

CITY OF COQUITLAM

Policy and Procedure Manual

NAMING OF CITY PARKS, BUILDINGS, FACILITIES AND STRUCTURES

Chapter: 2
Section: 8
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POLICY:

1. Names of Persons or Organizations for New Facilities

City Council may name new park areas, buildings, segments of buildings, specified rooms, structures, or any other type of facility or area, within or external to such buildings, where such name is the name of a distinguished person or organization. ***These types of names require approval by Council resolution.***

2. Renaming of Existing Facilities

An initiative to rename a park, building, structure, room or facility will be considered when the existing name indicates location, function and use or represents nature, history and geography. The honouring of a person or organization may be accomplished by installing a plaque in their honour rather than renaming the component (as described in section 4). Requests to rename facilities that were originally named to honour or recognize a person or organization will generally not be considered. ***All renaming initiatives, regardless of the nature of the new name, require approval by Council resolution.***

3. Names Indicating Location, Function and Use

The Chief Administrative Officer, or their designate, may name parks, buildings, structures, segments of buildings, and other facilities where the name is purely functional or locational; represents nature or geography; or indicates the use to which a park or facility is being put, e.g. "Meeting Room A, Pinetree Community Centre", etc. ***These types of names do not require approval by Council resolution.***

4. Plaque Recognition for Meritorious Service

The honouring of a person or an organization may be accomplished by installing a recognition plaque at a park, facility or amenity, where possible at a site that has an association to the person's meritorious service. ***Recognition initiatives require approval by Council resolution.***

REASON FOR THE POLICY:

Naming requests may be initiated in order to honour a person or organization who has, through meritorious or outstanding service to the City, made a significant impact on the City and to the spirit of the community. As an alternative to naming or renaming, a plaque to recognize an individual or organization may be installed at a site associated with the meritorious service, or some other appropriate site. This policy provides mechanisms for such requests to come forward and be evaluated.

REFERENCE:

Related City Policies:

- Donation Policy, 2014
- Sponsorship and Advertising Policy, 2014
- Construction of Facilities on City Lands or in City Buildings by Community Groups, 2003

APPLICATION:

This policy applies to all City owned buildings, facilities, and structures.

PROCEDURES:**1. Naming or Renaming Requests for Names of Persons or Organizations**

When such requests occur, the following steps will be taken:

a. Receiving of Requests

Requests for the naming or renaming of parks, buildings, structures, rooms or facilities owned and/or operated by the City in recognition of a person or organization shall be forwarded to the appropriate General Manager.

b. Consideration of Requests

Requests will be considered where it is the intention to honour a person or organization who has made an outstanding contribution to the City and to the spirit of the community.

Generally, the commemoration of a person shall not be considered earlier than two years after retirement or death

c. Reporting on the Request

All requests will be subject to a two-part reporting process. The first report will serve to inform Council of the request, confirm desire to consider the naming request, and to seek approval to proceed with background checks, stakeholder consultation, and impact analysis. The second report will involve reporting back to Council on the information

obtained in assessing the request with a recommendation on the request.

The intention of the first report to Council in a Closed meeting¹ is to outline the information required in order to fully evaluate the request.

This information may include all or some of the following:

- researching the background of such person or organization;
- in the case of honouring a person, consulting the immediate family to ensure consensus for the initiative;
- in the case of renaming, researching the background on the original name;
- in the case of renaming, assessing the impact of such actions on reference materials (i.e.: maps) and the surrounding community; and
- in consideration of all factors, the level of consultation required.

2. Naming with Names Indicating Location, Function and Use or Representing Nature, History and Geography

When such requests occur, the following steps will be taken:

a. Receiving of Requests

Requests or initiatives for the naming of parks, buildings, rooms or facilities owned and/or operated by the City that indicate location, function and use or representing nature, history or geography shall be forwarded to the appropriate General Manager.

b. Consideration of Requests

Requests will be considered:

- when a new park, building, room or facility is under construction or approved for construction by City Council; or
- when a name is proposed for a previously unnamed park, building, room or facility.

c. Criteria for Naming

Criteria for naming will generally include:

- consistency with ongoing use/majority occupancy, i.e. Meeting Room, Program Room, Youth Lounge, Social Recreation Centre, etc.;

¹ As per the Community Charter, Section 90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to (b) personal information about an identifiable individual who is being considered for a municipal award or honour.

- street or neighbourhood location or location of a facility within a named park, i.e. Dawes Hill Park, Victoria Park Hall, Mundy Park Fieldhouse, etc.;
- proximity to a natural feature or geographic location; or
- historic connection or association in the community.

This type of name may be initiated by City staff, an individual in the community (at their own initiative) or may be initiated as a result of a naming contest.

Except in the case of naming contests, this type of name shall be adopted upon the approval of the appropriate General Manager in consultation with the Chief Administrative Officer. Whenever a naming contest occurs, the recommended name(s) shall be forwarded to the appropriate Council Committee for review and for final resolution by City Council.

3. General

Naming a building, segments of buildings, or other facilities after persons, or organizations, does not imply that the name or names used will necessarily be used in perpetuity.

When a building is demolished, replaced or substantially renovated, or where the occupancy changes and the former name is no longer appropriate then a request for a new name will be considered. It may be appropriate to place a plaque in, or on, a new building to indicate that it occupies the site of a building formerly known by another name. Such plaques should recognize the person or organization after whom the former building was previously named. It may also be appropriate that a request for a new name be considered to name part of a new building after a person for whom the former building was named.

When it is proposed that a facility or room within a building be relocated within the same building, or to a different building, provided that the new facility or room will service the same original purpose, no recommendation from the Committee or approval under this policy is required to re-locate the name.

4. Recognition with Plaques for Meritorious Service

a. Receiving of Requests

The submitted request is forwarded to the appropriate department. Staff will advise the requestor of the information needed for the initial review:

- names of the requestor(s) and their relationship to the nominated person.

- confirmed support, in writing, for the request from the family and/or organization.
- general information about the nominated person and description of their meritorious service.
- suggested plaque location

b. Consideration of Requests

Generally, the commemoration of a person shall not be considered earlier than two years after retirement or death

Staff will conduct a background review related to the request that may include a search of City archives, news media, social media, and legal records.

c. Reporting on Requests

All requests will be subject to a two-part reporting process. The first report will serve to inform Council in a Closed Meeting of the request, to provide the results of the background review, and confirm desire to consider the request.

If Council directs staff to proceed with the request, staff will return to Regular Council with a report recommending the recognition, and confirm the content for the plaque and suggested site for the installation. City standards will determine the plaque size, materials and formatting.