CITY OF WEST KELOWNA

POLICY

Title: Civic Facilities Naming
Department: Operations
Policy Number: 0045
File Number: 0340-50-0045

1. Purpose

1.1. This policy establishes the guiding principles for naming Civic Facilities in the City of West Kelowna. It seeks to promote consistent naming practices that support community identity, wayfinding, recognition of local history and culture, and responsible stewardship of public assets.

2. Scope

2.1. This policy applies to the naming and renaming of all Civic Facilities owned, operated, or maintained by the City of West Kelowna.

2.2. This policy does not apply to any commercial or sponsorship naming of Civic Facilities.

3. Definitions

3.1. "Civic Facility" means a building, structure, or property owned, operated, or maintained by the City for public service, recreation, cultural, administrative, or community purposes.

3.2. "Commemorative Names Reserved List" means a Council-approved list created through an official City process for commemorative naming considerations.

4. Policy Statement

4.1. Naming Standards

The City will consider the following criteria when naming Civic Facilities:

- reflect neighbourhood characteristics and community connection;
- reflect local geography, natural features, history, culture, or community character;
- support community identity and sense of place;
- be clear and easily understood by residents and visitors;
- support wayfinding and public recognition;
- avoid duplication of existing facility names where confusion may result; and
- consider commemorative names in accordance with the City's Commemorative Recognition and Naming Policy.

4.2. Facility Renaming

Existing Civic Facility names will generally be retained and should only be changed where there is a compelling operational, commemorative, sponsorship, public safety, or community interest reason to do so.

4.3. Staff Responsibilities

Staff are responsible for:

- determining when a Civic Facility requires a name; and
- bringing forward options related to the naming standards identified in this policy for Council's consideration when a new Civic Facility is created or renaming of an existing civic facility is being considered; and
- coordinating any public engagement processes approved by Council when selecting a new Civic Facility name; and
- providing Civic Facilities naming recommendations to Council; and
- providing the Commemorative Names Reserved List for Council's consideration of alternative commemorative names.

4.4. Council Responsibilities

Council is responsible for:

- considering and approving/rejecting recommended Civic Facility names;
- considering and approving alternate park names from the Commemorative Names Reserve List; and
- approving and directing staff to coordinate public engagement initiatives for Civic Facility names, as per this policy.

5. Related Policies or Procedures

5.1. Commemorative Naming Policy No. 0012
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 #	C267/26	
Signature	*[Original signed by Mayor]* MAYOR	

7. Additional Information

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