



City of Leduc Policy

Policy Title: Naming Policy

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Revision #:

Authority (Council or City Manager): Council	
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Relevant Council Resolution(s) No. 135/2012 – May 28, 2012	
Relevant Bylaw and Date(s): Bylaw No. 787-2012 approved May 28, 2012	
Authority's Signature: 	

Policy Objective:

The purpose of this policy is to outline the process and responsibilities for naming roadways, neighbourhoods, parks, water bodies and municipal facilities.

Definitions:

1. Municipal Facility – for the purpose of this policy, a municipal facility is any building or structure owned by or under the direction and control of the City, including bridges, civic buildings, fire halls, substations, etc. The naming of libraries, as well as halls, rooms or other facilities within a municipally-owned or controlled facility are excluded from this policy.
2. Neighbourhood – as per Bylaw No. 787-2012.
3. Organization – for the purpose of this policy, an organization is a social unit of people, systematically structured and managed to meet a need or to pursue collective goals for the community on a continuing basis.
4. Park – for the purpose of this policy, a park is any area owned or controlled by the City for which the primary uses are the provision of leisure services and beautification of the community. Typically, these areas are zoned P-1 Recreation or U-S Urban Services. Small areas of land owned by the City not suitable for park development are excluded from this policy.
5. Roadway –as per Bylaw No. 787-2012.
6. Water Body – for the purpose of this policy, a water body is any man-made facility that is under the jurisdiction of the City and is designated to store, detain or retain water, and includes Storm Water Management Facilities and Reservoirs. Typically, these areas are zoned U-S Urban Services or U-R Urban Reserve.

Policy:

A. Special Authorities

1. Naming Committee

- a) The Naming Committee shall operate according to Bylaw No. 787-2012.
- b) The Naming Committee shall meet as required by Administration in order to carry out its mandate.

2. Parks, Recreation and Culture Board

- a) The Parks, Recreation and Culture Board shall operate according to Bylaw No. 459-2000.

B. Names Reserve List

1. A Names Reserve List will be established and maintained by the Naming Committee and shall include the significance of names stored therein.
2. Names on the Names Reserve List shall be ranked by the Naming Committee based on their suitability for certain high-level projects; higher ranking names shall be attributed to higher profile cases (ex. arterial roadways, highly programmable parks, etc.).
3. The naming of roadways, neighbourhoods, parks, water bodies and municipal facilities shall be done in consideration of, but not limited to, the following criteria:
 - a) Names reflecting historical significance to the City.
 - b) Names recognizing the flora, fauna and natural features of the City.
 - c) Names of noteworthy persons that are deceased, such as:
 - i. A person who demonstrated excellence, courage, or exceptional dedication to service in ways that brought special credit to the City of Leduc, the Province of Alberta, or Canada.
 - ii. A person who volunteered and gave extraordinary help or care to individuals, families, or groups, or supported community services or humanitarian causes.
 - iii. A person who fostered equality and reduced discrimination.
 - iv. A person who risked his or her life to save or protect others.
 - v. A person who achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brought considerable benefit or great honour to the City, Province or Country.
 - vi. Early pioneers who contributed significantly to the city.

- d) Former Mayors no sooner than one year after leaving office. The naming shall have regard to their achievements or areas of interest during his or her term of office.
 - e) Former Aldermen no sooner than one year after leaving office, subject to the person complying with the criteria found in this section. The naming shall have regard to their achievements or areas of interest during his or her term of office.
 - f) Names are encouraged to reflect the cultural and ethnic diversity of the community.
4. Application for a name to be considered for addition to the Names Reserve List shall be in writing and shall include the history and/or significance of the name to the City of Leduc, along with a brief description of how the name would be a positive addition to the community. If the application is made for a name of a specific person, a photo of the individual shall be included whenever possible.

Process:

A. Responsibilities

1. City of Leduc, Department of Planning and Development
 - a) Shall notify the Naming Committee when a roadway or neighbourhood name is required and shall provide its recommendation for consideration when appropriate.
 - b) Shall receive all suggestions from the public, local organizations, Civic Departments, City of Leduc Boards and Committees, and City Council for names to be added to the Names Reserve List and shall forward these suggestions on to the Naming Committee.
 - c) Shall receive all applications from the public, local organizations, City of Leduc Boards and Committees, Civic Departments and City Council for the naming and renaming of roadways and neighbourhoods and shall forward these applications on to the Naming Committee for review.
 - d) Shall prepare any reports and provide any information necessary for the Naming Committee to follow through with its mandate.
 - e) Shall notify and elicit comments from all affected parties of any applications that administration chooses to proceed with for naming or renaming roadways and neighbourhoods and of the decision thereto of the Naming Committee, Parks, Recreation and Culture Board, and/or City Council.
 - f) Shall be responsible for assigning the appropriate descriptive word for a roadway, according to Schedule A.
 - g) Shall elicit names to be added to the Names Reserve List when appropriate.

