



CITY POLICY

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POLICY NUMBER: C509

REFERENCE:

City Council
Section 58 of the Municipal Government Act RSA 2000

ADOPTED BY:

City Council 5 July 2005

SUPERSEDES:

New

**PREPARED
BY:**

Planning and Development Department

DATE: 29 June 2005

**TITLE: NAMING DEVELOPMENT AREAS, PARKS, MUNICIPAL FACILITIES,
ROADS AND HONOURARY ROADS**

Policy Statement:

The primary function of naming development areas, parks, municipal facilities, roads and honourary roads is to recognize and commemorate noteworthy persons associated with Edmonton; reflect Edmonton's heritage; and to recognize the flora, fauna and natural features of the community.

The purpose of this policy is to:

1. Establish the role of City Council, Executive Committee, and the Naming Committee for the naming of development areas, parks, municipal facilities, roads and honourary roads;
2. Establish the criteria to recognize and commemorate noteworthy persons whereby the names will be placed on the Names Reserve List;
3. Establish principles for the naming of development areas, parks, municipal facilities, roads, and honourary roads;
4. Establish principles to recognize former Mayors; and
5. Establish principles to recognize former Councillors.



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1. DEFINITIONS

- 1.01 “Development Area” includes an Area Structure Plan, a Neighbourhood Area Structure Plan, a Neighbourhood Structure Plan, a Servicing Concept Design Brief, and an Outline Plan.
- 1.02 “Honourary Road” means a public road where a name is applied in whole or in part that does not change the existing municipal address system.
- 1.03 “Municipal Facility” includes any building, structure or area of land owned by or under the direction and control of the City.
- 1.04 “Name” and “Naming” includes re-name and re-naming respectively.
- 1.05 “Names Reserve List” means names of noteworthy persons; names reflecting historical events significant to the City of Edmonton; and names recognizing the flora and fauna and natural features of the City of Edmonton.
- 1.06 “Park” means an area of land used for active or passive recreational activities under the direction and control of the City.
- 1.07 “Road” means a public street or highway owned by the City.

2. ROLES

- 2.01 City Council
 - a) Approves amendments to the Naming Committee Bylaw.
 - b) Approves amendments to City Policy C509 “Naming Development Areas, Parks, Municipal Facilities, Roads and Honourary Roads.”

2.02 Executive Committee

- a) Recommends to City Council amendments to the Naming Committee Bylaw.
- b) Recommends to City Council amendments to City Policy C509 "Naming Development Areas, Parks, Municipal Facilities, Roads and Honourary Roads."
- c) Conducts an appeal of a decision of the Naming Committee to add a name to the Names Reserve List or name a development area, park, municipal facility, road or and honourary road.

2.03 Naming Committee

- a) Approves names to be added to the Names Reserve List.
- b) Approves names for development areas, parks, municipal facilities, roads and honourary roads.
- c) Recommends to Executive Committee amendments to the Naming Committee Bylaw.
- d) Recommends to Executive Committee amendments to City Policy C509 "Naming Development Areas, Parks, Municipal Facilities, Roads and Honourary Roads."

3. NAMES RESERVE LIST

3.01 The name of a person must meet at least one of the following criteria:

- a) A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the City of Edmonton, Province of Alberta, or Canada;
- b) A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
- c) A person who fosters equality and reduces discrimination;
- d) A person who risks his or her life to save or protect others; and
- e) 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 City of Edmonton, Province of Alberta, or Canada.

