



CHESTERMERE

Policy Name: Commemorative Naming Policy

Policy Number: 863

Effective Date: May 26, 2026	Approved By: Mayor and Council
Policies Amended / Rescinded: N/A	Policy Type: Council

1. Purpose

The purpose of this Policy is to establish a clear, consistent, and transparent framework for the Commemorative and recognition-based naming of municipal assets in the City of Chestermere. This Policy enables the City to recognize individuals, families, groups, or events whose exceptional contributions, service, achievements, or historical significance have made a lasting and meaningful impact on the community, while ensuring alignment with municipal values, heritage considerations, and sound governance.

2. Scope

- 2.1** This Policy applies to the non-commercial, commemorative, or recognition-based naming of City-owned or managed assets, including but not limited to parks, roadways, facilities, structures, services, and events.
- 2.2** This Policy does not apply to donations, sponsorships, or naming rights, which are governed by Policy #858, being the Sponsorship, Donation, and Naming Rights Policy.



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3. Definitions

For the purposes of this Policy:

- 3.1 **“Asset”** means any City-owned or managed property, program, service, or event that may be eligible for naming (e.g. facilities, parks, digital platforms, events).

- 3.2 **“Civic Street Name”** means the primary and functional name of a street used for purposes such as mail delivery, and property records.

- 3.3 **“Commemorative Street Name”** means a secondary name assigned to a street to honour an individual, family, group, or event. This name does not affect the Civic Street Name.

- 3.4 **“Committee”** means the Chestermere Municipal Heritage Advisory Committee (CMHAC).

- 3.5 **“Council”** means the elected Council of the City of Chestermere duly elected Mayor and Councillors of the City of Chestermere.

- 3.6 **“Commemorative Naming”** means the non-commercial naming of a municipal asset to honour or commemorate an individual, family, group, or event in recognition of exceptional service, achievement, contribution, or historical significance.

- 3.7 **“Honouree”** means the individual, family, group, or event proposed for recognition through a commemorative name.



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4. Guiding Principles

- 4.1** Commemorative naming is an exceptional form of recognition and shall be reserved for contributions or achievements of enduring value to the City of Chestermere.
- 4.2** All commemorative naming shall be non-commercial and shall not involve financial consideration, sponsorship, or naming rights agreements.
- 4.3** Names must be respectful, inclusive, non-discriminatory, and aligned with community values, City policies, and applicable legislation.
- 4.4** Consideration shall be given to local historical context, cultural significance, Indigenous heritage, and the relevance of the honouree to the municipal asset being named.
- 4.5** Decisions shall be made in a fair, transparent, and accountable manner.

5. Eligibility Criteria

- 5.1** Commemorative or recognition-based naming may be considered for individuals, families, groups, or events that have demonstrated significant and sustained contributions to the social, cultural, historical, environmental, civic, or philanthropic life of the City of Chestermere.
- 5.2** Contributions or achievements should demonstrate long-term positive impact and be broadly recognized as noteworthy within the community.
- 5.3** Posthumous recognition is permitted.



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5.4 Sitting members of Council, City boards or Committees, or Administration are not eligible for Commemorative or recognition-based naming during their term of service.

6. Submission and Review Process

6.1 Proposals for commemorative or recognition-based naming may be submitted by members of the public, developers, builders, City Administration, or Council.

6.2 All proposed commemorative naming requests shall be forwarded to the Chestermere Municipal Heritage Advisory Committee (CMHAC) for review, deliberation, and recommendation.

6.3 A completed request form shall be submitted and must include, at a minimum, the following information:

6.3.1 The proposed name and the municipal asset to be named;

6.3.2 A written rationale describing the honouree's contributions and significance to the City of Chestermere;

6.3.3 Relevant historical or background information; and

6.3.4 Written consent from the honouree or, where applicable, their family or legal representative.

6.4 The Committee shall evaluate proposals for consistency with this Policy, heritage and historical considerations, and community relevance, and where applicable, the appropriateness of a proposed Civic Street Name or Commemorative Street Name and shall forward a recommendation to Council for consideration.



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7. Council Approval

7.1 Council retains final authority for the approval, modification, or rejection of all commemorative naming proposals.

7.2 Council may:

7.2.1 Approve the proposed commemorative name, including the designation of a Civic Street Name or a Commemorative Street Name, where applicable;

7.2.2 Decline the proposal; or

7.2.3 Refer the proposal back to the Committee for further consideration.

8. Commemoration and Implementation

8.1 Upon Council approval, recognition may include the official naming of a municipal asset, including, where explicitly approved by Council, the assignment or change of a Civic Street Name, or the designation of a Commemorative Street Name, and, where appropriate, commemorative signage or plaques.

8.2 All signage and commemorative elements shall comply with applicable Bylaws, accessibility requirements, safety standards, and City branding guidelines.

8.3 The City may acknowledge approved Commemorative naming at a Council meeting or through other appropriate public recognition.



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9. Administration

9.1 City Administration is responsible for coordinating the implementation of commemorative naming approved by Council, including maintaining a registry of commemorative names, associated signage, and communications.

9.2 The Chestermere Municipal Heritage Advisory Committee (CMHAC) fulfills the advisory role for commemorative and recognition-based naming matters.

10. Roles and Responsibilities

10.1 Applicants are responsible for submitting complete and accurate information in support of commemorative and recognition-based naming proposals.

10.2 The Chestermere Municipal Heritage Advisory Committee (CMHAC) reviews commemorative and recognition-based naming proposals and provides recommendations for Council.

10.3 City Administration serves as the coordinating body for commemorative and recognition-based naming by facilitating submissions, supporting the review process, and advancing Committee recommendations to Council for consideration, as well as implementing Council-approved naming.

10.4 City Council has final authority to approve, modify, or reject commemorative and recognition-based naming proposals.

11. Review

11.1 This Policy shall be reviewed periodically to ensure continued relevance, clarity, and alignment with community values, legislative requirements, and municipal best practices.



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Resolution Number: 260526-16

X 

Mayor, Shannon Dean

X 

Chief Administrative Officer, Kent Edney

Last Review Date: May 26, 2026

Next Review Date: May 2030

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