
CITY NAMING

Date Issued: September 5, 2013

Mandated by: Council

Current Revision: October 28, 2014

Cross-reference: Procedure GOV-002-C

Next Review Diarized: January 1, 2017

Responsibility: Director, Legislative
Services

PURPOSE

This policy and its supporting procedure regulates how the City names neighborhoods, subdivisions, roadways, municipal parks and City facilities within the City of Fort Saskatchewan.

POLICY

City Council desires a coordinated and consistent approach to the naming of neighbourhoods, subdivisions, roadways, municipal parks and City facilities, and that the names reflect Fort Saskatchewan's unique history, culture, or the significant contribution of community members and groups.

EXECUTIVE LIMITATIONS

1. Names should be:
 - (a) unique, appropriate and not easily confused with other names already in use;
 - (b) reflective of the heritage, geographical features, community spirit, flora or fauna, or any other attribute that is representative of Fort Saskatchewan or the region; and
 - (c) reflective of individuals who:
 - i. were instrumental in the development of Fort Saskatchewan;
 - ii. have contributed and/or participated in a broad range of public service and/or community activities.

Recognition of these persons shall not be restricted to City residents only, but may be extended to include persons who have made a significant contribution at a provincial, national or international level.

2. Names derived from contemporary popular culture, unless the name has an historical relevance to Fort Saskatchewan, will not be supported.
3. Names may be proposed by the general public, Council, or staff for inclusion in the Names Registry.
4. Council, at its discretion, may alter, amend, or waive any requirements of this policy to meet clearly unique or extenuating circumstances.
5. Neighbourhoods, Subdivisions and Roadways
 - (a) Final approval of names shall rest with the Subdivision Approving Authority.
 - (b) The name and assigned prefix or suffix shall not be duplicated, similar sounding, or phonetically similar for any neighbourhood, subdivision or roadway.
 - (c) In the event that a theme is assigned to a neighbourhood through an approved Outline Plan, unless otherwise approved by Council, the name of all roadways within the neighbourhood shall be consistent with the theme for the neighbourhood or Outline Plan area.

6. Municipal Parks and City Facilities
 - (a) Names for municipal parks and facilities shall be selected from the Names Registry.
 - (b) Notwithstanding Executive Limitation 6(a), whenever possible, preference will be given to those names that have been in the Names Registry the longest and have not been selected.
 - (c) Names should be reflective of:
 - i. the organization responsible for the development of the municipal park or facility;
 - ii. an outstanding contribution by an individual or organization to the capital cost of a municipal park or facility; or
 - iii. an individual associated with the activity, sport, etc., for which the municipal park or City facility is used.
 - (d) The selection of names may be used on one or more of the following criteria:
 - i. the geographic area in which the municipal park or facility is located;
 - ii. an individual associated with the activity, sport, etc., for which the municipal park or facility is primarily used;
 - iii. horticultural, environmental, or cultural significance of the site;
 - iv. a person of recognized stature, i.e., political, humanitarian, or some other field or endeavor;
 - v. an organization responsible for the development of the municipal park or facility, or
 - vi. an organization or individual who contributed significantly to the capital cost of a municipal park or facility.
 - (e) When naming municipal parks or facilities after individuals, the practice should generally be to use:
 - i. names of individuals who are deceased, retired, or no longer active in their field; and
 - ii. the given first name and surname of individuals and/or their family.

AUTHORITY/RESPONSIBILITY TO IMPLEMENT

1. The Legislative Services Department is responsible to establish and maintain a Names Registry for the implementation and compliance monitoring of this policy.
2. The Director, Legislative Services is authorized to establish procedures to provide for the application of this policy.
3. Bylaw 1873 establishes the name of a number of existing parks within the City of Fort Saskatchewan.

City Manager

CITY NAMING

Date Issued: August 15, 2014

Responsibility: Legislative Services

Current Revision: October 28, 2014

Cross Reference: Policy GOV-002-C

Next Review Diarized: January 1, 2017

Responsibility: Director, Legislative Services

PROCEDURE

The purpose of this procedure is to provide Administration with a process for the naming of neighborhoods, subdivisions, roadways, municipal parks and City facilities.

