



City of St. Albert
CITY COUNCIL POLICY

Municipal Naming

AUTHORITY
City Council

APPROVED

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CITY OF ST. ALBERT
CITY COUNCIL POLICY

<u>NUMBER</u>	<u>TITLE</u>
<u>C-CC-05</u>	<u>Municipal Naming</u>
<u>ORIGINAL APPROVAL DATE</u>	<u>DATE LAST REVISED</u>
<u>August 30, 2010</u>	<u>November 22, 2010</u> <u>May 6, 2013</u> <u>March 23, 2015</u>

Purpose

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

Policy Statement

Names are to reflect St. Albert's heritage and to recognize and commemorate noteworthy persons associated with St. Albert.

Scope

The scope of this policy applies to Council, City Administration, the Naming Committee, developers, and the public.

This policy does not apply to:

- Any facility which naming rights have been sold;
- _____



- St. Albert Place;
- City f
- Facilities that are leased to third parties where the lease allows the lessee to name the facility for the term of the lease; or
- 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 Chief Administrative Officer
- city Manager or designate for approval by Council or in accordance with other Council policies or bylaws; or
- Any development whose naming rights are under the jurisdiction of St. Albert school boards or the Province.

~~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

“Area Structure Plan” means a plan adopted by Council as an Area Structure Plan Bylaw pursuant to the Municipal Government Act that provides a framework for future subdivisions and development of an area.



“Arterial Road” means a road used for the movement of higher volumes of traffic, and typically located on the boundaries of Neighbourhoods. public street built to City standards for arterial streets and does not mean roadway.

“Asset” means a Municipally-Owned Building, Significant Infrastructure, Arterial Road, City Park, or Neighbourhood, for the purpose of this Bylaw.

“Chief Administrative Officer” means the person holding the office of Chief Administrative Officer of the City of St. Albert, or designate.

“City” means the municipal corporation of the City of St. Albert.

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

“City Park” means a major multi-purpose destination for structured and unstructured recreation, social gathering, and community events that attracts residents from across City and motivates people from the Capital Region to visit the City.

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

“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 and/or normally functions to provide City services and operations for the provision of civic offices, services, and operations; examples include, . Examples include, but are not limited to, : Division and Department offices, Public Works or Transit offices and shops, recreational facilities heritage buildings, civic office buildings, or fire halls. Recreational Facilities are excluded from this definition. such as swimming pools or ice arenas, and other community service office buildings.

“Naming Committee” means the committee responsible for reviewing and approving names submitted for the Significant Names List.

“Neighbourhood” means a residential area containing a mix of housing types, Neighbourhood type commercial uses, schools, and Neighbourhood Parks. 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 tract of land designated and used by the public for active and passive recreation. City Parks are excluded from this definition. 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.

“Recreational Facility” means a building or developed land that is maintained by the City for the purpose of recreational activity. Examples include, but are not limited to, aquatic facilities, sports fields, or baseball diamonds.

“Potential Names Inventory” means a Council approved inventory maintained by the City of potential names of historically significant people that could be used for neighbourhoods, parks, roadways, arterial roads, municipally owned buildings or significant municipal infrastructure.

“Roadway” means a local or collector road for the movement of lower volumes of traffic, and typically located within Neighbourhoods. Arterial Roads are excluded from this definition. a public local or collector street built to City standards.

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

“Significant Names List” or “SNL” means a list of names that has historical or significant value to St. Albert.

“Sponsor” means the City department responsible for overseeing and coordinating the process for naming.

“Stormwater Management Facility” or “SWMF” means a wetland or wet pond designed to temporarily store stormwater runoff in order to promote the settlement of runoff pollutants and to restrict discharge to predetermined levels to reduce downstream flooding and erosion potentials.

Responsibilities

1. Council is responsible for approving names for Assets in accordance with the standards of this policy. 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 Area Structure Plan approval of Council as per the standards of this policy and related Administrative procedures.



1. The Sponsor, whose operational mandate an Asset falls under, is responsible for overseeing and coordinating the naming process for that Asset. For example, a transit centre facility will be coordinated by the Transit Department, a sports field by the Recreation and Parks Department, etc.

2. _____

3. The Planning Branch~~The City Manager or designate~~ is responsible for approving names for ~~shall have the authority for naming~~ Neighbourhood ~~Roadways, and Parks, and Stormwater Management Facilities,~~ in accordance with this policy and related Administrative ~~Administrative~~ procedures.