- 3.02 The City of Edmonton encourages that the names to be honoured reflect the cultural and ethnic diversity of the community and early pioneers who have contributed significantly to the city.
 - 3.03 Names, other than a person, may reflect a historical event significant to Edmonton.
 - 3.04 Names, other than a person, may recognize the flora and fauna of the local area or the geographical or topographical feature of the local area.
 - 3.05 Notwithstanding the above, the name of a person or a name other than a person, not identified on the “Names Reserve List” may be assigned to a development area, park, municipal facility, road or an honorary road when unique or extenuating circumstances warrant.
4. GENERAL PRINCIPLES WHEN A NAME IS ASSIGNED TO A DEVELOPMENT AREA, PARK, MUNICIPAL FACILITY, HONOURARY ROAD, ROAD OR RENAMED ROAD
- 4.01 Naming a development area, park, municipal facility, road or honorary road after a person shall be commensurate with the contributions of the person being honoured and having regard to the person’s achievements or areas of interest.
 - 4.02 Preference will be assigned to those names that have been on the “Names Reserve List” the longest but have not been selected, whenever possible.
 - 4.03 If there is an inconsistency between Policy C509 and Bylaw 14019, Bylaw 14019 prevails.
5. DEVELOPMENT AREA
- 5.01 A theme may be assigned to a development area.
 - 5.02 Subject to the above, the name of the neighbourhoods within the development area shall be associated with the theme.
 - 5.03 The official neighbourhood name may differ from the marketing names of a neighbourhood; however, any neighbourhood entry feature sign, as approved by Administration must identify the official neighbourhood name with prominence equal to the marketing name.
 - 5.04 The marketing name of a neighbourhood shall not be similar as the official name previously assigned to another neighbourhood in Edmonton.

6. PARKS

- 6.01 There are three levels of parks:
- a) City Level Park – open space which serves the entire population of Edmonton;
 - b) District Level Park – open space which serves a specific area and includes larger parks, and athletic grounds associated with high schools; and
 - c) Neighbourhood Level Park – open space which serves a specific area and includes smaller parks, grounds associated with community league sites, grounds associated with elementary schools and play lots.
- 6.02 City level parks shall be named after a person, a historical event significant to Edmonton, or the flora and fauna of the local area or the geographical or topographical feature of the local area.
- 6.03 District level parks shall be named after the development area.
- 6.04 Neighbourhood level parks shall be named firstly, after the name of the neighbourhood, and secondly, after the name of a person or organization.
- 6.05 The descriptive word “park” shall be assigned to the name of the park.

7. MUNICIPAL FACILITIES

- 7.01 Municipal facilities may be named after the neighbourhood in which they are located, the name of a person, a geographical designation, an organization, or after an historical event.
- 7.02 Stormwater management facilities (wet) shall include the descriptive word “lake” and shall be named after the park where it is situated or adjacent, the neighbourhood in which it is located or after the theme of the development area.
- 7.03 The naming of halls, rooms, or other facilities within a municipal facility is excluded from this policy.

8. ROADS

- 8.01 Roads may be named under the following circumstances:
- a) Where directional variations of road alignments would create inherent confusion for the delivery of public services; municipal addressing; and the public at large, if the roads were numbered;

- b) Where the majority of roads are named within the neighbourhood or adjacent neighbourhood; and
- c) Subject to the above, roads including arterial and major collector roads should be numbered providing the implantation of the grid system in the area can be applied without creating unnecessary confusion.

- 8.02 Names for roads shall be selected from the Names Reserve List.
- 8.03 The name of a road shall begin with the first letter of the neighbourhood name.
- 8.04 In the event that the major collector road is not numbered, it shall be named after the neighbourhood.
- 8.05 Roads within the same neighbourhood may bear the same name but with a different descriptive word providing the roads intersect.
- 8.06 Named circular or semi-circular continuous roads may have the descriptive word “north,” “south,” “east,” “west” appended for each respective directional portion thereof, in order to assist the delivery of public services and the general public.

9. HONOURARY ROADS

- 9.01 A road, either whole or in part, may be named in honour of a person.

10. RENAMED ROAD

- 10.01 A road, either whole or in part, may be changed from a numbered road to a named road under the following circumstances:
 - a) Where directional variations of road alignments would created inherent confusion for the delivery of public services; municipal addressing; and the public at large; or
 - b) Where the majority of roads are named within the neighbourhood; or
 - c) When civic departments (i.e. Police Services, request a change from a numbered road to a named road to minimize confusion for the delivery of a public service.

11. GENERAL PRINCIPLES TO RECOGNIZE A FORMER MAYOR

- 11.01 The name of a former Mayor shall be placed on the Names reserve list within one year from leaving office.

- 11.02 The naming of a development area, park, municipal facility, road or honorary road shall have regard to the former Mayor's achievements or areas of interest during his or her term of office.

12. GENERAL PRINCIPLES TO RECOGNIZE A FORMER COUNCILLOR

- 12.01 The name of a former Councillor shall be placed on the Names Reserve List within one year from leaving office subject to the person complying with Section 3 of City Policy C509.
- 12.02 The naming of a development area, park, municipal facility, road, or honorary road shall have regard to the former Councillor's achievements or areas of interest during his or her term of office.



