

POLICY 2016-05

TOWN OF CROSSFIELD POLICY FOR NAMING OF MUNICIPAL PARKS AND RECREATION FACILITIES

Purpose

The Town of Crossfield recognizes that it has an important and unique opportunity to leave a lasting legacy of community spirit and collective heritage through the naming of community parks, playgrounds and recreation facilities within the Town of Crossfield.

The purpose of this policy is to establish a uniform and logical park and facility naming system for newly developed parks and facilities.

Policy

The naming of parks, playground and recreation facilities policy is to:

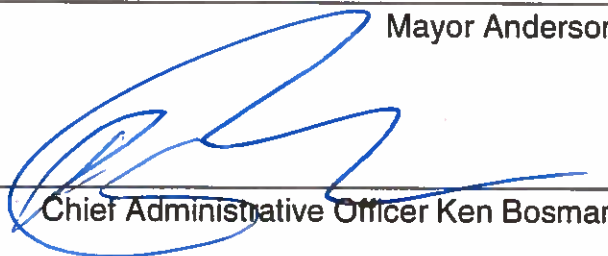
- Establish a sense of community through the naming of parks and playgrounds;
- Establish naming criteria;
- Establish a process for selecting and approving names
- An official list of names with provisions for regular updating

As attached and titled Policy 2016-05 *Facility and Park Naming Policy*.

Adopted this 16th day of August , 2016.



Mayor Anderson



Chief Administrative Officer Ken Bosman

1.0 Definitions:

- a. **"Applicant"** means the contact person or organization submitted a naming request.
- b. **"CAO"** means a person appointed as the Chief Administrative Officer under the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.
- c. **"Community Park"** means a designated site that provides for active recreational, social and cultural needs of all residents.
- d. **"Council"** means the Council of the Town of Crossfield.
- e. **"Green Space"** means an open area of grass, trees or other vegetation set apart for recreational or aesthetic purposes.
- f. **"Playground"** means an outdoor area containing protective surfacing and equipment designed for the purpose of unstructured play.
- g. **"Recreation Facility"** means a public building or an outdoor setting for community entertainment, relaxation, social activity and other leisure needs;
- h. **"Town"** means the Town of Crossfield.

2.0 Municipal Parks Naming Process

2.1 The Process for approving a park (green space/playground)

- a) A written request is submitted to the Development Department. The request is to include a brief but complete explanation of the reasons for the proposed name(s), which of the park name categories in Section 4.0 the proposed name(s) would be categorized, and any specific park the name would apply to (only if it relates to a specific development).
- b) If a proposed park name(s) is found to be similar or a duplicate of an existing park name, the applicant may propose another park name(s) for approval or proceed with the current proposal and seek Council's consideration (please note that staff would recommend that the proposed park/playground name(s) be denied on the basis of the preceding consideration.)
- c) Town Council will have the final decision on names proposed for facilities, parks, playgrounds and green spaces within a new subdivision development.
- d) School grounds will adopt the name of the schools, unless more than one school shares the same site.
- e) That a notice be placed within the Town's local newsletter once a year noting this policy for submitting a request to name a street.

3.0 Municipal Facility Naming Process

3.1 The Process for approving municipal facility

- a) A written request is submitted to the Development Department. The request is to include a brief but complete explanation of the reasons for the proposed name(s), which of the facility name categories in Section 4.0 the proposed name(s) would be categorized, and any specific facility the name would apply to (only if it relates to a specific development).
- b) If a proposed facility name(s) is found to be similar or a duplicate of an existing facility name, the applicant may propose another facility name(s) for approval or proceed with the current proposal and seek Council's consideration (please note that staff would recommend that the proposed facility name(s) be denied on the basis of the preceding consideration.)
- c) If a facility is developed within a new subdivision under a development agreement, the Developer may choose to name the facility, based on a desire to recognize contribution of persons or group who has donated land or funds for the facility.

4.0 Categories of Parks and Facility Names

- i. Honoring Those Who Have Given Their Life in Public Service
 - a) The Town will facilitate the naming of parks and facilities after Town residents who have served and lost their lives in the Canadian Armed Forces. Secondly, the names of those who have lost their lives in public service either through the Town of Crossfield Emergency Services shall also be honored.
 - b) Consent is to be given by the person's family and accompanied by a written biography of the individual.
- ii. Honoring Individuals for Community Service, Local Historical Reasons, National Reasons or International Reasons
 - a) Generally, a proposed name will be of historic importance to the Town, or be a name which is of importance either nationally or internationally, or lastly, be a name of a person who has been of public service to the Town.
 - b) A written description explaining the individual's contribution to the Town and why the honor should be given shall be submitted in writing to the Town.

Staff shall research any names proposed by Council.

c) Consent is to be given by the person's family.

iii. Other Names

Names that promote pride in the Town, acknowledge local heritage, history, and recognize unique features and geography are appropriate. Proposed names should meet one of the following criteria:

- a) commemorate local history, places, events, culture; or,
- b) strengthen neighborhood identity to reflect the character of the area; or,
- c) recognize native wildlife, flora, fauna, natural features; or,
- d) recognize communities that contribute to the public life of the Town.
- e) names that represent specific themes are encouraged as they are easily recognizable for Emergency Services and provide consistency in large developments.

iv. Priority for Selection of Names

- a) Names Honoring Those Who Have Served Canada;
- b) Names Honoring Those who have given their Life while in Public Service;
- c) Names Honoring Individuals – Local Historical;
- d) Names Honoring Individuals – National or International;
- e) Names Honoring Individuals – Community Service; and,
- f) Other Names.

4.1 Suitability and Appropriateness of Park and Facility Names

In addition to the policies of Section 4.0 Categories of Parks and Facility Names, the following policies have been developed to assess the suitability and appropriateness of Parks & Facility names.

- i. Ease of Spelling and Pronunciation: Names should be easily pronounced, recognized and use conventional spelling to avoid difficulties in emergency situations.
- ii. Individuals: Parks and facilities named after individuals shall be a posthumous honor and Planning Department shall consider such names provided that written consent is obtained from the individual's surviving family. The honoring of a living international or national public figure requires the individual's consent.
- iii. Two Word Names: Proposed names consisting of two words should be

changed to one word. Only a person's last name should be used unless additional identification is necessary to prevent duplication with an existing park, greenspace or facility name in the Town of Crossfield.

iv. Names to Avoid

- a) Names that could be construed as advertising a particular business;
- b) Cumbersome, corrupted, modified names, discriminatory or derogatory names from the point of view of race, sex, color, creed, political affiliation or other social factors;
- c) Names with any sexual overtones, inappropriate humor, parody, slang or double meaning;
- d) Names that have a secondary negative or offensive connotation;
- e) Names spelled differently but sounding alike
(i.e. Crosby Park and Crosbie Park) or
having similar pronunciation but are spelled differently
(ex. Heirloom Facility could be pronounced with the 'H' dropped (Eirloom facility));
- f) Afford the least opportunity for confusion. Similar sounding names should be avoided.
- g) Use of complex words (ex. Quetico Park);
- h) Names with abbreviations in subdivision names should not be permitted and hyphenated or apostrophe names are discouraged.



Town of Crossfield Facility and Park Naming Request Form

Facility/Park Name Information	
Description of Location	
Background Support	
Contact Information For the Person Making the Request	
Full Name(s)	
Daytime Telephone:	Email:
Alternate Number:	
Mailing Address:	
Date Submitted:	

Further documentation supporting this request can be attached. If the requested name is for an individual, a letter of support from the family must be attached.

FOR OFFICE USE ONLY

Date Received	
Circulation to	
Meet Policy Requirements	