



**City of
Lloydminster**

Policy

Policy Title:	Honorary Naming of Assets	Policy Number:	320-02
Date of Adoption:	April 6, 2020	Motion Number:	92-2020
Date of Amendment:		Motion Number:	
Sponsoring Department:	Operations		

1. Purpose:

- 1.1. To establish clear guidelines for an equitable, and transparent process for the naming and renaming of City Assets in honor of persons, groups, or organizations.

2. Definitions:

Administration	An employee, contract employee or volunteer of the City of Lloydminster.
Asset	For the purposes of this policy, Asset means property owned by the City of Lloydminster, regarded to have value. This includes but is not limited to streets, trails, and greenspaces.
City	The corporation of the City of Lloydminster.
Council	A group of individuals elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a member of Council.

3. Scope:

- 3.1. This policy applies to all members of Council and Administration.
- 3.2. This policy shall not apply to City facilities.

4. Eligibility:

- 4.1. A person, group or organization may be eligible to have a City Asset named after them, for:
 - 4.1.1. recognition of meritorious service;
 - 4.1.2. recognition of a person having accomplished a great feat in athleticism, science, technology, education, politics, or other similar individual area of accomplishment;

- 4.1.3. contribution in a significant way to the development of the community or region;
- 4.1.4. serving at least two consecutive terms in municipal government, or as an MLA or MP representing the community;
- 4.1.5. contribution as determined by the City Manager to be so significant that it should be recognized with this honor; or
- 4.1.6. in commemoration of a member of the community or region.

5. Application

- 5.1. All requests for naming rights of City Assets shall be submitted in writing to the Executive Manager of Operations.
- 5.2. Administration shall review all requests to determine if it meets the criteria identified in Section 4 of this Policy, also considering the following:
 - 5.2.1. Any potential conflict with another named Asset; ensure that there are no conflicts or concerns with the suggested name and that it is in good taste and respectful of all members of the community; and
 - 5.2.2. Costs associated with the change of name.

6. Approval:

- 7.1 Administration shall present Council with all requests for honorary naming and renaming of City Assets deemed to have met the requirements as outlined within this Policy, at a Regular Council Meeting for decision.

7. Responsibility:

- 7.1. City Council shall review and approve all policies.
- 7.2. City Administration shall administer the policy using a supporting procedure.
- 7.3. Sponsoring Department is responsible for creating and amending a supporting procedure.
- 7.4. This Policy shall be reviewed in accordance with the Governance Documents Policy.