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AUTHORITY: City Manager

EFFECTIVE DATE: 5 July 2005

TITLE: Naming Development Areas, Parks, Municipal Facilities, Roads and Honourary Roads

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1. DEFINITIONS

- 1.01 “Administration” means the Planning and Policy Services Branch, Planning and Development Department.
- 1.02 “Applicant” means a person that includes an individual, partnership, association, and corporation.
- 1.03 “Development Area” includes an Area Structure Plan, Neighbourhood Area Structure Plan, Neighbourhood Structure Plan, a Servicing Concept Design Brief, and an Outline Plan.
- 1.04 “Honourary Road” means a public road where a name is applied in whole or in part that does not change the existing municipal address system.
- 1.05 “Municipal Facility” means any building, structure, or area of land owned by or under the direction and control of the City of Edmonton.
- 1.06 “Name” and “Naming” include re-name and re-naming.
- 1.07 “Naming Committee” means a committee delegated by City Council to approve names for the Names Reserve List and names for development areas, parks municipal facilities, honourary roads, and roads.
- 1.08 “Names Reserve List” means names of noteworthy persons; names reflecting historical events significant to the City of Edmonton; and names recognizing the flora and fauna and natural features of the City of Edmonton.
- 1.09 “Park” means an area of land used for active or passive recreational activities under the direction and control of the City.
- 1.10 “Road” means a public street or highway owned by the City.



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2. GENERAL PRINCIPLES TO NAME A DEVELOPMENT AREA, PARK, MUNICIPAL FACILITY, ROAD OR HONOURARY ROAD

- 2.01 Requests to name a development area, park, municipal facility, road, or honourary road must comply with City Policy C509.
- 2.02 If there is an inconsistency between the City Procedure and Bylaw 14019, Bylaw 14019 prevails.
- 2.03 Names submitted must be approved by the Naming Committee or selected from the Names Reserve List.

3. CITY PROCEDURES FOR NAMING A DEVELOPMENT AREA

- 3.01 A request to name a development area is submitted to Administration acting on behalf of the Naming Committee.
- 3.02 The applicant must submit a current list of the property owners within the development area and solicit and document the consent of these property owners for the name of the development area.
- 3.03 Administration will notify the applicant of the opportunity to be heard by the Naming Committee.
- 3.04 Administration will prepare a report for the Naming Committee's consideration.
- 3.05 The request is heard by the Naming Committee.
- 3.06 Administration will notify the applicant and the affected civic departments and agencies, of the decision of the Naming Committee.

4. CITY PROCEDURES FOR NAMING A PARK

- 4.01 A request to name a park is submitted to the Administration acting on behalf of the Naming Committee.



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- 4.02 Administration will notify the Community Services Department and Community League(s), if necessary, for comments and the opportunity to be heard by the Naming Committee.
- 4.03 Administration will prepare a report for the Naming Committee's consideration.
- 4.04 The request is heard by the Naming Committee.
- 4.05 Administration will notify the applicant, Community League and the affected civic departments and agencies, of the decision of the Naming Committee.

5. CITY PROCEDURES FOR NAMING A MUNICIPAL FACILITY

- 5.01 A request to name a municipal facility is submitted to Administration acting on behalf of the Naming Committee.
- 5.02 Administration will notify Asset Management and Public Works Department, Transportation and Streets Department, or Community Services Department, and Community League(s), if necessary, for comments and the opportunity to be heard by the Naming Committee.
- 5.03 Administration will prepare a report for the Naming Committee's consideration.
- 5.04 The request is heard by the Naming Committee.
- 5.05 Administration will notify the applicant, Community League and the affected civic departments and agencies, of the decision of the Naming Committee.

6. CITY PROCEDURE FOR NAMING A ROAD

- 6.01 A request to name a road is submitted to the Administration acting on behalf of the Naming Committee.