3. _____

4. The Naming Committee~~Technical Naming Review Panel, as designated by the City Manager,~~ is responsible for reviewing and approving all names for the Significant Names List, and can provide advice related to municipal naming matters, as required and in accordance with this policy and related administrative procedures. The Naming Committee shall consist of one representative from each of the following City departments and external organizations:

a. of the Planning Branch;~~& Development Department,~~

b. Cultural Services;~~Department, t~~

c. Recreation & Parks;

d. Fire Services;

e. Policing Services;

f. Innovation & Technology Services;

g. The Arts & Heritage Foundation of St. Albert; and,~~the Musee Heritage Museum and~~

a-h. 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.~~

Service Standards / Expectations



Scope of Policy

~~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.~~

~~This policy does not apply to:~~

~~Any facility which naming rights have been sold;~~

~~St. Albert Place;~~

~~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~~

~~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.~~

General Naming Principles

~~1. Names can be submitted for consideration by Council members, City Administration, or the public at any time. The Naming Committee will vet and approve the names on the SNL in accordance with the naming criteria outlined within this policy. The process of naming a municipally owned building, significant infrastructure, or arterial road may be initiated by Council through:~~

~~1.~~

~~2. Names not currently on the SNL may be considered if the name conforms to the naming criteria.~~

~~2. a call for submissions;~~

~~3. Names of individuals must be their surnames. An exception may be made in cases where the individual is known primarily by their first name.~~

~~3. a request made directly to Council by a Council member, citizen, group; or~~

~~4. a request from Administration.~~

~~5.~~

~~6. 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.~~

~~7.~~

~~8.4. Any name considered by Council for use is not to be excluded due only to a perceived difficulty of pronunciation.~~

~~9. At the discretion and authority of Council, names 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.

~~10.5.~~

6. All information considered by Council regarding the naming of an Asset ~~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.

11.N

~~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.~~

7. ~~Roadway and park~~ naming shall follow good cartographic practices and, enable geographic locations to be found quickly and without incident to ensure efficient emergency response, utility services, mail delivery, and wayfinding. ~~s~~

12.8. Naming shall be easily ~~understood, and understood and~~ allow for systematic expansion as St. Albert grows. ~~the community grows.~~

~~Naming shall be consistent throughout the City and be used by all City departments.~~

~~Naming reflecting Botanical Arts City Branding may be considered.~~ Naming Criteria

9. Names must reflect significance to the City, which may consider the following:

Local geography:

a.

b. French language and heritage;

==

c. Metis and aboriginal culture or tradition; or

d. Flora, fauna, or other natural features, reflecting the City's ~~B~~otanical ~~A~~rts City brand.



10. Names of an individual, group, or organization, must meet the following criteria:

a. The individual ~~Be~~ must have been a resident of St. Albert for a minimum of ten (10) years; ~~and/or~~;

~~The individual, group, or organization must have~~

a. ~~M~~ made a special contribution to the community in one or more of the following areas:

b.

i. ~~Service as an elected representative on City Council, a St. -Albert s School b Board, or the p Provincial or f Federal g Government for at least two (2) terms;~~

i.

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;~~

ii.

iii. ~~Prominent pioneers and settlers of St. Albert;~~

iii.

iv. ~~Dedication of a City staff member for a minimum of five (5) years with the City and made significant contributions to enhance the quality of life in St. Albert;~~

iv.

v. ~~Made a significant contribution~~ Made a significant contribution s Service in areas that have benefited the community such as: agriculture, the arts, education, business or industry, journalism, medicine, politics, science, recreation, human rights and environmental stewardship, and sports on a local, national, or international scale, to the extent that their actions have brought great honour to the City;

v.

vi. ~~Made a major contribution or sacrifice for the welfare or life of the community or Canada;~~ or ;

vii. ~~In the circumstance of naming a civiCic building, contributed as a prominent role in advocating for the service being rendered by the building.~~ Asset.



Naming AssetsMunicipally owned Building or Significant Infrastructure Naming Guidelines

11. The Sponsor of the Asset shall refer to the SNL for an appropriate name. Should an appropriate name not be on the SNL, the proposed name shall comply with the naming criteria outlined within this policy, and will not require approval by the Naming Committee.

12. The Sponsor may request input from the Naming Committee, user groups, stakeholders, or the public, regarding the naming of an Asset.

13. The Sponsor will recommend a name to Council and provide rationale to support the recommendation. Alternative recommendations may also be provided.

~~13. Council shall consider the following recognition guidelines when naming a municipally owned building or significant infrastructure after an individual:~~

~~14.~~

~~15.1. Be a resident of St. Albert for a minimum of ten (10) years and/or,~~

~~16.1.~~

~~17.1. Made a special contribution to the community in one or more of the following areas:~~

~~18.1. Service as an elected representative on City Council, a St. Albert School Board, or the Provincial or Federal Government for at least two terms.~~

~~19.1. 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.~~

~~20.1. Prominent pioneers and settlers of St. Albert.~~

~~21.1. 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.~~

~~22.1. 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 on a local, national, or international scale to the extent that their actions have brought great honour to the City.~~

~~23.1. Made a major contribution or sacrifice for the welfare or life of the community or Canada.~~

~~24.1. In the circumstance of naming a civic building, contributed as a prominent role in advocating for the service being rendered by the building.~~

~~25.~~

~~26. Municipally-Owned Buildings shall be named to ed:~~

~~27. To normally include their functional use, where appropriate. Examples include, but are not limited to, such as "Fire Hall", the City Department's~~



name, etc. or “RCMP” Building”, or “Arena” in the name where appropriate and applicable.
~~28-14.~~ At the discretion of Council, after an individual that meets the previous naming guidelines in Section 3(a) or 3(b) of this policy.

