



City of St. Albert  
**CITY COUNCIL POLICY**

Municipal Naming

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C475-2010	08 30		C667-2010	11 22
					C177-2013	05 06

## Purpose

To provide a consistent framework for the naming of municipally owned buildings, significant infrastructure, neighbourhoods, roadways, and parks for the City of St. Albert.

## Policy

St. Albert is known for its alphabetically assigned neighbourhood names and corresponding roadway names commencing with the first letter of the respective neighbourhood name. As the City continues to grow, remaining available letters shall be used for new neighbourhoods where appropriate and upon agreement between the City and the developer proposing the new neighbourhood. Duplicate alphabetically assigned neighbourhood names may also be considered.

Naming a municipally owned building, significant infrastructure, or arterial roadway may be initiated by Council or by a written request to Council by a resident of St. Albert, organization or group within St. Albert, or Administration. These names shall be approved by Council.

Naming of neighborhoods shall be initiated by the developer proposing the new neighbourhood. These names shall be approved by Council.

Local and collector roadway names and neighbourhood park names shall be initiated by the developer or the City Manager or designate. These names shall be approved by the City Manager or designate, in accordance with this Council policy.

This policy will be reviewed every five years.

## Definitions

“Arterial road” means a public roadway built to City standards for arterial roadways.

“City” means the City of St. Albert.

“City Manager” means the Chief Administrative Officer as appointed by the Council of the City of St. Albert.

“Council” means the municipal council of the City of St. Albert.



“Existing Names List” (ENL) means an internal inventory of names already in use that is maintained by the Records and Planning and Development Departments.

“FOIP” means Alberta’s *Freedom of Information and Protection of Privacy Act*.

“Municipally Owned Building” means any owned or wholly leased building by the City that primarily serves the public or normally functions for the provision of civic offices, services, and operations; examples include, but are not limited to: Division and Department offices, Public Works or Transit offices and shops, recreational facilities such as swimming pools or ice arenas, and other community service office buildings.

“Neighbourhood” means the areas identified on the Neighborhood Map (Attachment #1) and any new areas that become the subject of an approved Area Structure Plan or Area Redevelopment Plan.

“Park” means a neighbourhood, community, or regional park. A neighbourhood park is a local park meeting the recreational needs of the immediate neighbourhood. A community park serves at least two neighbourhoods or the broader community within the City. A regional park is a large-scale urban park that serves the needs of both the entire city and the region.

“Potential Significant Names List” (PSNL) means a Council approved list of historic or significant people or family names that could be used for neighbourhoods, parks, roadways, arterial roads, municipally owned buildings or significant municipal infrastructure.

“Roadway” means a public local or collector street built to City standards, and does not mean arterial road.

“Significant Infrastructure” means capital infrastructure owned by the City that is of a magnitude that it warrants being named; examples include, but are not limited to: transit stations, vehicular or pedestrian bridges, recognition monuments, trails, water reservoirs, and booster stations.

## **Responsibilities**

1. Council shall have the authority for naming of municipally owned buildings, significant infrastructure, and arterial roads as per the standards of this policy; neighbourhood names shall be established by way of approval from Council prior to Area Structure Plan Approval per the standards of this policy and related Administrative procedures.
2. The City Manager or designate shall have the authority for naming neighbourhood roadways and parks in accordance with this policy and related Administrative procedures.
3. The Technical Naming Review Panel, as designated by the City Manager, shall consist of representatives of the Planning & Development Department, Cultural Services Department, the Arts & Heritage Foundation, the Musee Heritage Museum and the St. Albert Historical Society and is responsible for maintaining and updating the Potential Significant Names List, a listing of names in use, recommending and/or reviewing potential names, and



providing other advice as required related to municipal naming matters as outlined in this policy, in accordance with this policy and related Administrative procedures.