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- 6.02 Administration will prepare a report for the Naming Committee's consideration.
- 6.03 Administration will notify the applicant the opportunity to be heard by the Naming Committee.
- 6.04 The request is heard by the Naming Committee.
- 6.05 Administration will notify the applicant, and the affected civic departments and agencies, of the decision of the Naming Committee.
- 6.06 Administration shall be responsible for assigning the appropriate descriptive word according to the following:

Avenue	Applied to describe a named or numerically designated east – west road.
Bay	Applied to cul-de-sac of relatively short length, generally applied but not restricted to roads near water.
Bend	Applied to road adjacent or near to the curved part of moving body of water (river, stream, creek, etc.).
Boulevard	Applied to major road, which may span more than one neighbourhood.
Byway	Applied to a little travelled side road.
Cape	Applied to cul-de-sac near water.
Circle	Applied to a road, which completes a loop upon itself.
Circuit	Applied to a road, which 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.



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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, which 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, which deviates from a standard or regular course.
Drive	Applied to a major road, which may span more than one neighbourhood
End	Applied to a road, which 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, which forms a distinct continuation of another roadway.
Gardens	Applied to a road adjacent to an open air eating or drinking place.



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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.
Heath	Applied to a minor road or cul-de-sac, adjacent to or embracing an open space.
Highway	Refers to a provincial 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
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, which forms a closed or partly open curve.
Parade	Applied to a road adjacent to a place for strolling.
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.



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Rise	Applied to a minor road, which has a noticeable slope throughout most of its length.
Road	Applied to a major road, which 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 (e.g. St. Albert Trail).
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, which may change direction.
Wynd	Applied to a very narrow street.



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7. CITY PROCEDURES FOR NAMING AN HONOURARY NAME FOR A ROAD

- 7.01 A request to assign a honorary name to a road, in whole or part, is submitted to Administration acting on behalf of the Naming Committee.
- 7.02 The applicant must submit a current list of the property owners and solicit and document the consent of the same property owners affected by the request.
- 7.03 Administration will notify Transportation and Streets Department and Community League, if necessary, for comments and the opportunity to be heard by the Naming Committee.
- 7.04 Administration will prepare a report for the Naming Committee's consideration.
- 7.05 The request is heard by the Naming Committee.
- 7.06 Administration will notify the applicant, Community League and the affected civic departments and agencies, of the decision of the Naming Committee.

8. CITY PROCEDURES FOR RENAMING A MUNICIPAL FACILITY OR PARK

- 8.01 A request to rename a municipal facility or park is submitted to Administration acting on behalf of the Naming Committee.
- 8.02 Administration will notify Asset Management and Public Works Department, Transportation and Streets Department, Community Services Department, and Community League(s), if necessary, for comments and the opportunity to be heard by the Naming Committee.
- 8.03 Administration will prepare a report for the Naming Committee's consideration.
- 8.04 The request is heard by the Naming Committee.



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- 8.05 Administration will notify the applicant, Community League and the affected civic departments and agencies, of the decision of the Naming Committee

9. CITY PROCEDURES FOR RENAMING A ROAD

- 9.01 A request to rename a road is submitted to Administration acting on behalf of the Naming Committee.
- 9.02 The applicant must submit a current list of the affected property owners and solicit and document the consent of these property owners.
- 9.03 Administration will notify the affected property owners, Transportation and Streets Department, and Community League(s), if necessary, for comments and the opportunity to be heard by the Naming Committee.
- 9.04 Administration will prepare a report for the Naming Committee's consideration.
- 9.05 The request is heard by the Naming Committee.
- 9.06 Administration will notify the applicant, the affected property owners, and the affected civic departments and agencies, of the decision of the Naming Committee.
- 9.07 In the event the renaming of the road is approved, the Administration will notify the affected property owners of the new municipal address.

10. CITY PROCEDURES FOR NAMES TO BE ADDED TO THE NAMES RESERVE LIST

- 10.01 A request is forwarded to the Administration on behalf of Naming Committee.
- 10.02 Administration will notify the applicant of the opportunity to be heard by the Naming Committee.



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10.03 Administration will prepare a report submitted to the Naming Committee for consideration.

10.04 Upon the decision of the Naming Committee, Administration will notify the applicant and in the event the name is approved, the name will be placed on the Names Reserve List.

11. APPEAL

11.01 Upon the decision of the Naming Committee, in the event the name is refused or amended, Administration will advise the person affected by a decision of the Committee of the right of appeal to Executive Committee.