



**City of Kelowna**  
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# Council Policy

## Park Naming Policy

APPROVED October 27, 1997

RESOLUTION: R375/10/04/26  
 REPLACING: R1039/08/11/24; R727/97/10/27; R016/05/01/10  
 DATE OF LAST REVIEW: April 2010

THAT the City of Kelowna undertake the task of assigning park names in compliance with the following policy:

### A. NAMING CRITERIA

1. That parks be given names that follow adjacent street names, where the street names have been approved in accordance with the City Council Policy for Street Naming for Newly Created Roadways/Okanagan Historical Society.
2. Where the adjacent street has already been used to name a Park or if the park is higher profile in nature, then a name will be chosen to describe the neighbourhood for neighbourhood parks or the name of a community, sector or unique geographical feature for community, recreation, linear natural area or city wide parks.
3. Where the adjacent street name or name of the neighbourhood, community, sector or unique geographical feature have already been used, the honouring of individuals by park naming may be used as long as there is a significant community contribution by the individual (e.g. prominent pioneers and settlers; Kelowna residents who have achieved Provincial or Federal prominence or acclaim in fields such as sports, education, politics, medicine, etc.; residents who have made a major contribution or sacrifice for the welfare or life of the community or Canada).
4. Existing parks that already have been named are not to be renamed after an individual living or dead unless the proponent of the name change demonstrates:
  - that the community supports the changes;
  - if the existing name of the park is after an individual, the individual for whom the park has been named supports the change if living or the next of kin if the individual is deceased;
  - information that the individual to be honoured has contributed in a significantly tangible way to the community.
5. The honouring of individuals by naming park features be considered if the individual significantly contributed to the community (e.g. prominent pioneers and settlers; Kelowna residents who have achieved Provincial or Federal prominence or acclaim in fields such as sports, education, politics, medicine, etc.; residents who have made a major contribution or sacrifice for the welfare or life of the community or Canada).
6. Honouring of an individual by naming a park feature after them is preferred in parks that are not named after a specific individual (e.g. Simpson Walk in Waterfront Park) and it also is preferred that park features be named using names not specific to an individual where the park is already named to honour an individual (Pioneer Pavilion in Knox Mountain Park).
7. Parks and Park Features will not ordinarily be named after social/ethnic/religious causes or groups.

### B. PROCESSING OF REQUESTS

1. All requests to honour individuals are to be submitted to the City Clerk in writing. The City Clerk will forward the request to the Infrastructure Planning Department for their consideration. The proponent must outline in their detailed submission how their request conforms to the naming criteria for naming a park after an individual and their submission must be supported by:
  - a petition signed by a minimum of two-thirds of the owners of property directly affected, if a park name change is being requested. Where there is joint ownership of the property, only one signature per property is permissible. The petition must be in the City Council approved format as

per the attached. Community support is defined as follows: for neighbourhood parks 2/3 of the owners of property support the park name change within a 1/2 kilometre radius of the subject park; for community parks 2/3 of the owners of property support the park name change within a 2 kilometre radius of the subject park; for District, City, and other Park types 2/3 of the owners of property support the name change within a 5 kilometre radius of the subject park;

- evidence of broad support from the community to honour an individual by naming a future park after that individual;
- information that the person being honoured has contributed in a significantly tangible way to the community;
- a letter from the Okanagan Historical Society stating their opinion on historical significance of the individual to be honoured;
- that the person being honoured is in agreement with the park to be named if they are living or by their next of kin should they be deceased;
- the means (e.g. sign, plaque, etc.) they wish to honour an individual;
- the funding source of the approved means (signs, plaques, etc.).

2. If the Infrastructure Planning staff deems that the submission is in accordance with policy, staff will recommend the naming of the park to City Council for approval.

If the Infrastructure Planning deems that the submission does not fit with the policy, staff will notify the proponent in writing of its decision.

## **C. APPEALS**

If the proponent is not satisfied with the decision, the proponent may seek City Council review for re-consideration.

### **REASON FOR POLICY**

Two long-time members of Council (Mayor Stuart and Councillor Lee) were retiring and it was consider timely to develop a policy to outline criteria for the naming of parks.

### **LEGISLATIVE AUTHORITY**

Not Applicable.

### **PROCEDURE FOR IMPLEMENTATION**

Requests to name a park are to be submitted in writing, along with relevant support material, to the Office of the City Clerk's who will forward the request to the Infrastructure Planning Department. If staff deems that the submission meets with policy, staff will recommend the naming of the park to City Council for approval.

