



PARKS NAMING POLICY

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| Council Policy: POL- 0183-PARK Amendment # N/A | Original Policy: POL-0120-PARK Amended: N/A |
| Presiding Council Member, Scott Goodman | |
| Date: | Signature: |

1) PURPOSE

The purpose of this policy is to establish guidelines and processes for naming City Parks, Trails, and Park Features in a transparent, consistent, and efficient manner, including public engagement where appropriate, and furthers the City's reconciliation efforts with Local First Nations and Indigenous peoples.

2) APPLICABILITY

- a) This policy applies to the naming and renaming of all Parks, Trails, and Park Features within the boundaries of the City after the adoption of this policy, not including parks within the jurisdiction of First Nations, the Capital Regional District, Government of British Columbia, or Government of Canada.
- b) This policy does not apply to lands which are purchased or donated and for which there is a conditional naming provision in the purchase and sale agreement.

3) DEFINITIONS

In this policy:

- a) **"City"** means the City of Langford.
- b) **"Council"** means the Council of the City of Langford.
- c) **"Director"** means the Director of Parks, Recreation and Facilities for the City of Langford.
- d) **"Local First Nation(s)"** means:
 - i. Esquimalt Nation;
 - ii. Malahat Nation;
 - iii. Pauquachin First Nation;
 - iv. Sc'ianew Nation;
 - v. Songhees Nation;
 - vi. Tsartlip First Nation;



- vii. Tsawout First Nation; and
- viii. Tseycum First Nation.
- e) **“Park”** means land dedicated as park, or land that is used by the City for park purposes, including but not limited to natural areas, recreation and conservation areas, and Neighbourhood Parks, Community Parks, Destination Parks, and Open Spaces.
- f) **“Park Feature”** means a sports field, playfield, garden, fountain, playground, green space, or other amenity or feature that is wholly contained within a Park.
- g) **“Trail”** means a pedestrian or cycling route within a Park and which is designed and maintained by the City.

4) TRAILS AND PARK FEATURES

- a) When the City is ready to name or rename a Trail or Park Feature, the Director may name the Trail or Park Feature after:
 - i. an adjacent street;
 - ii. the community in which the Park is located;
 - iii. according to a theme in the Park or surrounding neighbourhood;
 - iv. flora or fauna;
 - v. a natural feature;
 - vi. a significant landmark in the area; or
 - vii. a historical event of significance to the City.
- b) Before the Director names or renames a Trail or Park Feature in accordance with 4 (a), the Director may initiate a public engagement opportunity, to be determined by City staff.
- c) The Director may follow the parks naming process in accordance with section 5 and 6 of this policy for the naming of a significant Trail or Park Feature.

5) PARKS NAMING AND RENAMING

- a) When the City is ready to name or rename a Park, staff will prepare a report for a meeting of Council which will include up to three options for a Park naming process, as outlined below:
 - i. First Nations Engagement:
 - (1) The City’s Communication Department may work with Local First Nations who may have a historical connection to the land on which the Park is located to determine if a Local First Nation wishes to gift a name to the Park.



- (2) Gifted names will be adopted by Council without deliberation.
- (3) Gifted names may be commemorated at a ceremony organized in collaboration with the gifting Local First Nation.
- (4) Upon naming, staff will work collaboratively with the gifting Local First Nation to ensure that signage appropriately reflects information about the gifted name, and that all signage is reviewed by the respective Local First Nation.
- ii. Person of Significance to the City:
 - (1) City staff may put forward in the in-camera report potential name(s) to be considered by Council, with a description of the person's connection to the City.
 - (2) Persons who may be considered for Parks names include, but are not limited to:
 - (a) firefighters, police officers, and veterans;
 - (b) community leaders;
 - (c) persons who have made a significant contribution to the City;
 - (d) former councillors and mayors;
 - (e) former City staff.
 - (3) Parks will not be named after:
 - (a) elected officials who actively hold office, or
 - (b) persons who already have a Trail, Park Feature, or Park named after them in the City.
 - (4) If a person is being considered for a Parks name, City staff will reach out to the individual or their family (if the individual is passed), to receive approval of the naming proposal.
 - (5) The Park name will be adopted by Council, and Council will rise and report on the decision.
- iii. Public Engagement Opportunity:
 - (1) The City may initiate community engagement through the City's website, social media accounts, or other platforms, and may:
 - (a) provide opportunities for the public to suggest names;
 - (b) establish a poll to rank possible names; or
 - (c) provide a different engagement opportunity or a combination of such strategies.
 - (2) The City will compile the results from the public engagement process and will present a further report to Council with potential names.



- (3) The City may refer the report with the results from the public engagement process to the Committee responsible for making recommendations to Council on matters relating to parks and seek the Committee's recommendation to Council.
- (4) Council will decide the Park name.
- iv. Council will decide which of the processes outlined above the City will undertake in determining the new Park name and may provide for an alternate process to be followed if no eligible names arise from the primary process.

6) GENERAL GUIDELINES

- a) The following guidelines apply to the naming of all Parks, Trails, and Park Features:
 - i. Names should contribute to place making and reflect the City in a positive manner.
 - ii. Park Features and Trails may be named separately from the Park.
 - iii. Before initiating a process to rename a Park, the Director will consider:
 - (1) the cost and impact of changing existing signage, rebuilding community recognition, and updating records; and
 - (2) if the Park is named after a person, the impact on the person or the person's legacy associated with the existing name.
 - iv. City staff will have discretion to determine what constitutes adequate community engagement on a case-by-case basis.
 - v. Nothing in this policy limits Council's ability to name or rename a Park through a process not otherwise defined in this policy.

7) REPEAL

- a) POL-0120-PARK – Park Naming Policy is repealed.
- b) POL-0121-PARK – Policy for Naming Trail Sections is repealed.

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| Adopted by Council | CERTIFIED CORRECT |
| Meeting Date: | <hr/> |
| | ADMINISTRATOR DATE: |