



Town Naming Policy

Authority: Council

Effective Date: October 24, 2022

Date Approved by Council: October 24, 2022

Resolution No.: 162/10/22/SP

Future Review Date: 2026

Responsibility: Planning and Infrastructure

References: *Municipal Government Act* Section 58(1), Land Use Bylaw

Replaces: Town Naming Policy C-PI-043 (2020)

1.0 Purpose: To establish a coordinated and consistent naming process and framework for the Town of Stony Plain.

2.0 Scope: This policy applies to Council and the Development Authority when addressing matters of naming and renaming as referred by Administration.

3.0 Definitions:

Administration: means all employees of the Town, including the Town Manager.

Arterial Road: means a road used for the movement of high volumes of traffic, and typically located on the boundaries of Neighbourhoods.

Commemorative Name: means a name that intentionally acknowledges the memory of people, places, events and ideas.

Council: means the Council of the Town of Stony Plain.

Development Authority: means the person or entity established under the Town's Land Use Bylaw as the Development Authority and includes any person to whom the powers and duties of the Development Authority have been delegated to the extent of the scope of delegation.

Development Area: means a portion of a Neighbourhood, subdivision, or other area developed or planned to be developed at the same time.

Feature: means a physical element or area of Stony Plain that names can be assigned to that includes Arterial Roads, Neighbourhoods, Municipal Buildings, Roads, Parks, Recreation Facilities, Trails, Storm Water Management Facilities, Water Courses, Utility Facilities, Development Areas and Private Developments.

Municipal Building: means any building or structure owned by or under control of the Town that primarily serves the public and/or functions to provide Town services and operations. Examples include but are not limited to civic office buildings, fire halls, community centres, halls, arenas, aquatic centres, or multi-use recreation complexes.

Neighbourhood: means an area forming a localized community within the town that is usually aligned with an area structure plan.

Park: means a tract of land designated and used by the public for active and passive recreation.

Private Development: means any building, structure or area of land that is owned by and under the control of a landowner or landowners. These may include improvements on vacant parcels of land, subdivisions, bare land condominiums, and buildings, for residential, commercial, industrial, community service, and institutional uses.

Recreation Facility: means a place or developed land, whether public or private, used for a sport, leisure, or active recreation, including any accessory community uses, and may provide spectator facilities. Examples include, but are not limited to, sports fields, playgrounds, Stony Plain Lions RV Park and Campground, Stony Plain Skateboard Park, Stony Plain Rotary Spray Park, Forest Green Outdoor Rink, Umbach Off Leash Dog Park.

Road: means a local or collector road, including alleys or lanes, for the movement of low volumes of traffic, and typically located within Neighbourhoods. Arterial Roads are excluded from this definition.

Significant Names Registry: means a compilation of names of significant and prominent individuals from or to Stony Plain that are or may be assigned to a Feature.

Storm Water Management Facility: means a wetland, wet or dry pond designed to temporarily store storm water runoff to promote the settlement of runoff pollutants and to restrict discharge to predetermined levels to reduce downstream flooding and erosion potentials.

Town: means the municipal district of the Town of Stony Plain.

Trail: means a constructed, hard-surfaced path for non-motorized travel which serves as part of a transportation circulation system, which may also be referred to as a walkway, that supports multiple recreation opportunities such as pedestrians walking, running, bicycling, etc. and can accommodate a variety of non-motorized users, wheelchairs, and scooters for assisted travel.

Utility Facility: means any publicly, privately, or cooperatively owned line, facility or system composed of one or more pieces of equipment connected to or part of a structure and designed to provide a service such as heat, electricity, gas, communications, water, or sewage services to the general public.

Water Course: means a natural or artificial channel for the flow or movement of water in rivers, creeks, and other streams.

4.0 Statement: The Town recognizes the importance of a naming framework to ensure that names reflect Stony Plain's unique history, culture or the significant contribution of community members and groups.

