



# TOWN OF HINTON

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

**POLICY #:** 079

**EFFECTIVE DATE:** FEBRUARY 3, 2009; AMENDED DECEMBER 20, 2011

**ADOPTED BY COUNCIL ON:** FEBRUARY 3, 2009; AMENDED DECEMBER 20, 2011

## **POLICY STATEMENT**

The primary function of naming development areas, parks, municipal facilities and is to recognize and commemorate noteworthy persons associated with Hinton; Hinton's history and heritage; strengthen neighbourhood identity; and to recognize native flora, fauna, wildlife, geographical and natural features of the community surrounding area.

### **1. REASON FOR POLICY**

- a) Establish the role of Town Council, the Director of Planning & Technical Services Division (or designate) and the Land Coordinator for the naming of development areas, parks, municipal facilities and roads;
- b) Establish the criteria to recognize and commemorate noteworthy persons whereby the names will be placed on the Names Reserve List;
- c) Establish principles for the naming of development areas, parks, municipal facilities and roads;
- d) Establish principles to recognize former Mayors; and
- e) Establish principles to recognize former Councillors.

### **2. DEFINITIONS**

- a) "Administration" means Planning & Technical Services Division.
- b) "Applicant" means a person that includes an individual, partnership, association, and corporation.

- c) "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.
- d) "Director of Planning & Technical Services Division" means the Director of Planning & Technical Services Division or their designate.
- e) "Land Coordinator" means the Land Coordinator.
- f) "Municipal Facility" includes any building, structure or area of land owned by or under the direction and control of the Town.
- g) "Name" and "Naming" includes re-name and re-naming respectively.
- h) "Names Reserves List" means names of noteworthy persons; names reflecting historical events significant to the Town of Hinton; and names recognizing the flora and fauna, geographic and natural features of the Town of Hinton and region.
- i) "Park" means an area of land used for active or passive recreational activities under the direction and control of the Town.
- j) "Road" means a public street or highway owned by the Town.

### **3. RESPONSIBILITIES**

- a) Town Council
  - Approves amendments to Town Policy #079 "Naming Development Areas, Parks, Municipal Facilities and Roads"
  - Approves names for Development Areas, Parks, Municipal Facilities and Roads.
  - Conducts an appeal of a decision of the Director of Planning & Technical Services Division or their designate with respect to adding a name to the Names Reserve List or a decision of Town Council to name a development area, park, municipal facility or road.
- b) Director of Planning & Technical Services Division
  - Recommends to Town Council amendments to Town Policy #079 "Naming Development Areas, Parks, Municipal Facilities and Roads."
  - Approves names to be added to the Names Reserve List in consideration with Administration
  - Recommends names for development areas, parks, municipal facilities and roads to Council for decisions on naming requests.

- c) Land Coordinator
- Receives and reviews requests to add a name to the Names Reserve List
  - Receives and reviews requests for the naming of development areas, parks, municipal facilities and roads
  - Recommends names to the Director of Planning & Technical Services Division based on naming requests received

#### **4. GENERAL PRINCIPLES**

##### **General Principles When Adding a Name to the Names Reserve List**

- a) The name of a person must meet at least one of the following criteria:
- i) A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Town of Hinton, Province of Alberta or Canada;
  - ii) A person who volunteers and gives extraordinary help or care to individuals, families or groups or supports community services or humanitarian causes;
  - iii) A person who risks his or her life to save or protect others; and
  - iv) 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 Hinton, Province of Alberta or Canada.
- b) The Town of Hinton 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 Town.
- c) Names, other than a person, may reflect a historical event significant to the Town of Hinton.
- d) Names, other than a person, may recognize the flora, fauna and/or wildlife of the local area or the geographical or topographical feature of the local area.
- e) 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.

## **General Principles When a Name is Assigned to a Development Area, Park, Municipal Facility or Road**

- a) Naming a development area, park, municipal facility or road after a person shall be commensurate with the contribution of the person being honoured and having regard to the person's achievements or areas of interest.
- b) Preference will be assigned to those names that have been on the "Names Reserve List" the longest but have not been selected, whenever possible.
- c) Requests to name a development area, park, municipal facility or road must comply with this policy.
- d) Names submitted must be approved by the Director of Planning & Technical Services Division or selected from the Names Reserve List.

## **Development Area**

- a) A theme may be assigned to a development area.
- b) Subject to the above, the name of the neighbourhoods within the development area shall be associated with the theme.
- c) 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.
- d) The marketing name of a neighbourhood shall not be similar as the official name previously assigned to another neighbourhood in Hinton.

## **Parks**

- a) There are three level of parks:
  - i) Town Level Park – open space which serves the entire population of Hinton;
  - ii) District Level Park – open space which serves a specific area and includes larger parks, and athletic grounds associated with high schools; and
  - iii) 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.
- b) Town level parks shall be named after a person, a historical event significant to Hinton, or the flora and fauna of the local area or the geographical or topographical feature of the local area.
- c) District level parks shall be named after the development area.

- d) Neighbourhood level parks shall be named firstly, after the name of the neighbourhood, and secondly, after the name of a person or organization.
- e) The descriptive word “park” shall be assigned to the name of the park.

### **Municipal Facilities**

- a) Municipal facilities may be named after the neighbourhood in which they are located, the name of a person, a geographical designation, the service or activity for which it provides, an organization, or after an historical event.
- b) 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.
- c) The naming of halls, rooms or other facilities within a municipal facility is excluded from this policy.
- d) The Director of Planning & Technical Services Division or the Land Coordinator may publicly advertise for opportunities to monetarily contribute to, and have your name attached to halls, rooms or other facilities within a municipal facility. Each naming under this program shall be for a specified period of time.