2. City of Leduc, Department of Community and Development Service Planning

- a) Shall notify the Parks, Recreation and Culture Board when a park, water body or municipal facility name is required and shall provide its recommendation for consideration where appropriate.
- b) Shall receive all applications from City of Leduc Boards and Committees, Civic Departments and City Council for the naming and renaming of parks, water bodies and municipal facilities and shall forward these applications on to the Parks, Recreation and Culture Board for review.
- c) Shall prepare any reports and provide any information necessary for the Parks, Recreation and Culture Board to follow through with its mandate.
- d) Shall notify and elicit comments from all affected parties of any applications that administration chooses to proceed with for naming or renaming parks, water bodies and municipal facilities and of the decision thereto of the Naming Committee, Parks, Recreation and Culture Board, and/or City Council.
- e) Shall elicit names to be added to the Names Reserve List when appropriate.

3. Naming Committee

- a) Approves names to be added to the Names Reserve List that is established and maintained by the Naming Committee.
- b) Reviews suggestions for naming roadways and neighbourhoods and has the authority to approve them.
- c) Reviews and makes recommendations to City Council on applications for naming arterial roadways and for renaming roadways and neighbourhoods.
- d) Shall elicit names to be added to the Names Reserve List when appropriate.

4. Parks, Recreation and Culture Board

- a) Reviews and makes recommendations to City Council on applications for the naming and renaming of parks, water bodies and municipal facilities.
- b) Shall elicit names to be added to the Names Reserve List when appropriate.

5. City Council

- a) Reviews, evaluates and approves applications for the naming and renaming of parks, water bodies and municipal facilities, taking into consideration the recommendation of the Parks, Recreation and Culture Board when appropriate.
- b) Reviews, evaluates and approves applications for the naming of arterial roadways and the renaming of roadways and neighbourhoods, taking into consideration the recommendation of the Naming Committee when appropriate.

B. Eliciting Names

1. Names may be elicited from one of, or a combination of, the following sources:
 - a) The private developer of the land where the roadway, neighbourhood, park, water body or municipal facility will be located;
 - b) The general public;
 - c) Local organizations;
 - d) City Administration;
 - e) City Boards and Committees;
 - f) City Council;
 - g) Any other source deemed appropriate.

C. Applications for Naming and Renaming

1. Requests to name and/or rename a roadway, neighbourhood, park, water body, or municipal facility shall comply with all criteria outlined in this policy.
2. Applications to name and rename specific parks, water bodies and municipal facilities shall only be made by City of Leduc Boards and Committees, Civic Departments, and City Council.
3. Applications shall include:
 - a) Information on the focus area of the request (i.e. the particular roadway, neighbourhood, park, water body or municipal facility that is being addressed through the application);
 - b) The name that is being proposed;
 - c) Any applicable information regarding the significance of the name to the community of Leduc and why that name should be used for a particular roadway, neighbourhood, park, water body or municipal facility;
 - d) Whenever possible, a photo of the individual if the naming request is made for the name of a specific person; and
 - e) The contact information of the applicant.
4. If the name complies with all criteria outlined in this policy and is not used for the purpose of the initial application, it will be considered for addition to the Names Reserve List by the Naming Committee to be considered for use at a later time.

D. Guidelines

1. General
 - a) Names from the Names Reserve List shall be used whenever possible and appropriate.
 - b) A name not on the Names Reserve List may still be considered if the Naming Committee, Parks, Recreation and Culture Board

and/or City Council deems it appropriate and having met all applicable naming criteria.

- c) An individual, organization, or business entity may become a title sponsor (namesake) of a park, water body or municipal facility in recognition of their funds, goods, and/or service support, at the discretion of both the Parks, Recreation and Culture Board and City Council.
- d) Names must be distinct between neighbourhoods.
- e) Names shall not be offensive in any language or context.
- f) Whenever possible, the family shall be contacted to inform them when their surname or the name of a family member is being used.

2. Parks

- a) Parks are not required to be named after the theme of the neighbourhood or to begin with the first letter of the neighbourhood in which they are located.

3. Water Bodies

- a) Water bodies shall be named after the park where it is situated or adjacent to, the neighbourhood in which it is located or after the theme of the neighbourhood.

4. Municipal Facilities

- a) Municipal facilities may be named after the neighbourhood in which they are located, the name of a person significant to the purpose of such a facility, a geographical designation, an organization, or after a historical event.

5. Neighbourhoods

- a) A specific name and/or theme may be assigned to a neighbourhood by the Naming Committee.
- b) In the case of new subdivisions, the developer of the lands and the Naming Committee will work together to determine an appropriate neighbourhood name.

6. Roadways

- a) For new subdivisions, the Naming Committee will work with the developer of the lands to name the roadways.
- b) Cul-de-sacs:
 - i. A bulb with 10 or fewer lots shall have the same name as the roadway it branches off of.
 - ii. A bulb with 11 or more lots shall have a separate name from the roadway it branches off of.
- c) Roadways shall be identified by name where the grid alignment would unnecessarily confuse the public if it were to be numbered.

