

# Town of High Level Policy #229-09

---

Title: **PARK, FACILITY AND STREET NAMING**

Authority: Council

Council Motion: 341-09

Date Approved: September 14, 2009

Old Number:

Rescinds:

---

## **Purpose of Policy**

The purpose of this policy is to establish a uniform procedure for the naming of parks, recreation facilities and streets throughout the Town of High Level.

## **Objectives**

1. Provide name identification guidelines.
2. Provide citizen input into the process.
3. Insure control for naming of parks, facilities and streets.

## **Policy Statement**

1. A permanent name shall be assigned as soon as a park, recreational facility, or street has been developed.
2. Names shall be unique. Duplication of another place, facility or street name in the Town shall not be considered.
3. The following shall be considered for a potential name:
  - a. Geographic location to park, facility or street
  - b. Outstanding feature
  - c. Adjoining subdivision
  - d. Historical event, group, or individual
  - e. Contribution to acquisition/development
  - f. Exceptional service in the community
  - g. Name relating to the theme of a park, facility or street
4. Consideration to naming a park, facility or street in honor of a person shall only be given if one of the following criteria has been met:
  - a. For an individual (excluding nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or subdivision.
  - b. Major contribution must have been made to the Town.

|         | RESOLUTION | DATE               |
|---------|------------|--------------------|
| Adopted | 341-09     | September 14, 2009 |
| Amended |            |                    |

- c. Substantial donation to the Town for park and recreational purposes wherein the donor stipulates a name as being consideration of the donation.
  - d. Outstanding community leader who has made significant civic contributions to the Town.
5. Administration may solicit names from the general public through a contest, or other community participation mechanisms.
  6. Recommended names will be presented to Council for consideration. Once Council has selected a proposed name Council will:
    - a. Advertise for two consecutive weeks in the Town's local newspaper the proposed name(s).
    - b. Any citizen concerned with the proposed name(s) must provide concerns in writing within 30 days to the Town office.
    - c. Final recommendations will be brought back to Council for adoption.
  7. Any Town park, facility or street name must be adopted by resolution by Town Council.

**Renaming**

1. The renaming of a park, facility or street is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those parks, facilities and streets named for location or subdivision shall be considered for renaming.
  - a. A park or facility named by deed restriction shall not be considered for renaming.
3. A park, facility or street named after an individual shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name would not be in the best interest of the community.

**Upon Council's Approval**

1. Administration will advertise the new park, facility or street name in the local paper.
2. Administration will change any records and update mapping as required.
3. Administration will arrange for production and installation of appropriate signage indicating the newly named park, facility or street.
4. Administration will archive the process used for the naming of a park, facility or street name to ensure historical records are being documented for future use.

|         | RESOLUTION | DATE               |
|---------|------------|--------------------|
| Adopted | 341-09     | September 14, 2009 |
| Amended |            |                    |

|         | RESOLUTION | DATE               |
|---------|------------|--------------------|
| Adopted | 341-09     | September 14, 2009 |
| Amended |            |                    |