Town of CANMORE Municipal Naming Policy

Policy Number: EX-008

Date in Effect: May 27, 2025

POLICY STATEMENT

1   Certain Town assets are eligible for commemorative names that recognize individuals, groups, historical events, and the flora, fauna, and natural features associated with Canmore.

PURPOSE

2   The purpose of this policy is to identify Town assets that are eligible for commemorative names and provide criteria for the selection of commemorative names.

3   This policy aligns with Council's recognition of the importance of Canmore's people, history, and mountain landscape.

DEFINITIONS

4   In this policy:

   a)   "Park" means any land developed, used, or managed by the Town as a public Park, including but not limited to a sport field, playground, tennis court, bike Park, skateboard Park, outdoor recreational area or facility, trail, off-leash dog Park, or plaza.

SCOPE AND AUTHORITY

5   The Town's chief administrative officer is authorized to name Town assets after their type of use, location, number and/or unique asset identification, and roads in accordance with the Addressing Bylaw and Civic Addressing Protocol.

6   Any names other than those authorized in section 4.1 shall be known as "commemorative names" and must be approved by Council.

7   This policy does not apply to:

   a)   names authorized by Sponsorship Policy EX-003, as amended, and

   b)   names authorized by the Town's memorial bench program

ASSET ELIGIBILITY FOR COMMEMORATIVE NAMES

8   The following Town assets are eligible for commemorative names:

   a)   Parks;

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b)   municipal buildings;

c)   rooms within municipal buildings that are routinely available for public use; and

d)   roads.

9   In addition to complying with this policy, commemorative names for roads must comply with the Civic Addressing Protocol.

10   The following Town assets are not eligible for commemorative names:

a)   rooms within municipal buildings used primarily for administrative purposes;

b)   bus shelters;

c)   Park benches and picnic tables;

d)   public washrooms and vaulted toilets;

e)   garages, sheds and other similar buildings not usually occupied by members of the public;

f)   utility infrastructure including but not limited to lift stations, underground utilities, solid waste collection facilities; and

g)   vehicles and equipment.

COMMEMORATIVE NAME SELECTION CRITERIA

11   Commemorative names shall be names clearly associated with Canmore that recognize:

a)   a person or group of people;

b)   a historical event;

c)   flora, fauna, or natural features; or

d)   a name that incorporates the word "peace."

12   For a person's or group's name to be eligible for consideration as a commemorative name, that person or group:

a)   shall be associated with the history of Canmore; or

b)   shall have demonstrated excellence, courage, or exceptional dedication to public service or community activities.

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13   A person's or group's name may be eligible for consideration as a commemorative name if that person or group has transferred property (including money) to the Town with the intention of making a gift.

14   Commemorative names shall not be similar or identical to one another.

RESPONSIBILITIES

15   Council shall have the sole authority to apply and remove commemorative names.

16   The chief administrative officer shall:

     a)   develop the procedures necessary to implement this policy, and

     b)   make recommendations to Council regarding the resources required to add or change a commemorative name.

POLICY REVIEW

17   This policy will be reviewed at least once in every term of Council.

RELATED DOCUMENTS

Sponsorship Policy EX-003
Civic Addressing Protocol

ATTACHMENTS

None.

REPEALS POLICY: Municipal Park Naming Policy 426-2001

AUTHORIZATION:

Sean Krausert	Cheryl Hyde
Mayor	Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2001-09-18	426-2001	Municipal Park Naming
Repealed	2019-04-02		
Approved	2019-04-02		Municipal Naming EX-008
Confirmed	2025-05-27	152-2025	No Changes – Formatting Revisions

Policy approved by: