



Town Asset Commemorative Naming

Policy Statement:

The Council of the Town of Lamont recognizes the value to the community in ensuring that Town assets are named in a way that honours our history, recognizes significant contributions from residents, celebrates our accomplishments, supports efforts to promote our community and/or monetize our Town assets. This policy establishes procedures and guidelines for the naming of assets owned by the Town of Lamont.

DEFINITIONS

1. **"Town Asset"** means a Town owned facility, building, park or green space, equipment, amenity, or property.

Procedure

Naming or Renaming Assets

Town Administration may assign a temporary name for new assets to assist in the procurement and/or development stages.

The naming or renaming request must meet the guidelines attached to this policy as Schedule A to be accepted.

Upon receipt of an acceptable request, Administration will publish an asset naming or renaming notice on the Town's social media for 21 days and in the local newspaper, to inform residents and allow for feedback. At the end of 21 days, Administration will review the feedback and if more information is required, staff may contact the resident or may invite them to present at the next available Council Meeting. The request, along with any feedback, will be provided to Council at the next available Council Meeting.

Names will only be approved by a motion of Council.

Council will determine if the cost associated with naming or renaming (including but not limited to signage, ceremonial costs, legal costs, etc.) will be the responsibility of the initiating party.

If a named Town asset is being disposed of or replaced, Council will determine if it is appropriate to rename another Town asset or transfer the existing name to a new asset.

Council, at its discretion, may alter, amend, or waive any requirements of this policy to meet clearly unique or extenuating circumstances.

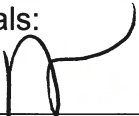


Town of Lamont Policy Manual

Town Asset Commemorative Naming
Policy # 11-21
July 13, 2021

Signs, Plaques and Markers

The CAO must approve any signs, plaques, or markers. All signs, plaques or markers must be designed to compliment the existing signs, plaques, or markers.

Adopted by Council:	July 13, 2021	Initials: 
Motion Number:	169/21	
Supersedes:		



Guidelines

Proposals

All proposals should include:

- 1) Proposed name and qualifications.
- 2) Location of the asset.
- 3) Detailed information on the individual being recommended for a name.
- 4) Description explaining the justification of the naming of the asset.

Naming Criteria

Names being submitted for consideration should be connected to at least one of the following:

- 1) Geographic location of the asset.
- 2) Features of the asset or names that reflect the assets intended usage.
- 3) A commonly recognized historical event, group, organization or individual (living or deceased).
- 4) Proposed names should not be already used for naming a different asset.
- 5) An individual or organization that contributed significantly to the procurement or development of the asset being named.
- 6) Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual – this is to be fully verified by the person making the recommendation.
- 7) Unique, appropriate, and not easily confused with other names already in use.

Significant Names Criteria

- 1) An individual who risks his or her life to save or protect others.
- 2) An individual who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services.
- 3) An original inhabitant, pioneer, or settler from the Town of Lamont.
- 4) An individual who demonstrates excellence, courage, or exceptional dedication to service in ways that bring special credit to the Town of Lamont, Province of Alberta, Canada or internationally.
- 5) An individual who achieves a deed or activity performed in an outstanding professional manner that brings considerable benefit to the Town of Lamont, Province of Alberta, Canada or internationally.

Names that might offend groups in our community will be given careful consideration.

Names that are derogatory, discriminatory, political in nature, use profanity or inappropriate humour, contain sexual overtones, slang, or double meanings, will be disqualified.