



**POLICY: Naming of Parks, Open Space and Facilities**      **SECTION: Recreation**

**EFFECTIVE DATE: June 7, 2011**

**REVISED:**

**APPROVED BY: Resolution #18-06-11**

**SIGNATURE:**

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**Purpose:**

To provide criteria and process for the naming of parks, open spaces, buildings, memorial areas and other municipal facilities.

**Procedure**

The following criteria shall be used to decide the name of new or existing municipal parks, open spaces, memorial areas, buildings or facilities:

- Geographical significance/importance. (This may include adjacent or abutting street name, locally used name or provincially/federally significance to a particular area.)
- A group or individual that has made a major contribution(s) to the community.
- Historical significance to a particular area.
- Major financial contributor towards the development of a municipal park, open space, building or facility.
- Commonly recognized historical event, group or individual.

All requests for naming are to be submitted to the Clerk by staff, Councillors or the community. Adequate historical or descriptive information shall be provided to validate the proposal, so that there is a clear understanding and appreciation for the request. The Clerk will research the request and attach any applicable information for Council for information.

Staff will consult with residents, user groups, Councillors and other interest groups who have played a significant role in the acquisition, development and/or funding that allowed for the development of the site. All comments received will be presented as part of the background research package for Council. The Clerk will send all information as a recommendation to Council. Upon Council approval, the name will become official.

In the event the naming is associated with or part of a land use planning development application, such as a new park in a subdivision development, staff will coordinate the request between applicable departments and present a recommendation to Council.

When naming after a person or persons, written documentation of approval by the individual and/or next of kin to be honored (if available/possible) is required as part of the request.

Once a name has been approved by Council, the Township will erect appropriate signs depicting the name of park, open space, memorial area, building or other facility along with the Township logo.



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In addition to any public ceremony or official presentation or opening, the naming will be included in the Township newsletter.

Any Township cost associated with the naming will be charged to the applicable department.

The intent of naming is for permanent recognition. The renaming of parks facilities is strongly discouraged

Facilities within parks and recreation facilities; i.e., sports fields, playgrounds, picnic shelters, meeting rooms, auditoriums etc., can be named separately from the parks and facilities they are in, subject to the general approval process described throughout this policy.