

**CITY of WINNIPEG
PARK NAMING GUIDELINES
(Public Handout)**



The following guidelines are provided to assist the public with the park naming process. This process includes:

- Public open space areas used for the purpose of recreation activity
- Trails & pathways

City parks can be named using the following criteria:

Geographic Location

- Name of a site is derived from an adjacent street, surrounding neighbourhood, ward or community

Historic Event

- Commemorates a significant event (recent, past or global)

Geologic/Natural Feature

- Acknowledges land formations, flora, and fauna on the site or typical of the broader region both past and present

Rectify existing name:

- Rectifies existing inappropriate, misleading or ineffectual site names

Personages

- Individual recognition for philanthropy, historical prominence, political achievements, outstanding volunteer service to the City or community or major contributions of personal time or money towards the development of a particular site

Organizations

- Organizations such as civic, fraternal, social or veterans groups which have been generally acknowledged to have contributed substantially to promoting and improving the quality of life for the citizens of the city, province or country.

Steps for submitting a park name:

Proposals for new a park name must be presented to the Community Committee responsible for the area that the park is located. The Community Committee will forward proposals to the *Standing Policy Committee on Protection and Community Services* for administrative review.

1. Contact the ward councillor to discuss the park naming proposal (see www.winnipeg.ca under City Hall for specific contact information).
2. Prepare a letter for Community Committee suggesting the new park name. Provide background information that supports this request. (ex: documents, newspaper articles, facts)
3. Check date for the next Community Committee meeting (www.winnipeg.ca under City Hall)
4. Contact the committee clerk and advise that you will be submitting a park naming request and meeting date it will be supplied for (see www.winnipeg.ca under City Hall for specific contact information).

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What happens next?

The park naming proposal will proceed through a full administrative review process to ensure the recommended park name is acceptable. This piece of the process can take a minimum of 3 months to complete.

1. If the motion is supported by Community Committee it is forwarded to the *Standing Policy Committee on Protection and Community Services* (SPC) to be dealt with at their next scheduled meeting (see meeting schedule www.winnipeg.ca under City Hall).
2. If SPC supports the motion they will request that city administration (Parks and Open Space Division) prepare a report for their review which provides additional research and recommendation(s).
3. This report must be approved by the Public Works Director and the Chief Administrative Officer before being placed on the SPC agenda.
4. Once placed on the agenda the SPC will approve/deny the park naming request and the appropriate parties will be notified.
5. If park name is approved the Parks and Open Space Area Superintendent would be responsible for next steps (example: ensuring city park naming inventory is updated)

How to track the progress of a park naming request

The City of Winnipeg Decision Making Information System (www.winnipeg.ca under City Hall) provides access to minutes and agendas. Check the progress of a park naming request by clicking on the appropriate Community Committee or on the Standing Policy Committee on Protection and Community Services.