## **Standards**

### **1. Scope of Policy**

- a. Naming for the purpose of this policy includes municipally owned or wholly leased buildings, significant infrastructure, neighbourhoods, roadways, and parks either within St. Albert or in other jurisdictions where applicable.
- b. This policy does not apply to:
  - i. Any facility which naming rights have been sold;
  - ii. St. Albert Place;
  - iii. City Facilities that are leased to third parties where the lease allows the lessee to name the facility for the term of the lease; or
  - iv. Any name recognition made conditional upon the exchange of money, land or services (sponsorships or donations). Name recognition through sponsorship and donation shall be negotiated by the City Manager or designate for approval by Council or in accordance with other Council policies or bylaws.

### **2. General Principles**

- a. The process of naming a municipally owned building, significant infrastructure, or arterial road may be initiated by Council through:
  - i. a call for submissions;
  - ii. a request made directly to Council by a Council member, citizen, group; or
  - iii. a request from Administration.
- b. Naming a municipally owned building or significant infrastructure after a person shall be commensurate with the contributions of the person being honoured and have regard to the person's achievements or areas of interest.
- c. Any name considered by Council for use is not to be excluded due only to a perceived difficulty of pronunciation.
- d. At the discretion and authority of Council the naming of any municipally owned building, significant infrastructure, neighbourhood, arterial road, roadway, or park may be repealed or renamed under circumstances where the name may be associated or recognized with significant dishonour to the community, province, or nation.
- e. All information considered by Council regarding the naming of a municipally owned building, significant infrastructure, or arterial road that may include the option of naming or renaming after an individual or organization shall be treated confidentially and be discussed in-camera. Once a decision has been made the public announcement will be made at the discretion of Council. Council shall treat these matters consistent with



Section 17 (“Disclosure harmful to personal privacy”) or Section 23 (“Local public body confidences”) of FOIP.

- f. Roadway and park naming shall follow good cartographic practices, enable geographic locations to be found quickly and without incident, shall be easily understood, and allow for systematic expansion as the community grows.
- g. Naming shall be consistent throughout the City and be used by all City departments.
- h. Naming reflecting Botanical Arts City Branding may be considered.

### 3. Municipally Owned Building or Significant Infrastructure Naming Guidelines

Council shall consider the following recognition guidelines when naming a municipally owned building or significant infrastructure after an individual:

- a. Be a resident of St. Albert for a minimum of ten (10) years and,
- b. Made a special contribution to the community in one or more of the following areas:
  - i. Service as an elected representative on City Council, a St. Albert School Board, or the Provincial or Federal Government for at least two terms.
  - ii. Service in a voluntary capacity in community organizations such as service clubs, cultural groups, ethnic organizations, community associations, or boards working to enhance the quality of life in St. Albert.
  - iii. Prominent pioneers and settlers of St. Albert.
  - iv. Dedication of a City staff member for a minimum of five years with the City and made significant contributions to enhance the quality of life in St. Albert.
  - v. Made a significant contribution in areas that have benefited the community such as: agriculture, the arts, education, business or industry, journalism, medicine, politics, science, recreation and sports on a local, national, or international scale to the extent that their actions have brought great honour to the City.
  - vi. Made a major contribution or sacrifice for the welfare or life of the community or Canada.
  - vii. In the circumstance of naming a civic building, contributed as a prominent role in advocating for the service being rendered by the building.
- c. Special circumstances may allow for the inclusion of a non-resident’s name if they meet the criteria outlines in 3 (b).
- d. Names used must be surnames. An exception may be made in cases where the individual is known primarily by first name.
- e. Municipally Owned Buildings shall be named:
  - i. To normally include their functional use such as “Fire Hall” or “RCMP” Building”, or “Arena” in the name where appropriate and applicable.
  - ii. At the discretion of Council, after an individual that meets the previous naming guidelines in Section 3 (a), 3 (b), or 3 (c) of this policy.



- f. Significant Infrastructure may be named:
  - i. After their functional use.
  - ii. At the discretion of Council, after an individual that meets the previous recognition guidelines in Section 3(a) or 3(b) of this policy.

