

CITY NAMING

Date Issued: September 5, 2013

Mandated by: Council

Current Revision: December 10, 2024 –
R217-24

Cross Reference:

- City Naming Procedure GOV-002-C
- City Name Registry Application Form

Next Review: January 1, 2029

Responsibility: Director, Legislative Services

1. PURPOSE

This Policy and its supporting Procedure regulate how the City adds names to the City Name Registry, then selects and applies names to Roadways, Neighborhoods, Municipal Parks, and Facilities within the City of Fort Saskatchewan.

2. POLICY

- 2.1 Council wishes to establish a coordinated and consistent approach to the naming of Neighbourhoods or parts thereof, Roadways, Municipal Parks, and Facilities. and that, wherever possible, the names reflect the City's unique history, culture, and significant contributions of community members and groups.
- 2.2 The City Name Registry, and the application of names from the Name Registry to City assets is meant to honour those who have made exceptional contributions to the community in accordance with this Policy and associated Procedure.

3. DEFINITIONS

- 3.1 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 3.2 *City Manager* – means the Chief Administrative Officer of the City, or their designate.
- 3.3 *Council* – means the Mayor and Councillors of the City, both together and individually, who have been elected pursuant to the *Local Authorities Election Act*.
- 3.4 *Director, Legislative Services* – means the person appointed to the position by the City Manager.
- 3.5 *Facilities* – means a building owned by the City.

- 3.6 *Municipal Parks* – means a City-owned parcel that is designated as a public park for the purposes of recreation.
- 3.7 *Name Registry* – means the list of individual names, approved by Council resolution, to be included on the Name Registry for future naming of Roadways, Neighborhoods, subdivisions, Municipal Parks, and public Facilities.
- 3.8 *Neighbourhood* – means an area forming a community within the city.
- 3.9 *Neighbourhood Structure Plan* - means a plan approved through Council resolution that provides more details around development patterns than the area's overarching Area Structure Plan.
- 3.10 *Outline Plan* – means a detailed land use plan for an area of land that is typically smaller than the land covered by an Area Structure Plan.
- 3.11 *Roadway* – means lands used as a public road.
- 3.12 *Subdivision Authority* – means the City Manager or any other administrative staff member appointed by the City Manager.

4. GUIDING PRINCIPLES

- 4.1 The following principles shall be considered when determining whether a name is suitable for the City Name Registry:
- 4.1.1 Names in the Name Registry should be unique, appropriate, and not easily confused with other names currently included in the Name Registry or applied to a City Neighbourhood, Roadway, Municipal Park or Facility.
- 4.1.2 Names should:
- a) Recognize exceptional community service or public contribution to honour those individuals who have demonstrated outstanding service, leadership, or philanthropy, resulting in a lasting positive impact on the community;
 - b) Reflect the City's history of Indigenous and settler cultures and traditions, as well as acknowledge those individuals who have played a prominent role in developing and shaping the City;
 - c) Celebrate the City's heritage, community spirit and diversity;
 - d) Recognize a legacy of leadership, public service or public office for those exemplary individuals with outstanding and exceptional contributions to the City;
 - e) Commemorate acts of bravery or sacrifice;
 - f) Recognize individuals with significant contributions to the planning, funding, construction, or advocacy for community buildings, events or services;
 - g) Recognize individuals or families whose outstanding contributions or excellence brings recognition to the City of Fort Saskatchewan, the Province of Alberta or the

Country of Canada; or

- h) Pay tribute to individuals who have made outstanding contributions to the advancement of community programs and activities, civic pride, or social justice and equity.

4.1.3 Inclusion in the Name Registry is not restricted to City residents.

4.1.4 Names may be proposed by the public, Council, or City staff for inclusion in the Name Registry.

4.1.5 Names which are derived from contemporary popular culture will not be supported, unless the proposed name satisfies the criteria set out in this Policy.

