

**EXECUTIVE COMMITTEE OF COUNCIL**

**TO:** MAYOR AND COUNCILLORS

**SUBJECT: INTERIM GUIDELINES AND PROCEDURES FOR NAMING CIVIC ASSETS**

**RECOMMENDATION:**

**THAT** the Interim Guidelines and Procedures for Naming Civic Assets be updated as shown in Attachment 3 of the report titled “Interim Guidelines and Procedures for Naming Civic Assets” dated July 7, 2025, of the Executive Committee of Council meeting.

**REPORT**

The Executive Committee of Council, at its meeting held on July 7, 2025, received and adopted the attached report seeking Council’s authorization to update the Interim Guidelines and Procedures for Naming Civic Assets.

On behalf of the Executive Committee of Council,

Councillor S. Dhaliwal  
Chair

Councillor P. Calendino  
Vice Chair

**TO:** EXECUTIVE COMMITTEE OF COUNCIL (ECC)  
**FROM:** GENERAL MANAGER PLANNING AND DEVELOPMENT  
**SUBJECT:** **INTERIM GUIDELINES AND PROCEDURES FOR NAMING CIVIC ASSETS**  
**PURPOSE:** To seek Council's authorization to update the Interim Guidelines and Procedures for Naming Civic Assets.

## **RECOMMENDATION**

**THAT** the Interim Guidelines and Procedures for Naming Civic Assets be updated as shown in Attachment 3 of the report titled "Interim Guidelines and Procedures for Naming Civic Assets" dated July 7, 2025.

## **1.0 POLICY SECTION**

This report is supported by the following documents:

- Burnaby Procedure Bylaw (2024);
- Terms of Reference for the Executive Committee of Council (2025);
- Interim Guidelines and Procedures for Naming Civic Assets (2024); and
- Civic Buildings – Council Official Opening Plaques Policy (2024).

## **2.0 BACKGROUND**

The Executive Committee of Council (Executive Committee) is responsible for making recommendations to Council on the naming of civic assets, including parks, civic buildings, and facilities, and for recommending approval of the design and content of commemorative plaques to be installed in civic assets, including plaques commemorating the namesake of an asset, and building opening plaques.

At its December 16, 2024 meeting, Council adopted new Interim Guidelines and Procedures for Naming Civic Assets.

## **3.0 GENERAL INFORMATION**

On March 11, 2025, Council adopted two recommendations from the Executive Committee:

- 1) to amend the Interim Guidelines and Procedures for Naming Civic Assets so that all discussions and recommendations occur in closed meetings until Council has approved the name (Attachment 1).

- 2) to amend the Terms of Reference for the Executive Committee to assign responsibility for review and recommendation to Council for wording and content for commemorative plaques installed in parks, civic buildings and facilities to the Executive Committee (Attachment 2).

This report seeks authorization to update the Interim Guidelines and Procedures for Naming Civic Assets to reflect these two amendments, by incorporating the new wording shown in Attachment 3. Attachment 3 provides a comparison of the text of the procedures adopted by Council on December 16, 2024 alongside the new text being proposed by this report.

#### **4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

Not applicable.

#### **5.0 FINANCIAL CONSIDERATIONS**

Not applicable.

Respectfully submitted,

Lee-Ann Garnett, Deputy General Manager Planning and Development, on behalf of  
E. W. Kozak, General Manager Planning and Development

#### **ATTACHMENTS**

Attachment 1 – ECC Committee Cover Report: Interim Guidelines and Procedures for Naming Civic Assets (March 11, 025)

Attachment 2 – ECC Committee Cover Report: Terms of Reference for ECC (Approval of Wording on Plaques) (March 11, 025)

Attachment 3 – Proposed changes to the Interim Guidelines and Procedures for Naming Civic Assets

#### **REPORT CONTRIBUTORS**

This report was prepared by Lisa Codd, Planner 2 and reviewed by Lily Ford, Planner 3, Johannes Schumann, Director Community Planning, Juli Halliwell, General Manager Corporate Services.