5.0 Standards:

- 5.1 Names for consideration may be submitted at any time by Council, Administration, or the public.
- 5.2 Names must meet the Naming Criteria or Significant Names Registry Criteria outlined in this Policy.
- 5.3 Council shall consider requests to add names to the Significant Names Registry at Council meetings, when appropriate.
- 5.4 Names from the Significant Names Registry may be assigned to Features.
- 5.5 Municipal Buildings should be named to include the Facility's function, i.e., Town Office, Heritage Park, Stony Plain Golf Course, Glenn Hall Centennial Arena.
- 5.6 Council may repeal names from the Significant Names Registry under circumstances where the name may be associated or recognized with significant dishonour to the community, province, or nation.
- 5.7 Council, may alter, amend, or waive any requirements of this Policy to meet clearly unique or extenuating circumstances.
- 5.8 The Development Authority may only approve a name of a person if the name is approved by Council and part of the Significant Names Registry.

6.0 Naming Criteria

The following shall be considered when naming:

- 6.1 Inclusion of prominent horticultural, geographical or topographical characteristics of the lands contained in the area (i.e., creek, hill, valley, trees, lake, gardens, etc.), which result in names like Country Plains Estates, Stony Creek Point, Atim Creek Centre, Whispering Waters Park, etc.;
- 6.2 Inclusion of names which indicate where the property is located (i.e., Old Town, Golf Course Road, Rosenthal Estates, etc.);
- 6.3 Inclusion of names that reflect the cultural significance of the site;

- 6.4 Names for Roads, Development Areas, Parks, Recreation Facilities, Utility Facilities, Trails, Water Courses and Storm Water Management Facilities shall follow the same theme throughout a Neighbourhood;
- 6.5 Avoidance of duplication within the Town, Spruce Grove, and Parkland County;
- 6.6 Avoidance of similar sounding names within the Town;
- 6.7 Avoidance of names that could be construed as advertising or promotion; and
- 6.8 Road names shall be a maximum of 24 characters including spaces and a single suffix type.

7.0 Significant Names Registry Criteria

Names for the Significant Names Registry shall meet at least one of the following criteria:

- 7.1.1 An original inhabitant, pioneer or settler from Stony Plain;
- 7.1.2 A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Town of Stony Plain, Province of Alberta, Canada or internationally;
- 7.1.3 A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services and humanitarian causes;
- 7.1.4 A person who risks their life to save or protect others; or,
- 7.1.5 A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the Town of Stony Plain, Province of Alberta, Canada or internationally.

7.2 Requests

A request to include a Name on the Significant Names Registry shall include:

- 7.2.1 Historical research or traditional knowledge;
- 7.2.2 Shared community knowledge and stories behind proposed commemoration and
- 7.2.3 Support from the community through public participation.

8.0 Public Commemorative Naming

Commemorative Names for Arterial Roads, Municipal Buildings, Roads, Parks, Recreation Facilities, Trails, Storm Water Management Facilities, Water Courses, and Utility Facilities shall be assigned from the Significant Names Registry.

9.0 Exceptions of the Policy

This policy does not apply to any name recognition made conditional upon the exchange of money, land, or services, or any development whose naming rights are under the jurisdiction of Stony Plain school boards, the Province, or the Federal government.

10.0 Roles & Responsibilities

10.1 Council

- 10.1.1 Approval, oversight and review of this Policy;
- 10.1.2 Approval of additions or deletions to the Significant Names Registry;
- 10.1.3 Approval of names for Neighbourhoods;
- 10.1.4 Approval of names for renaming Arterial Roads;
- 10.1.5 Approval of names for Municipal Buildings; and,
- 10.1.6 Approval of Commemorative Names for Arterial Roads and Municipal Buildings.

10.2 Development Authority

- 10.2.1 Approval of Names for Roads, Development Areas, Private Developments, Parks, Recreation Facilities, Trails, Storm Water Management Facilities, Water Courses, and Utility Facilities
- 10.2.2 Approval of Commemorative Names for Roads, Parks, Recreation Facilities, Trails, Storm Water Management Facilities, Water Courses, and Utility Facilities.
- 10.2.3 Maintain the Significant Names Registry for the Town, consisting of existing names and names approved for future use;
- 10.2.4 Receive naming applications;
- 10.2.5 Prepare and make written recommendations to Council regarding naming applications, when appropriate;

11.0 Policy Review

This Council Policy shall be reviewed by Administration within four years of being implemented, with any changes being submitted to Council for approval.