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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Naming Public Lands and Town-Owned Facilities**

Minutes reference date:

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**PURPOSE:**

1. To provide guidelines whereby Town of Oxford public lands and facilities may be officially named by Town Council.

**POLICY:**

2. There are occasions when interested parties have proposed to name or re-name Town of Oxford public lands and facilities. It is the policy of the Town of Oxford to consider naming proposals, seek citizen input and formally decide on proposed names or renaming of Town of Oxford public lands or facilities within established criteria.

**DEFINITIONS:**

3. Public land – lands which are owned or controlled in use by the Town of Oxford for the long term benefit of the community. Examples include but are not limited to parks, sports fields, beautification areas and natural areas.

Public facilities – physical facilities owned or controlled in use by the Town of Oxford for the long term benefit of the community. Examples include: buildings, rooms and ball fields. Street naming guidelines are covered by a separate Town of Oxford policy.

**NAMING CRITERIA**

4. Town of Oxford public lands and facilities may be named after persons, a place or location, or an event that has created an important legacy or achievement. A person's name is eligible for consideration one year after his/her death with special benefactors excepted. The following criteria may be used by Council in determining the appropriateness of the naming designation:
  - A noteworthy public figure or official;
  - A person, place or event of historical or cultural significance;
  - Special benefactor(s) (living or dead);
  - A person, group, place or feature, particularly identified with the public land or facility;
  - Exceptions to the naming criteria can be approved by Council if an occasion to recognize the outstanding contributions of a living person is determined.

**PROCEDURES**

5. Initiation of proposed name:

A request to name or rename a Town owned property or facility must be made in writing to the Chief Administrative Officer who shall bring it, along with a background report, to the Council in Committee of the whole for initial discussion and direction.

6. Additional Public Input and Public Hearing

Should Council determine that additional public input is needed, it may hold a public hearing no sooner than 30 days following the Council meeting at which the initial report was received by Council. The public hearing shall follow a format similar to that for a planning document. Council may also solicit public comment by inviting citizens and interested persons to provide written comments.

7. Formal Council Decision

- a. Following a public hearing and receiving additional public input, if determined by Council to be required, the item will be placed on the Committee of the Whole meeting agenda for discussion and direction. Committee of the Whole may, at this point, refer the proposed naming to Council again for consideration.
- b. The naming decision shall be made by a resolution of council.