

Corporate Policy

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Section:	Parks Administration	12
Sub-Section:	Parks	5820
Title:	Park and Trail Naming	01

Related Policies

Number	Title

Approvals

Approval Date: February 28, 2006	Approved by: Council
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
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Corporate Policy Manual

Park and Trail Naming

Policy

The City of Port Moody values the natural and cultural heritage of its parkland. In keeping with these values, this policy provides guidelines for the naming of Parks and Trails in the City.

Definitions

Parks and Trails – all City owned parkland assets in the City of Port Moody.

Procedures

1. Requests for the naming or renaming of Parks and Trails in the City shall be forwarded to the General Manager of Environment and Parks;
2. The Department Head shall refer the Park and Trail naming request to staff for review;
3. Staff shall gather other pertinent information to assist in decision-making and apply the policy guidelines in the review. Staff shall then provide the Parks and Recreation Commission with a list of potential names and a recommendation;
4. Guidelines:
 - a. Parks that are immediately adjacent to existing school sites should bear the same name as the school;
 - b. Park names should be reflective of one of the following:
 - i. Geographical significance;
 - ii. Historical or Cultural significance;
 - iii. City Pioneer;
 - iv. Outstanding citizen that has contributed significantly to the City (generally, commemoration of individuals shall not be considered earlier than four years after retirement from civic duties or death);
 - v. Functional use of the Park (ie. Bike Trials Park and Skate Park);
 - vi. Indigenous plants or animals;
 - vii. Recognition of a special subdivision name (excluding real estate or development companies); or
 - viii. Commonly used name by community;
5. The recommendation from the Parks and Recreation Commission, which may include public process, shall be forwarded to Council for discussion and ratification;
6. In all cases, the final decision on Park and Trail naming shall be made by Council, with advice from the Parks and Recreation Commission; and
7. All Parks and Trails formally named under this policy shall display the name in a prominent location. Signage design and installation shall be done in consultation with the City's Communications and Engagement Division, and within the context of the City's communications and signage strategies.

Monitoring/Authority

Delegated to the General Manager of Environment and Parks.