



## Park Naming Program

The City of Canby established a Park Naming Program to encourage public participation in naming, renaming, and dedication of parks, recreation areas, and facilities. It will give individuals the opportunity to name newly acquired, developed, or unnamed public parks, trails, and recreation facilities.

Renaming of parks, recreation areas, and facilities carries with it a greater burden of process compared to initial naming. Tradition and continuity of the names and community identification are important to the community values. Parks that have been named by deed restriction shall not be considered for renaming. Further, Parks and Facilities named after individuals shall not be changed unless it is found that because of the individual's character or actions, the continued use of their name would not be in the best interest of the community due to significant conflicts with the goals and priorities in the Parks and Recreation Master Plan, City of Canby Strategic Plan, or other City Proclamations.

The policy of the Parks and Recreation Department is to name parks, recreation areas, and facilities through an adopted process utilizing established criteria emphasizing community values and character of the City of Canby, its local history, geography, and natural features.

### Naming Procedure:

- A request for naming of a park, recreational facility, trail or natural area shall be submitted in writing to the Parks and Recreation Advisory Board, through the City of Canby Parks and Recreation Department.
- When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.

### Renaming Procedure:

- A request for renaming of a park, recreational area, or facility shall be submitted in writing to the Parks and Recreation Advisory Board, through the Parks and Recreation Department.
- The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal.

- City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board.
- If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.

**Application Process:**

1. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
2. The Parks and Recreation Advisory Board will offer the opportunity for public input on the proposed naming and provide at least one opportunity for public comment on the list of nominated names.
3. The Parks and Recreation Advisory Board shall forward their recommendation and up to one alternative name to the City Council for final decision. The decision by the City Council shall be final and not subject to appeal.
4. The Parks and Recreation Advisory Board will initiate the naming policy, or put forth a nomination of their own, whenever deemed necessary and/or in the best interest of the City.
5. In the absence of any naming requests, the Parks Recreation and Advisory Board shall adhere to criteria stated in this policy in recommendation of name.

The City reserves the right to change the name of an existing park or recreation facility to maintain consistency with these policies and follow these same naming Procedures.

Designs shall be consistent to the City Park Signage Specifications, and shall not permit corporate logos, or logotype, and shall be of high quality, vandalism resistant materials that are able to withstand harsh environments.

**FOR MORE INFORMATION, CONTACT:**

**Public Works**

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