#### 4. Naming of Arterial Roads

- a. Where possible, arterial roads shall be named after former mayors of St. Albert.
- b. The name of an arterial road shall change at St. Albert Trail, with the arterial road having a different name on the east and west sides of the Trail.

#### 5. Naming of Neighbourhoods and Roadways

- a. The City Manager or designate shall be responsible for the preparation of applicable bylaws for consideration of Council regarding the naming of neighbourhoods.
- b. Each neighbourhood in St. Albert shall normally begin with a different letter of the alphabet and roadway names within that neighbourhood are expected to begin with the same first letter as the name of the neighbourhood.
- c. As many of the more viable letters have already been used, new neighbourhoods may begin to duplicate the first letter of their name. When determining roadway names in a neighbourhood where a letter is duplicated, an overall defined theme shall be considered in consultation with the developer to distinguish roadways in the new neighbourhood from an existing neighbourhood using the same first letter and for ease of wayfinding and emergency service provision.
- d. Where possible, naming of a district by a defined theme or phases within a neighbourhood (i.e. commercial or industrial districts and phases) shall be considered in consultation with the developer or property owners in undertaking new development.
- e. Phases of a neighbourhood shall be allowed to be marketed under names that differ from the neighbourhood name including usage of a marketing name that begins with a letter that is different from the first letter of the neighbourhood name. Any entry signage shall be such that neighbourhood name prominence is equivalent to the marketing name. Marketing names shall have no official status.
- f. Where possible, names of people of historical or significant community contribution or names received as requests shall be utilized as roadway names.
- g. A roadway naming convention for a neighbourhood shall be consistent throughout the neighbourhood.
- h. Within a neighbourhood, a minimum of 25% of the roadways must use names from the PSNL and/or meet one of the following criteria:



- i. Local geography;
- ii. French language and heritage
- iii. Metis and aboriginal culture or tradition, or
- iv. Flora, fauna or other natural features, reflecting the City's botanical arts brand.

## 6. Park Naming

- a. Neighbourhood parks shall normally be named the same as the adjacent roadway.
- b. Community and regional parks shall either be named the same as the adjacent roadway in consultation with the developer, planning, and recreation, or with Council's approval if a different name appropriate for the park is proposed.

## 7. Potential Significant Names List (PSNL)

- a. The Technical Naming Review Panel shall coordinate the maintenance of an up-to-date Potential Significant Names List that shall be considered when naming a roadway.
- b. Annually as needed, the Technical Naming Review Panel shall:
  - i. Issue an invitation for the submission of potential names to add to the PSNL
  - ii. Review these names for their validity and appropriateness
  - iii. Present the updated inventory to Council for approval
- c. The Technical Naming Review Panel shall accept name requests for consideration provided that the following conditions are met:
  - i. Must be submitted in writing; and
  - ii. The submission shall provide the reason for the request, as well as any relevant information pertaining to historical, community, or cultural significance of the request.
  - iii. Following approval from Council, names shall be added to the Potential Significant Names List for future consideration; the acceptance of a request to consider a name, or its inclusion on the List, shall not guarantee the use of the suggested name.

## 8. Existing Names List (ENL)

- a. The Technical Naming Review Panel shall maintain a list of roadway names in use that have historic significance or that meet the other criteria outlined in Section 5.h.
- b. Once a name from the PSNL has been used, it will be removed from the PSNL.
- c. This ENL shall be updated annually.

## 9. Recognition



- a. Upon a public building, significant infrastructure, or an arterial roadway being named to honour an individual, a public recognition event shall be held by the City to commemorate the history or significant contributions of the individual.
- b. Upon a park or roadway name being assigned by Administration resulting from a naming request, a corresponding letter of acknowledgement from the City shall be sent to the person whom submitted the request.

10. Policy Review and Update

- a. This policy and its associated procedures will be reviewed in five years.

