



## CITY OF ST. ALBERT CITY COUNCIL POLICY

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

### Purpose

To provide a consistent naming process and framework 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 facilities that are leased to third parties where the lease allows the lessee to name the facility for the term of the lease;
- 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 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.

## 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.

“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 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 functions to provide City services and operations. Examples include, but are not limited to, heritage buildings, civic office buildings, or fire halls. Recreational Facilities are excluded from this definition.

“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.

“Park” means a tract of land designated and used by the public for active and passive recreation. City Parks are excluded from this definition.

“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.

“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.

“Significant Infrastructure” means capital infrastructure owned by the City and of a magnitude that warrants being named. Examples include, but are not limited to, transit stations, vehicular or pedestrian bridges, recognition monuments, water reservoirs, or 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.
2. 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.
3. The Planning Branch is responsible for approving names for Neighbourhood Roadways, Parks, and Stormwater Management Facilities, in accordance with this policy and related administrative procedures.
4. The Naming Committee 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 consists of one representative from each of the following City departments and external organizations:
  - a. Planning Branch;
  - b. Cultural Services;
  - c. Recreation & Parks;
  - d. Fire Services;
  - e. Policing Services;

- f. Innovation & Technology Services;
- g. The Arts & Heritage Foundation of St. Albert; and
- h. The St. Albert Historical Society.

## **Service Standards / Expectations**

### 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.
2. Names not currently on the SNL may be considered if the name conforms to the naming criteria.
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.
4. Any name considered by Council for use is not to be excluded due only to a perceived difficulty of pronunciation.
5. At the discretion and authority of Council, names may be repealed or renamed under circumstances where the name may be associated or recognized with significant dishonour to the community, province, or nation.
6. All information considered by Council regarding the naming of an Asset, 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. 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.
8. Naming shall be easily understood and allow for systematic expansion as St. Albert grows.

### Naming Criteria

9. Names must reflect significance to the City, which may consider the following:
  - a. Local geography;

- b. French language and heritage;
- c. Metis and aboriginal culture or tradition; or
- d. Flora, fauna, or other natural features, reflecting the City's *Botanical Arts City* brand.

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

- a. The individual must have been a resident of St. Albert for a minimum of ten (10) years; or
- b. The individual, group, or organization must have made a special contribution to the community in one or more of the following areas:
  - i. Service as an elected representative on Council, a St. Albert school board, or the provincial or federal government for at least two (2) 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 (5) years with the City and made significant contributions to enhance the quality of life in St. Albert;
  - v. Made a significant contribution 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;
  - vi. Made a major contribution or sacrifice for the welfare or life of the community or Canada; or
  - vii. Contributed as a prominent role in advocating for the service being rendered by the Asset.

### Naming Assets

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.
14. Municipally-Owned Buildings shall be named to include their functional use, where appropriate. Examples include, but are not limited to, “Fire Hall”, the City Department’s name, etc.
15. Significant Infrastructure shall be named to include their functional use, where appropriate. Examples include, but are not limited to, “Bridge”, “Transit Station”, etc.
16. Arterial Roads shall be named after former mayors of St. Albert.
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.

#### Naming Roadways

7. The naming structure for Roadways within the Neighbourhood should either:
  - a. begin with the first letter of its Neighbourhood name; or
  - b. follow a theme (i.e. sports, local plant species, French language).
8. Roadway names generally begin with the same first letter as the name of its Neighbourhood.
9. A minimum of 25% of the Roadway names within a Neighbourhood must be from the SNL.

#### Naming Stormwater Management Facilities

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”.

#### Public Recognition

12. Should Council approve a name in honour of an individual, a public recognition event may be held by the City to commemorate the history or significant contributions of the individual.

#### **Legal References**

*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*

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
Date – Department	Date – Department	Date – Resolution No.