4.1.6 Names are not to be excluded from the Name Registry solely based on perceived difficulty of pronunciation.

4.1.7 Council, at its discretion, may alter, amend, or waive any requirements of this Policy and the associated Procedure to meet unique or extenuating circumstances, including the renaming of City assets or removing names from the Name Registry where the name may be associated or recognized with significant dishonour to the City, community, Province or Country.

4.1.8 Names on the City Name Registry will automatically be retired if they have remained on the Name Registry for fifteen (15) years without being applied to a municipal asset. A new application would need to be submitted for the name to be reconsidered for inclusion on the Name Registry.

4.1.9 Administration will notify Council of the names upcoming retirement, and Council may by resolution extend the time for a name to remain on the Name Registry.

4.2 Neighborhoods and Roads:

4.2.1 Final approval of names for Neighbourhoods and Roadways shall rest with the Subdivision Authority.

4.2.2 The name and assigned prefix or suffix shall not be duplicated, similar sounding, or phonetically similar for any Neighborhood, subdivision, or Roadway.

4.2.3 If a theme is assigned to a Neighborhood through an approved Outline Plan or Neighbourhood Structure Plan, unless otherwise approved by Council, the name of all Roadways within the Neighborhood shall be consistent with the theme.

4.3 Municipal Parks and Facilities:

4.3.1 Names for Municipal Parks and Facilities may be selected from the Name Registry.

4.3.2 Names should be reflective of:

- a) The organization responsible for the development of the Municipal Park or Facility;

- b) An outstanding contribution by an individual or organization to the capital cost of a Municipal Park or Facility;
- c) An individual associated with the recreational activity for which the Municipal Park or Facility is used; or
- d) An individual whose contributions have had a meaningful and lasting impact on the community, even if not directly tied to the development, funding, or specific use of the Municipal Park or Facility

4.3.3 When naming Municipal Parks or Facilities after individuals, the practice should be to use the names of individuals who are deceased, retired, or no longer active in their field and use the first name and surname of individuals and/or the family.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

- 5.1 City Council delegated responsibility for maintaining the Name Registry to the City Manager.
- 5.2 The City Manager delegates responsibility for maintaining the Name Registry and for the monitoring of this Policy and supporting Procedure GOV-002-C to the Director, Legislative Services.

CITY NAMING

Date Issued: August 15, 2014

Responsibility: Director, Legislative Services

Current Revision: December 10, 2024 –
R217-24

Cross Reference:

- City Naming Policy GOV-002-C
 - City Name Registry Application Form
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1. PURPOSE

The purpose of this Procedure is to provide Administration with the process for handling applications for names to be added to the City Name Registry, the naming of Neighborhoods, Roadways, Municipal Parks and public Facilities.

2. DEFINITIONS

- 2.1 *Administrative Review Committee* – means a group of City administrative staff, comprised of Legislative Services, Planning and Development, and other staff as deemed appropriate by Legislative Services, which reviews the suitability of Name Registry applications against the provisions of the City Naming Policy and Procedure prior to review by Council.
- 2.2 *Arterial Roadway* – means a major, urban roadway with high-capacity traffic, which carries traffic between important centers of activity.
- 2.3 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 2.4 *City Manager* – means the Chief Administrative Officer of the City, or their designate.
- 2.5 *Council* – means the Mayor and Councillors of the City, both together as a whole or individually.
- 2.6 *Collector Roadway* – means a low to moderate capacity road that moves traffic from local streets to arterial roadways and designated to access residential neighborhoods.
- 2.7 *Facilities* – means a building owned by the City.
- 2.8 *Municipal Parks* – means an area that is designated as a public park for the purposes of recreation.
- 2.9 *Name Registry* – means a submitted list of individual names, approved by Council resolution, to be included on the registry for future naming of Neighborhoods, subdivisions, Roadways, Municipal Parks and Facilities.
- 2.10 *Neighbourhood* – means an area forming a community within the City.

