CITY OF WEST KELOWNA

POLICY

Title: Commemorative Naming and Recognition Policy
Department: Operations
Policy Number: 0012
File Number: 0340-50-0012

1. Purpose

1.1. To establish principles, criteria, and approval requirements for the commemorative recognition of individuals, places, events, and achievements within the City of West Kelowna, including through the naming of parks, civic facilities, streets, and other civic assets.

2. Scope

2.1. This policy applies to commemorative naming and recognition initatives associated with civic assets, features, amenities, and public spaces that are owned, operated, or maintained by the City.

2.2. This policy does not apply to:

- Corporate sponsorship arrangements; and
- Donations administered through the Parks Amenity Donation Program.

3. Definitions

3.1. “Asset” means a City-owned facility, park, public space, structure, feature, amenity, or other tangible municipal property.

3.2. “Commemoration” means an intentional act of acknowledging the memory of people, places, events and ideas. This can be public, private, national, local, tangible or intangible, monumental or modest in scale, temporary or permanent and can be represented in a range of forms, including monuments, memorials, plaques, artworks, places, ceremonies, and events.

3.3. “Commemorative Naming” means the assignment of a name to a City asset, feature, amenity, facility, street, park, or public space in recognition of a person, group, event, place, culture, or contribution.

3.4. “Commemorative Names Reserved List” means a Council approved list created through an official City process for commemorative naming considerations.

3.5. “Features and Amenities” means any additions or improvements made to an asset.

4. Policy Statement

4.1. The City recognizes that commemorative naming and commemorative recognition contribute to preserving community history, celebrating significant achievements and contributions, and reflecting the diverse cultures stories, and identities that shape the community.

4.2. Commemorative recognition shall be considered in a manner that is transparent, respectful, inclusive, and consistent with the Policy.

4.3. Commemoration Standards

Commemorative recognition should:

- reflect a significant contribution, achievement, event, place, or element of historical and cultural heritage to the City or broader community;
- be respectful, inclusive, and reflective of community values;
- consider the long-term significance and appropriateness of the recognition; and
- be compatible with the intended use and function of the associated asset.

4.4. Indigenous Recognition

Any Indigenous commemorative recognition will be conducted in partnership with the Indigenous community.

4.5. Features and Amenities

Placement of commemorative features or amenities must:

- not interfere with public use or accessibility;
- be appropriate to the location; and
- consider environmental impacts and maintenance requirements.

4.6. Forms of Commemorative Recognition

Commemorative recognition may include, but is not limited to:

- civic facilities;
- civic parks;
- civic streets;
- plaques;
- monuments and memorials;
- public art;
- gardens, gathering spaces, or landscape features;
- civic ceremonies or events; and
- other forms of recognition approved by Council.

4.7. Eligibility and Limitations

4.7.1. The City may consider commemorative recognition of:

- individuals;
- organizations;
- historic events;
- geographic features;
- cultural or indigenous heritage;
- significant community contributions and

- other subjects deemed appropriate by Council.

4.7.2. To ensure thoughtful and respectful recognition, the waiting period for consideration of a deceased individual for commemorative naming will be three years, unless otherwise approved by Council.

4.7.3. The consent of a living individual, or the next of kin of a deceased individual where appropriate, will be required before commemorative recognition is approved.

4.7.4. The contribution of land, facilities, services, or financial resources does not create an obligation for the City to provide commemorative recognition.

4.7.5. The City will not approve commemorative recognition that:
- is discriminatory, derogatory, or contrary to the British Columbia Human Rights Code;
- may reasonably cause significant community harm or division;
- is misleading or historically inaccurate;
- is inconsistent with the values and objectives of the City; or
- is not compliant with this policy.

4.8. Staff Responsibilities

Staff are responsible for:
- receiving and evaluating commemorative recognition proposals;
- assessing proposals against this policy and any applicable procedures;
- facilitating public engagement where appropriate;
- maintaining the Commemorative Names Reserved List;
- providing recommendations to Council regarding the Commemorative Names Reserved List; and
- administering approved commemorative recognition initiatives.

4.9. Council Responsibilities

Council is responsible for:
- considering and approving/rejecting commemorative naming and recognition proposals;
- considering and approving/rejecting the Commemorative Names Reserved List;
- considering and approving/rejecting any public engagement process related to this policy; and
- providing strategic direction regarding commemorative recognition within the City.

5. Related Policies or Procedures

5.1. Civic Facilities Naming Policy No. 0045
5.2. Parks Naming Policy No. 0003
5.3. Street Naming Policy No. 0027

6. Approval

Approved by	☐ CAO	☒ Mayor and Council
Approval date	October 6, 2026	
Council Resolution #	C268/26	
Signature	*[Original signed by Mayor]* MAYOR	

7. Additional Information

Category	☒ Council	☐ Administrative
Related procedure	☐ Yes	☒ No
Procedure number		
Date of last review		