~~29.~~ Significant Infrastructure ~~shall~~ may be named:

~~30-~~ to include their functional use, where appropriate. Examples include, but are not limited to, “Bridge”, “Transit Station”, etc. .

~~15.~~

~~At the discretion of Council, after an individual that meets the previous recognition guidelines in Section 3(a) or 3(b) of this policy.~~

Naming of Arterial Roads

~~16.~~ Where possible, an Arterial Road shall be named after former mayors of St. Albert.

~~31-~~

~~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.~~

Naming of Neighbourhoods and Roadways

~~17.~~ Neighbourhood names must be approved by Council prior to the approval of its Area Structure Plan.

Naming Parks

1. Parks, excluding City Parks, should have the same name as their adjacent Roadway.

2. The naming of City Parks shall be in accordance with the naming process for Assets.

3. The park shall be named to include its functional use, i.e. “Park”.

Naming Recreational Facilities

4. Recreational Facilities shall be named after the park in which the facility resides in, where appropriate.

5. The facility shall be named to include their functional use, where appropriate. Examples include, but are not limited to, “Field”, “Arena”, etc.

6. Should the name deviate from this process, the Sponsor shall follow the process for naming Assets, and the name is to be approved by Council.

~~The City Manager or designate shall be responsible for the preparation of applicable bylaws for consideration of Council regarding the naming of neighbourhoods.~~



Naming Roadways

~~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.~~

~~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.~~

~~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.~~

- ~~4.—The naming structure for Roadways within the Neighbourhood should either: 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.~~

~~7.—~~

- ~~a. begin with the first letter of its Neighbourhood name; or~~
- ~~b. follow a theme (i.e. sports, local plant species, French language).~~

- ~~2. Where possible, names of people of historical or significant community contribution or names received as requests shall be utilized as roadway names.~~

~~3.—~~

- ~~4. A roadway naming convention for a neighbourhood shall be consistent throughout the neighbourhood.~~

- ~~8. Roadway names generally begin with the same first letter as the name of its Neighbourhood.~~

- ~~5.9. Within a neighbourhood, a minimum of 25% of the roadways names within a Neighbourhood must use names from the PSNL and/or meet one of the following criteria:~~

~~Local geography;~~

~~French language and heritage~~

~~Métis and aboriginal culture or tradition, or~~

~~Flora, fauna or other natural features, reflecting the City's botanical art brand.~~

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Park Naming

~~Neighbourhood parks shall normally be named the same as the adjacent roadway.~~

Naming Stormwater Management Facilities

~~6.—~~

~~10. Stormwater Management Facilities shall be named after the Neighbourhood in which it resides in, and numbered based upon the number of Stormwater Management Facilities within the same Neighbourhood, as identified in its Area Structure Plan.~~

~~11. Stormwater Management Facilities shall be named to include their functional use, i.e. “Stormwater Management Facility” or “SWMF”.~~

~~Community and regional parks shall either be named, in consultation with the developer:~~

~~By the City Manager or designate if the name is the same as the adjacent roadway through the authority~~

~~With Council’s approval if a different name appropriate for the park is proposed.~~

Potential Significant Names List (PSNL)

~~The Technical Naming Review Panel shall maintain an up-to-date Potential Significant Names List that shall be considered when naming a roadway.~~

~~Annually, the Technical Naming Review Panel shall:~~

~~Issue an invitation for the submission of potential names to add to the PSNL~~

~~Review these names for their validity and appropriateness~~

~~Present the updated inventory to Council for approval~~

~~The Technical Naming Review Panel shall accept name requests for consideration provided that the following conditions are met:~~

~~Must be submitted in writing; and~~

~~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.~~

~~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.~~

Existing Names List (ENL)

~~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.~~

~~Once a name from the PSNL has been used, it will be removed from the PSNL.~~



~~This ENL shall be updated annually.~~

Public Recognition

~~7.12. Upon a public building, significant infrastructure, or an arterial roadway being named Should Council approve a name in to honour of an individual, a public recognition event shall may be held by the City to commemorate the history or significant contributions of the individual.~~

~~32. 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.~~

Legal References~~Policy Review and update~~

Municipal Government Act, R.S.A., 2000 c.M-26

Cross References

Administrative Directive A-P&E-03 – Municipal Naming

Administrative Directive A-CS-14 – Fund Development Policy

<u>DATE REVIEWED</u>	<u>NEXT REVIEW DATE</u>	<u>REVISIONS</u>
<u>Date – Department</u>	<u>Date – Department</u>	<u>Date – Resolution No.</u>

~~This policy and its associated procedures will be reviewed in three years.~~

