

CITY NAMING

Date Issued: September 5, 2013

Mandated by: Council

Current Revision: January 24, 2023 – R13-23

Cross Reference:

- City Naming Procedure GOV-002-C
- Bylaw 1873

Next Review: January 1, 2028

Responsibility: Director, Legislative Services

1. PURPOSE

This Policy and its supporting Procedure regulate how the City selects and applies names to Roadways, Neighborhoods, Municipal Parks, and Facilities within the City of Fort Saskatchewan.

2. POLICY

Council wishes to establish a coordinated and consistent approach to the naming of Neighbourhoods or parts thereof, Roadways, Municipal Parks, and Facilities and that, wherever possible, the names reflect the City's unique history, culture, and significant contribution of community members and groups.

3. DEFINITIONS

- 3.1 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 3.2 *City Manager* – means the Chief Administrative Officer of the City, or their designate.
- 3.3 *Council* – means the Mayor and Councillors of the City, both together and individually, who have been elected pursuant to the *Local Authorities Election Act*.
- 3.4 *Director, Legislative Services* – means the person appointed to the position by the City Manager.
- 3.5 *Facilities* – means a building owned by the City.
- 3.6 *Municipal Parks* – means an area that is designated as a public park for the purposes of recreation.
- 3.7 *Name Registry* – means the list of individual names, approved by Council resolution, to be included on the Naming Registry for future naming of Roadways, Neighborhoods, subdivisions, Municipal Parks, and public Facilities.

3.8 *Neighbourhood* – means an area forming a community within the City.

3.9 *Outline Plan* – means the detailed plan for the development of a specific area of land.

3.10 *Roadway* – means lands used as a public road.

3.11 *Subdivision Authority* – means the City Manager or other City administration, as delegated to set rules or exercise powers and duties related to City subdivision matters on behalf of the City.

4. GUIDING PRINCIPLES

4.1 Naming Principles:

- 4.1.1 Names should be unique, appropriate, and not easily confused with other names currently in use.
- 4.1.2 Reflect the City's heritage, its celebrated history of Indigenous and Settler cultures and traditions, community spirit, diversity, geographical features, the flora, fauna and natural features of the community and other attributes that are representative of the City or region.
- 4.1.3 Representative of individuals who were instrumental in the development of the City or have contributed and/or participated in a broad range of public service and community activities.
- 4.1.4 Recognition is not restricted to City residents.
- 4.1.5 Names may be proposed by the public, Council, or City staff for inclusion in the Name Registry.
- 4.1.6 Names which are derived from contemporary popular culture will not be supported unless the name has a historical relevance to the City.
- 4.1.7 Names are not to be excluded from the Naming Registry solely based on perceived difficulty of pronunciation.
- 4.1.8 Council, at its discretion, may alter, amend, or waive any requirements of this Policy and the associated Procedure to meet unique or extenuating circumstances, including the renaming of City assets or removing names from the Name Registry where the name may be associated or recognized with significant dishonour to the City, community, Province or Country.

4.2 Neighborhoods and Roads

- 4.2.1 Final approval of names for Neighbourhoods and Roadways shall rest with the Subdivision Authority.
- 4.2.2 The name and assigned prefix or suffix shall not be duplicated, similar sounding, or phonetically similar for any Neighborhood, subdivision, or Roadway.

- 4.2.3 If a theme is assigned to a Neighborhood through an approved Outline Plan, unless otherwise approved by Council, the name of all Roadways within the Neighborhood shall be consistent with the theme for the Neighborhood or Outline Plan area.

4.3 Municipal Parks and Facilities

- 4.3.1 Names for Municipal Parks and Facilities shall be selected from the Naming Registry.

- 4.3.2 Names should be reflective of:

- a) The organization responsible for the development of the Municipal Park or Facility;
- b) An outstanding contribution by an individual or organization to the capital cost of a Municipal Park or Facility; or
- c) An individual associated with the recreational activity for which the Municipal Park or Facility is used.

- 4.3.3 The selection of names may be used on one or more of the following:

- a) The geographic area in which the Municipal Park or Facility is located;
- b) An individual association with a recreational activity for which the Municipal Park or Facility is used;
- c) Horticultural, environmental, or cultural significance of the site;
- d) An individual of recognized status, for example political, humanitarian, or other field or endeavor;
- e) An organization responsible for the development of the Municipal Park or Facility; or
- f) An organization or individual who contributed significantly to the capital cost of a Municipal park or Facility.