### **Roads**

- a) Names for roads shall be selected from the Names Reserve List and in accordance with the District Themes.
- b) First consideration for the naming of major collector roads will be given to past Mayors of the Town if appropriate for the area.

### **General Principles for Renaming a Road, Municipal Facility or Park**

- a) The name of a road, either whole or in part, municipal facility or park, may be changed under the following circumstances:
  - i) When town or civic departments (ie. Police Services) request a change to minimize confusion for the delivery of a public service or when the re-development or improvement of an area takes place and the renaming will reflect the redevelopment or improvement.
- b) The general policy is that the names of streets, lanes and buildings should not be changed.
- c) The renaming of a specific road, municipal facility or park should only be considered when duplication of the name occurs within the Town of Hinton and when renaming would generally improve the Town’s administration of essential services and would be in the public’s best interest.

- d) Municipal Act statutory compliance must be carried out, including advertising the proposed name change and giving affected parties an opportunity to be heard by Council.
- e) Street names being a duplicate of an existing street in the Town of Hinton shall be avoided.
- f) Similar sounding names such as Beach Avenue and Peace Avenue should be avoided.
- g) Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, colour, creed, political affiliation or other social factors shall be avoided.
- h) Names for public streets that could be construed as advertising a particular business shall be avoided.
- i) The re-use of former street names should be discouraged because of the confusion this causes in property records management.

#### **General Principles to Recognize a Former Mayor**

- a) The name of a former Mayor shall be placed on the Names Reserve List within one year from leaving office.
- b) 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.

#### **General Principles to Recognize a Former Councillor**

- a) 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 4 (a) of this policy.
- b) 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.

## 5. PROCEDURES

### Procedure for Adding a Name to the Names Reserve List

- a) A written request is submitted to the Land Coordinator.
- b) The Land Coordinator will notify the applicant of the opportunity to be heard by the Director of Planning & Technical Services Division regarding their request.
- c) Upon the decision of the Director of Planning & Technical Services Division, the Land Coordinator will notify the applicant and in the event the name is approved, the name will be placed on the Names Reserve List.

### Procedure for Naming a Development Area, Park and Municipal Facility

- a) A written request to name a development area, park or municipal facility is submitted to the Land Coordinator.

#### **For development areas only:**

- b) 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.**
- c) The Land Coordinator will notify the applicant, municipal divisions and community leagues (if applicable) of the opportunity to be heard by the Director of Planning & Technical Services regarding their request.
- d) Director of Planning & Technical Services Division or the Land Coordinator may request suggestions from the general public for names for a park and/or municipal facility.
- e) The Land Coordinator will prepare an advertisement to publish in the local newspaper(s) seeking name suggestions from the general public. These names will be brought forward for consideration by the Director of Planning & Technical Services Division .
- f) The Director of Planning & Technical Services Division will prepare a report for decision for Council at the next regular meeting.
- g) The Land Coordinator will notify the applicant, affected property owners (if applicable), municipal divisions and community leagues (if applicable) and the affected civic departments and agencies of the decision of Council.
- h) The Land Coordinator will advise the general public through an ad in the local newspaper(s) of the decision of Council.

## **Procedure for Naming Roads**

- a) A written request to name a road is submitted to the Land Coordinator.
- b) The Land Coordinator will notify the applicant, municipal divisions and affected agencies of the opportunity to be heard by the Director of Planning & Technical Services Division regarding their request.
- c) The Director of Planning & Technical Services Division will prepare a report for decision for Council at the next regular meeting.
- d) The Land Coordinator will notify the applicant, municipal divisions and affected agencies of the decision of Council.
- e) The Land Coordinator, in consultation with 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 a 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
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
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
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
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 Town
View	Applied to a minor road located on lands with a noticeable slope and offers a view
Walk	Applied to pedestrian walkways
Way	Applied to a minor road, which may change direction
Wynd	Applied to a very narrow street

### **Procedure for Renaming a Municipal Facility or Park**

- a) A written request to rename a municipal facility or park is submitted to the Land Coordinator.
- b) The Land Coordinator will notify the applicant, municipal divisions and community leagues (if necessary) for comments and the opportunity to be heard by the Director of Planning & Technical Services Division regarding their request.
- c) The Director of Planning & Technical Services Division will prepare a report for decision for Council at the next regular meeting.
- d) The Land Coordinator will notify the applicant, municipal divisions and community leagues (if necessary) of the decision of council.

### **Procedure for Renaming a Road**

- a) A written request to rename a road is submitted to the Land Coordinator.
- b) The Land Coordinator will prepare a list of the affected property owners.
- c) The Land Coordinator will notify the affected property owners, municipal divisions and community leagues (if necessary) for comments and the opportunity to be heard by the Director of Planning & Technical Services Division regarding their request.
- d) The Director of Planning & Technical Services Division will prepare a report for decision for Council at the next regular meeting.
- e) The Land Coordinator will notify the applicant, the affected property owners, municipal divisions and community leagues (if necessary) of the decision of council.
- f) In the event the renaming of the road is approved, the Land Coordinator will notify the affected property owners of the new municipal address.

### **Appeal**

Upon the decision of the Director of Planning & Technical Services Division, in the event the name is refused or amended, the Land Coordinator will advise the person affected by a decision of the Director of Planning & Technical Services Division of the right of appeal to Town Council.