship Policy EX-003, as amended, and
- b) names authorized by the Town's memorial bench program.

## 5. ASSET ELIGIBILITY FOR COMMEMORATIVE NAMES

5.1 The following Town assets are eligible for commemorative names:

- a) parks;
- b) municipal buildings;

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- c) rooms within municipal buildings that are routinely available for public use; and
- d) roads.

5.2 In addition to complying with this policy, commemorative names for roads must comply with the Civic Addressing Protocol.

5.3 The following Town assets are not eligible for commemorative names:

- a) rooms within municipal buildings used primarily for administrative purposes;
- b) bus shelters;
- c) park benches and picnic tables;
- d) public washrooms and vaulted toilets;
- e) garages, sheds and other similar buildings not usually occupied by members of the public;
- f) utility infrastructure including but not limited to lift stations, underground utilities, solid waste collection facilities; and
- g) vehicles and equipment.

**6. COMMEMORATIVE NAME SELECTION CRITERIA**

6.1 Commemorative names shall be names clearly associated with Canmore that recognize:

- a) a person or group of people;
- b) a historical event;
- c) flora, fauna, or natural features; or
- d) a name that incorporates the word “peace.”

6.2 For a person’s or group’s name to be eligible for consideration as a commemorative name, that person or group:

- a) shall be associated with the history of Canmore; or
- b) shall have demonstrated excellence, courage, or exceptional dedication to public service or community activities.

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6.3 A person's or group's name may be eligible for consideration as a commemorative name if that person or group has transferred property (including money) to the Town with the intention of making a gift.

6.4 Commemorative names shall not be similar or identical to one another.

**7. RESPONSIBILITIES**

7.1 Council shall have the sole authority to apply and remove commemorative names.

7.2 The chief administrative officer shall:

- a) develop the procedures necessary to implement this policy; and
- b) make recommendations to Council regarding the resources required to add or change a commemorative name.

**8. VISION ALIGNMENT**

8.1 This policy aligns with Council's recognition of the importance of Canmore's people, history, and mountain landscape.

**9. RELATED DOCUMENTS**

9.1 Sponsorship Policy EX-003

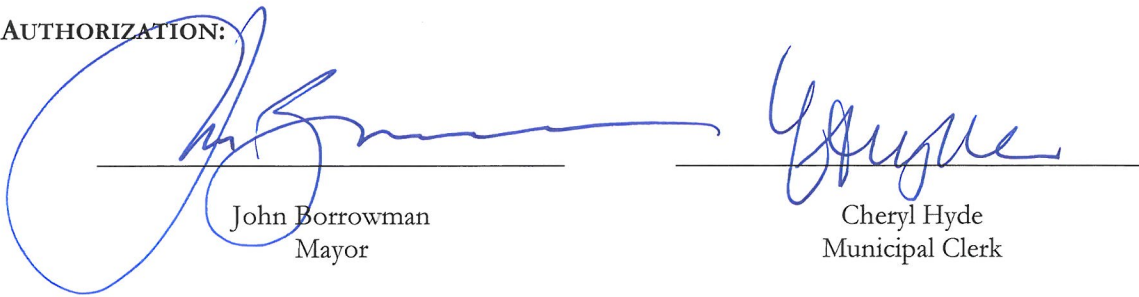
9.2 Civic Addressing Protocol

**10. ATTACHMENTS**

None

**11. REPEALS POLICY: Municipal Park Naming Policy PD-005 (426-2001)**

**AUTHORIZATION:**



Two handwritten signatures in blue ink are shown above horizontal lines. The signature on the left is for John Borrowman, Mayor, and the signature on the right is for Cheryl Hyde, Municipal Clerk.

**REVISION HISTORY**

Policy Name	Status	Date
Municipal Naming Policy EX-008	Active	April 2, 2019
Municipal Park Naming PD-005 (426-2001)	Repealed	April 2, 2019

Policy approved by: CD JB