- 4.3.4 When naming Municipal Parks or Facilities after individuals, the practice should be to use the names of individuals who are deceased, retired, or no longer active in their field and use the first name and surname of individuals and/or the family.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

- 5.1 City Council delegated responsibility for maintaining the Naming Registry to the City Manager.

- 5.2 The City Manager delegates responsibility for maintaining the Naming Registry and for the monitoring of this Policy and supporting Procedure GOV-002-C to the Director, Legislative Services.

- 5.3 Bylaw 1873 establishes the name of existing parks within the City.

CITY NAMING

Date Issued: August 15, 2014

Responsibility: Director, Legislative Services

Current Revision: January, 24, 2023 –
R16-23

Cross Reference:

- City Naming Policy GOV-002-C
 - Bylaw 1873
 - Naming Registry Application Form
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1. PURPOSE

The purpose of this Procedure is to provide Administration with the process for the naming of Neighborhoods, subdivisions, Roadways, Municipal Parks and public Facilities.

2. DEFINITIONS

- 2.1 *Arterial Roadway* – means a major, urban roadway with high-capacity traffic, which carries traffic between important centers of activity.
- 2.2 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 2.3 *City Manager* – means the Chief Administrative Officer of the City, or their designate.
- 2.4 *Council* – means the Mayor and Councillors of the City, both together as a whole or individually.
- 2.5 *Collector Roadway* – means a low to moderate capacity road that moves traffic from local streets to arterial roadways and designated to access residential neighborhoods.
- 2.6 *Facilities* – means a building owned by the City.
- 2.7 *Municipal Parks* – means an area that is designated as a public park for the purposes of recreation.
- 2.8 *Naming Registry* – means a submitted list of individual names, approved by Council resolution, to be included on the registry for future naming of Neighborhoods, subdivisions, Roadways, Municipal Parks and Facilities.
- 2.9 *Neighbourhood* – means an area forming a community within the City.
- 2.10 *Roadway* – means lands used as a public road.
- 2.11 *Subdivision Authority* – means the City Manager or other administration, as delegated to set rules or exercise powers and duties related to City subdivision matters on behalf of the City.

3. PROCEDURE

3.1 Application

- 3.1.1 Proposed names are received by the Legislative Services department from an interested person, group, or organization with written consent of an individual or family, as appropriate.
- 3.1.2 Proposed names shall be accompanied by rationale which provides biographical and/or historical information related to the name(s).
- 3.1.3 Proposed names will be received in confidence and reviewed in closed session by Council to request a decision on adding a name to the Naming Registry.
- 3.1.4 Application Criteria will include the level of involvement in, financial contribution towards, or historical relevance with:
 - a. Volunteer organizations;
 - b. Buildings;
 - c. Events;
 - d. Community projects, or
 - e. Other initiatives.
- 3.1.5 Public service or community activity is considered by assessing:
 - a. Amount of time contributed;
 - b. Number of times contributed;
 - c. How the individual was involved with the event or community initiative;
 - d. Was the individual a member of boards and committees.

3.2 Neighborhoods

- 3.2.1 Neighborhood naming requirements shall be submitted to the Subdivision Authority by the developer and specified in the Outline Plan, Neighbourhood Structure Plan or at the redistricting/subdivision planning stage.
- 3.2.2 Any changes to the names of existing Neighborhoods may be submitted to the Subdivision Authority for approval.

3.3 Redistricting

- 3.3.1 At the time an application for redistricting is submitted for approval to the Subdivision Authority, a compiled list of proposed subdivision and Roadway name(s) shall be provided in a tentative plan.
- 3.3.2 Upon approval by the Subdivision Authority, the final subdivision plan shall be appropriately labelled with the approved Roadway names.

3.4 Roadways

- 3.4.1 All Roadway names shall be determined by the Subdivision Authority, and as appropriate for configuration and function the Subdivision Authority may consider other naming conventions at the applicant's request, however final approval is at the discretion of the Subdivision Authority. Gate signs may be named differently from the roadway names, but must maintain the approved naming requirements of the subdivision.
- 3.4.2 Generally, the continuation of an existing Roadway will have the same name throughout the Neighborhood area.
- 3.4.3 Naming of existing unnamed roadways or changes in the names of existing subdivisions and roadways, shall be submitted to the Subdivision Authority for circulation, review, and approval.
- 3.4.4 Any changes to the names of existing local roads may be made to the Subdivision Authority for review and approval.