

Title
Council Naming Policy

Purpose: The County of St. Paul No. 19 recognizes the desire of residents to select and apply names or designations to roads, parks, and municipal facilities. These names and designations promote a distinctive and unique identity, based on local history, culture and heritage.

The establishment of a Names Reserve List, Naming Policy, and Naming Procedures will maintain and promote this identity, while ensuring expediency for the Administration, proponents, and the community to move ahead with named areas or facilities. Associated fees and charges will reflect staff time and related costs for processing and signage, and discourage frivolous applications.

Policy Statement:

The primary function of naming roads, parks, major trails and municipal facilities is to recognize and commemorate noteworthy persons associated with the County of St. Paul; reflect the County's heritage; and to recognize flora, fauna, and the natural features of the community.

The Council Naming Policy applies to:

- Roads and streets
- Parks
- Major Trails
- Municipal Facilities

Names Reserve List:

1.1 The Taxation and Assessment Technician will maintain a Names Reserve List for the County.

1.2 Upon request, proposed names being put forward for consideration will be added to the Names Reserve List. Administration will review all submissions for compliance with the criteria detailed below and prepare a report that will be submitted to Council for consideration. Council will consider submitted requests on a biannual basis.

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

- 1.3.1 An original inhabitant, pioneer, or settler of the local County of St. Paul area
- 1.3.2 A person who demonstrates excellence, courage, or exceptional dedication to service in ways that bring special credit to the County of St. Paul, Province of Alberta, or Canada.
- 1.3.3 A person who volunteers and gives extraordinary help or care to individuals, Families or groups, or supports community services or humanitarian causes;
- 1.3.4 A person who risks his or her life to save or protect others; or
- 1.3.5 A person who achieves a deed or activity performed in an outstanding professional manner or uncommonly high standard that brings considerable benefit or great honour to the County of St. Paul, Province of Alberta, or Canada.

1.4 Names, other than a person, may reflect a historical event significant to the County of St. Paul.

1.5 Notwithstanding the above, the name of the person or a name other than a person, not identified on the Names Reserve List may be assigned to a park, road, municipal facility or major trail when unique or extenuating circumstances warrant.

1.6 Names of living persons should be reserved for only the most extenuating circumstances.

1.7 Names to be avoided include:

- 1.7.1 Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, colour, creed, political affiliation, or other sensitive social factors shall be avoided.

Naming/Renaming:

2.1 Where Administration considers a name change, the name shall be drawn from Names Reserve List.

2.2 Incidents for naming or renaming not dealt with in this policy shall be at the discretion of Administration.

2.3 Applicant will be responsible for acquiring all the necessary easements from all adjacent landowners residing along the particular stretch of road in question.

Road Naming/Renaming Policy:

3.1 All numbered and township roads will remain numbered. They will not be legally renamed under any conditions . On rare occasions, Council will permit alternate signage to be displayed for symbolic purposes.

3.2 Roads may be renamed if the name reflects a historical or geographical connection to the particular neighbourhood.

- 3.3 Names must come from the Names Reserve List, and be consistent with the criteria of this list.
- 3.4 If a road is named, Administration shall be responsible for the appropriate designation (Road, Street, Way, etc.) while considering suggestions from the proponent.
- 3.5 Only a person's last name shall be used for a road name.
- 3.6 Land developers will retain the right to register roads under names of their choosing.
- 3.7 Names to be avoided include:
 - 3.7.1 Road names that duplicate an existing street in the County of St. Paul or in neighbouring municipalities.
 - 3.7.2 Similar sounding names should be avoided such as Beach Avenue and Peace Avenue.
 - 3.7.3 Names for public streets that could be construed as advertising a particular business.
- 3.8 The preference in all cases is for numbered roads according to the grid system. This provides clarity and ease of use to residents, visitors and emergency services.

Park and Major Trail Naming/Renaming Policy:

- 4.1 Names must come from the Names Reserve List, or be consistent with the criteria of the Names Reserve List.
- 4.2 In the event of a proposed renaming, Administration will review the request for statutory compliance and compliance with the naming procedure. If compliant, a report will be submitted to Council. Council will then hear the request and determine approval.
- 4.3 County parks and major trails shall be named after a person, a historical event Significant to the County of St. Paul, or flora and fauna of the local area or the geographical or topographical features of the local area.
- 4.4 The descriptive word "park" shall be assigned to the name of the park.
- 4.5 The descriptive work "trail" or "path" shall be assigned to the name of the trail.
- 4.6 All applicants must complete a Park, Trail or Facility Naming Application.

Municipal Facilities Naming/Renaming Policy:

- 5.1 Names must come from the Names Reserve List, or be consistent with the criteria of the Names Reserve List.
- 5.2 General municipal facilities shall be named according to the facility's function (County Office, for example).
- 5.3 Municipal recreation and cultural facilities may be named after the neighbourhood in which they are located, the name of a person, a geographical designation, an organization, an historical event, or sponsor.
- 5.4 In the event of a proposed naming or renaming, Administration will review the request for statutory compliance and compliance with the naming procedure. If compliant, a report will be submitted to Council. Council will then hear the request and determine approval.
- 5.5 The naming of halls, rooms or other facilities within a municipal facility are excluded from this policy.
- 5.6 All applicants must complete a Park, Trail or Facility Naming Application.

Implementation:

- 6.1 The Taxation and Assessment Technician must ensure that the requirements of this Policy are met.
- 6.2 Applicants will be responsible for submitting the requisite fee for signage and administration. This fee can be found in the County's Fee Schedule Bylaw.
- 6.3 The County of St. Paul No. 19 reserves the right to rename roads, parks, major trails or municipal facilities at their own discretion.

Park, Trail and Facility Naming Application

Please return completed form to:
County of St. Paul No. 19
5015 - 49 Avenue
St. Paul, AB, T0A 3A4

Applicant's Information

Name: _____ Length of Residence in County: _____

Home Address: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Current Name of Park, Trail or Facility: _____

Proposed Name of Park, Trail or Facility: _____

Please provide five supporting signatures and/or letters of support from County of St. Paul residents.

----- Signature	----- Print Name
----- Signature	----- Print Name
----- Signature	----- Print Name
----- Signature	----- Print Name
----- Signature	----- Print Name

Date Submitted: _____

*The personal information requested on this form is being collected under the authority of the Freedom of Information and Privacy Act. The information collected will be used as required for contacting applicants to invite them to open houses and follow up thereafter. These applications will be included in Council packages, which may be made publically available. If you have any questions about the collection or use of your personal information, contact the County of St. Paul's FOIP Coordinator at (780) 645-3301.

