

COUNCIL POLICY



HONOURIFIC NAMING POLICY

Policy #: A-34-2024

Section: Administration

Legislative Reference: MGA Section 11.1

1. PURPOSE

- 1.1 To establish a framework for Council to consider Naming a Town Asset in honour of an Individual's extraordinary contributions to the Town of Smoky Lake.
- 1.2 To maintain the simple and unambiguous identification and navigation within the Town.
- 1.3 To inspire Town citizens based on the extraordinary contributions of their community members.

2. DEFINITIONS

2.1 In this Policy:

- a) *"Administration"* shall mean the administrative staff of the Town of Smoky Lake;
- b) *"Council"* means the duly elected Council for the Town of Smoky Lake;
- c) *"Honourific Naming"* means Naming a portion or the entirety of a Town Asset in honour of the contributions of an Individual;
- d) *"Individual(s)"* means Individuals being considered for Honourific Naming;
- a) *"Naming"* shall mean the Town's decision to name portions of, or the entirety of a Town Asset;
- b) *"Town Asset(s)"* shall mean any Town-owned infrastructures identified and deemed appropriate to be named that include, but are not limited to, streets, parks, playgrounds, structures or buildings;

The following are not considered to be a Town Asset:

- i. the Town Office, the Fire Department, the RCMP detachment, and similar facilities;
 - ii. features that can be replaced in the short term, features that can no longer be used for its original purpose or the performance has been impaired, or features that are not significant enough to be meeting Naming parameters (e.g., shrub beds, fleet equipment); and
 - iii. where currently established Naming processes are already in place.
- c) *"Town"* shall mean the Municipal Corporation of the Town of Smoky Lake.

3. POLICY STATEMENT

- 3.1 The Town recognizes that unique circumstances of extraordinary community contribution by Individuals exist and, to commemorate such, Council may consider Naming a Town Asset in honour of such contributions.
- 3.2 This Policy applies to the Naming of Town Assets in regards to Honourific Naming proposals.
- 3.3 This Policy is to be used in conjunction with other pre-existing Town policies.

4. GUIDING PRINCIPLES WHEN NAMING TOWN ASSETS

- 4.1 When appropriate, wayfinding is considered when selecting and applying names.
- 4.2 Names must consider Emergency Response and Canada Post standards, policies, and practices.
- 4.3 The contributions of an Individual should be relevant and connected to the Town Asset for which such a name is proposed.

5. PROCEDURE FOR NAMING RECOMMENDATIONS

- 5.1 Individuals may be recommended for Honourific Naming by internal or external persons or groups.
- 5.2 Recommendations for Honourific Naming must be accompanied by a rationale for the request that includes background on the Individual's contributions and a suggestion for the Town Asset requested to be named after said Individual.
- 5.3 Naming recommendations must be congruent with the overall strategic direction, mission, vision, and values of the Town.

6. NAMING CONSIDERATIONS

- 6.1 Proposed names for Town Assets must be submitted to Administration to be considered by Council.
- 6.2 The proposed name will be evaluated based on the following:
 - a) emergency response use (e.g., confusion with similar names, redundancies);
 - b) signage limitations (i.e., number of characters or words);
 - c) the contribution to the Town by the Individual;
 - d) the image and reputation of the proposed Individual for compatibility with Town values, policies, and standards;
 - e) the alignment of the Town Asset with the Individual's contributions;
 - f) the possibility of misuse in a derogatory or profane manner;
 - g) permission and agreement from the Individual or surviving family member(s) before consideration; and
 - h) results from public participation opportunities.
- 6.3 Names which reflect or imply a reference to any of the following will not be eligible:
 - a) an elected official currently in office; or
 - b) names that do not meet any of the criteria listed within this policy or are inconsistent with the mission, vision, and values of the Town.
- 6.4 Council has the final authority to approve or dismiss any Honourific Naming proposals based on this Policy and at their discretion.
- 6.5 Council has the authority to remove the Honourific Naming of an asset at their discretion.

	DATE	RESOLUTION NUMBER
Approved	October 21, 2024	587-2024

Original Signed
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Dawn Phillips
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