- d) Roadways shall be identified by name where the majority of roads in a neighbourhood or adjacent neighbourhood are identified by name.
- e) Roadway names shall begin with the first letter of the neighbourhood name, when appropriate.
- f) Roadway names shall contain no more than two (2) words in addition to the roadway designation assigned.
- g) Alphabetical roadway names shall not be permitted (ex: Avenue A, B Street, etc.).
- h) Named and numbered roadways oriented in a north/south fashion shall bear "Street" as a roadway designation, and those oriented east/west shall bear "Avenue" as a roadway designation, where appropriate for the neighbourhood.
- i) Roadway designations shall be applied to roadway names based on expected traffic flow, topography, design configuration, and other geographical features, consistent with Schedule A.
- j) Roadway names in use and/or shown on plans of subdivision for areas annexed into the City shall be subject to change (Municipal Government Act).

SCHEDULE A

Roadway Designations

Avenue	Applied to describe a named or numerically designated east-west road.
Bay	Applied to a cul-de-sac of relatively short length, generally given but not restricted to roads near water.
Bend	Applied to a road adjacent to or near to the curved part of a moving body of water (river, stream, creek, etc.).
Boulevard	Applied to a major road, which may span more than one neighbourhood.
Byway	Applied to a little-travelled side road.
Cape	Applied to a cul-de-sac near water.
Circle	Applied to a road that completes a loop upon itself.
Circuit	Applied to a road that follows a course around a periphery.
Close	Applied to a P-shaped or racquet-shaped road with only one entry from another road.
Common	Applied to a road adjacent to a piece of land subject to common use.
Court	Applied to a cul-de-sac.
Cove	Applied to a cul-de-sac near water.
Crescent	Applied to a U-shaped road accessible at either end from the same street and with no other intersections with through streets.
Crossing	Applied to a road that crosses a geographic feature, a place where a railroad track crosses a roadway.
Dale	Applied to a road located in a valley.
Dell	Applied to a road located in a valley, especially if surrounded by trees or woods.
Diversion	Applied to a road that deviates from a standard or regular course.
Drive	Applied to a road that may span more than one neighbourhood.
End	Applied to a road that lies at the terminal point of something.
Esplanade	Applied to a level, open road or pedestrian walk along a shore.
Expressway	Applied to a high-speed, divided road with grade separations at important intersections with other roadways.
Extension	Applied to a road that forms a distinct continuation of another roadway.
Gardens	Applied to a road adjacent to an open air eating or drinking place.
Gate	Applied to a short road giving access to a neighbourhood from a major roadway.
Green	Applied to a road adjacent to a common or park in the centre of a neighbourhood.
Grove	Applied to private roadways, but also valid for other roadways, particularly where vegetation is noticeable.

Heath	Applied to a minor road or cul-de-sac, adjacent to or embracing an open space.
Heights	Applied to private roadways, but also valid for other roadways, particularly those located on hills or escarpments, cul-de-sacs overlooking valleys, etc.
Highway	Refers to a provincially-designated road.
Hill	Applied to a minor road located on lands with a noticeable slope.
Hollow	Applied to a road in a small valley or basin.
Island	Applied to a roadway that extends on to a piece of land surrounded by water.
Landing	Applied to a cul-de-sac generally located near water or located on an area overlooking a ravine or the valley.
Lane	Applied to a narrow road, often private.
Link	Applied to a road joining two cells of a neighbourhood or two points of one road to another.
Lookout	Applied to an elevated road affording a wide view for observation.
Loop	Applied to a road that forms a closed or partly open curve.
Mount	Applied to private roadways, but also valid for any minor roadway, particularly those located on hills, escarpments, or overlooking valleys, etc.
Parade	Applied to a road adjacent to a place for strolling.
Parkway	Applied to a major transportation artery that spans more than one area of the City.
Passage	Applied to a pedestrian walkway.
Place	Applied to a road with no other intersecting roadways.
Promenade	Applied to a road adjacent to a public place for strolling.
Point	Applied to a cul-de-sac generally located near water or located on an area overlooking a ravine or the valley.
Ridge	Applied to a road near or through a range of hills or mountains.
Rise	Applied to a minor road that has a noticeable slope throughout most of its length.
Road	Applied to a major road that may span more than one neighbourhood.
Row	Applied to a road dominated by a specific kind of enterprise or occupancy.
Run	Applied to a road adjacent to or near a natural area (originally meant a path used by animals).
Square	Applied to a road embracing an open area.
Street	Applied to describe a named or numerically designated north-south road.
Terrace	Applied to a road adjacent to a row of houses or apartments on raised ground.
Trail	Applied to a major transportation artery, which spans more than one area of the city.
View	Applied to a minor road located on lands with a noticeable slope and offers a view.

Vista	Applied to a road with a distant view through an opening or along the roadway.
Walk	Applied to pedestrian walkways.
Way	Applied to a minor road that may change direction.
Wynd	Applied to a very narrow street.