DEFINITIONS

- *Avenue*- a roadway essentially in an east/west or northeast/southwest (due to River Lot configuration) direction.
- *Bay*- a cul-de-sac having a relatively short length.
- *Bend* - a roadway that does not lend itself to a specific definition category.
- *Boulevard* - a collector or arterial roadway that has a landscaped median or boulevard character implied in the name.
- *Close*- a cul-de-sac having a relatively short length.
- *Court*- a cul-de-sac.
- *Crescent* - a “U” shaped roadway, which connects to an adjoining roadway at each end of the loop.
- *Cul-de-sac* - a roadway closed at one end.
- *Drive* - a winding collector roadway that is scenic.
- *Gate*- a roadway that does not lend itself to a specific definition category.
- *Lane*- a roadway that does not lend itself to a specific definition category.
- *Loop* - a “P” shaped minor roadway, which begins and ends in the same roadway.
- *Place*- a cul-de-sac.
- *Pointe*- a roadway that does not lend itself to a specific definition category.
- *Ridge*- a roadway that does not lend itself to a specific definition category.
- *Road* - a lengthy roadway which runs diagonally or which may change its direction.
- *Street* - a roadway essentially traversing in a north/south or northwest/southeast (due to River Lot configuration) direction.
- *Terrace* - a roadway that generally follows sloping terrain.
- *Trail* - a roadway serving as a collector or arterial, with historical connotations.
- *Way*- a roadway that does not lend itself to a specific definition category.
- *Wynd* - a roadway that does not lend itself to a specific definition category.

PROCESS

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 where appropriate.
2. Proposed names shall be accompanied by rationale which provides biographical and/or historical information related to the name(s).
3. All proposed names will be received confidentially and reviewed *in camera* by Council for inclusion in the Names Registry.
4. If the proposed name is after a person, the family will be contacted for permission to add the name to the Names Registry.
5. The proposed name will be brought forward to a future public Council Meeting and be officially added to the Names Registry.
6. Neighbourhoods
 - (a) Neighbourhood naming requirements shall be submitted to the Subdivision Approving Authority by the Developer, and specified in the Outline Plan or at the redistricting/subdivision plan stage.
 - (b) Any changes to the names of existing neighbourhoods may be submitted to the Subdivision Approving Authority for approval.
7. Redistricting
 - (a) At the time an application for redistricting is submitted for approval to the Subdivision Approving Authority, a compiled list of proposed subdivision and roadway name(s) shall be provided on a tentative plan.
 - (b) Upon approval by the Subdivision Approving Authority, the final Subdivision Plan shall be appropriately labelled with the approved roadway names.
8. Roadways
 - (a) All roadway names should have one of the following suffixes appended in order to more clearly define its appropriate configuration and function. The Subdivision Approving Authority may consider other suffixes at the applicant's request, however final approval is at the discretion of the Subdivision Approving Authority. Gate signs may be named differently from the roadway names, but must maintain the approved naming requirements of the subdivision.
 - i. Avenue
 - ii. Bend
 - iii. Boulevard
 - iv. Crescent
 - v. Drive
 - vi. Gate
 - vii. Lane
 - viii. Loop
 - ix. Pointe
 - x. Ridge
 - xi. Road
 - xii. Street
 - xiii. Terrace
 - xiv. Trail
 - xv. Way
 - xvi. Wynd

- (b) The following suffixes may be considered where lots are located on the cul-de-sac to be named:
 - i. Bay
 - ii. Close
 - iii. Court
 - iv. Place
- (c) Generally, the continuation of an existing roadway will have the same name throughout the neighbourhood area.
 - i. Naming of existing unnamed roadways or changes in the names of existing subdivisions and roadways, shall be submitted to the Subdivision Approving Authority for circulation, review and approval.
 - ii. Any changes to the names of existing arterial and collector roadways may be made to the Subdivision Approving Authority for review and approval.
 - iii. Any changes to the names of existing local roads may be made to Subdivision Approving Authority for review and approval.