

Town Naming Policy

Authority: Council

Effective Date: February 24, 2020

Date Approved by Council: February 24, 2020

Resolution No.: 039/02/20/SP

Future Review Date: 2023

Last Review/Revision: New

Responsibility: Planning and Infrastructure

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

Replaces: Subdivision, Street and Naming Policy Resolution No. 342/10/03/SP and
Amenity Naming Policy C-PI-022

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 to them by the Administration.

3.0 Definitions:

Administration: means the Town Manager and all employees of the Town.

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

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

Development: means an area structure plan, outline plan, subdivision, or neighbourhood within the Town.

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.

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.

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

Private Development and Buildings: means any Development, 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, bareland 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 Skate Board 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 maintained by Administration to be assigned to a Development, Municipal Building, or renaming of an Arterial Road within the Town. The Significant Names Registry will also include those names that are already used within the Town.

Storm Water Management Facility: means a wetland, wet or dry pond designed to temporarily store storm water runoff in order 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 the Naming Policy.
- 5.3 Council shall consider all name requests for inclusion on the Significant Names Registry at Council meetings.
- 5.4 Names for Developments, Municipal Buildings and renaming of Arterial Roads may be assigned from names on the Significant Names Registry.
- 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 At the discretion and authority of Council, names may be repealed 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, at its discretion, may alter, amend or waive any requirements of this Policy to meet clearly unique or extenuating circumstances.

6.0 Naming Criteria

The following considerations shall be used when naming:

- 6.1 Inclusion of prominent horticultural, geographical or topographical features of the lands contained in the Development (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, Parks, Recreation Facilities, Utility Facilities, Trails, Water Courses and Storm Water Management Facilities shall follow the same theme throughout a Development;

- 6.5 Avoidance of duplication within the Town, as well as 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 may be:

- 7.1 An original inhabitant, pioneer or settler from Stony Plain;
- 7.2 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;
- 7.3 A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services and humanitarian causes;
- 7.4 A person who risks their life to save or protect others; or
- 7.5 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.

8.0 Exceptions of the Policy

This policy does not apply for 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.

9.0 Roles & Responsibilities

9.1 Council

- 9.1.1 Approval, oversight and review of this Policy;
- 9.1.2 Approves additions or deletions to the Significant Names Registry;
- 9.1.3 Approval of names for Developments;
- 9.1.4 Approval of renaming of Arterial Roads; and

9.1.5 Approval of naming of Municipal Buildings.

9.2 Development Authority

9.2.1 Approving the Names for Roads, Private Developments and Buildings, Parks, Recreation Facilities, Trails, Storm Water Management Facilities, Water Courses, and Utility Facilities in accordance with this policy and related administrative procedures;

9.2.2 Maintain the Significant Names Registry for the Town, consisting of existing names and approved names for future use;

9.2.3 Receive Significant Names Registry applications and Naming and Renaming applications;

9.2.4 Prepare and make written recommendation to Council regarding the Significant Names Registry applications;

9.2.5 Prepare and make written recommendation to Council regarding Naming and Renaming applications; and

9.2.6 Correspond with the applicants.

10.0 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.

Table of Appendices

Appendices do not form part of this policy and are attached for reference purposes only.

Appendix A Significant Names Registry Application

Appendix B Naming or Renaming Application

Appendix C Naming and Civic Addressing Procedure