- 2.11 *Neighbourhood Structure Plan* - means a plan approved through Council resolution that provides more details around development patterns than the area's overarching Area Structure Plan.
- 2.12 *Outline Plan* – means a detailed land use plan for an area of land that is typically smaller than the land covered by an Area Structure Plan.
- 2.13 *Roadway* – means lands used as a public road.
- 2.14 *Subdivision Authority* – means the City Manager or any other administrative staff member appointed by the City Manager.

3. PROCEDURE

3.1 Acceptance of Application:

- 3.1.1 Applications shall be submitted to the Legislative Services department in the prescribed form with the written consent of the individual or family, as appropriate.
- 3.1.2 Proposed names shall be accompanied by rationale which provides biographical and/or historical information related to the name(s) and be supported with documents such as photographs, articles, awards, citations, letters of support etc.
- 3.1.3 Legislative Services will work with the applicant to ensure applications are complete, and to address any missing information that may impede the effective review of the application by the Administrative Review Committee and Council.

3.2 Application Review:

- 3.2.1 Applications for a proposed name(s) will be reviewed by the Administrative Review Committee to ensure that applications are complete, supported by relevant documentation, align with the guiding principles outlined in the City Naming Policy, and the individual's contributions align with the mission and core values within the City's current Strategic Plan.
- 3.2.2 Following the Administrative Review Committee's review of the application, applications along with Committee's recommendation will be brought to and reviewed by Council in a closed session.
- 3.2.3 The Administrative Review Committee will review applications and prepare a summary report for Council's review in closed session which contains:
- a) The complete City Name Registry Application Form;
 - b) A summary of the Application Review Committee's assessment of the application and whether the proposed name:
 - i. aligns with the guiding principles of the City Naming Policy;
 - ii. aligns with the mission and core values of the City's current Strategic Plan;
 - iii. whether the proposed name is unique, appropriate, and not easily confused with other names currently included in the Name Registry or applied to a City Neighbourhood, Roadway, Municipal Park or Facility;

- iv. what type of municipal asset(s) the proposed name could be applied to;
and
- v. any other factors City Administration feels are appropriate.

3.3 Evaluation Criteria:

When reviewing the following categories of applications, the Application Review Committee and Council shall consider the following:

3.3.1 Recognition of public service community contribution:

- a) Evidence of sustained service, leadership, or philanthropy, such as length of commitment and impact of contributions;
- b) Tangible outcomes or measurable improvements in the community (e.g. volunteer hours, funds raised, initiatives led, etc.); and
- c) Public recognition or endorsements (e.g. letters of support, awards, citations).

3.3.2 Reflect the City's history of Indigenous and settler cultures and traditions:

- a) Evidence of the individual's influence on cultural preservation, education, or contributions to reconciliation;
- b) Historical and cultural significance within Indigenous and/or pioneer communities; and
- c) Support from Indigenous or community historians and historians to verify the significance of the individual or event.

3.3.3 Celebrate the City's heritage, community spirit, and diversity:

- a) Contribution to fostering community pride, unity, or celebration of diversity; and
- b) Evidence of public involvement in heritage events, initiatives, or activities that have enriched community identity (e.g. records of participation in local events, testimonials, public awards, or contributions to community-wide celebrations.)

3.3.4 Recognize a legacy of leadership, public service, or public office:

- a) Documented record of holding public office or leadership roles with demonstrable positive impact (e.g. Public records of service, official commendations, letters of reference, etc.);
- b) Consistent and significant contributions to governance, policy, or community-building efforts; and
- c) Longevity and depth of service, including major initiatives led or impactful policies implemented (e.g. media coverage, and testimonials).

3.3.5 Commemorate acts of bravery or sacrifice:

- a) Verified record of extraordinary courage, particularly in protecting public safety or community welfare (e.g. official reports, citations of bravery, media articles, testimonials from witnesses, etc.); and
- b) Evidence of personal sacrifice or risk undertaken to benefit others in the community.

3.3.6 Recognize contributions to community buildings, events, or services:

- a) Demonstrated involvement in the planning, funding, or advocacy for community spaces or services; and
- b) Documentation of the individual's role in realizing or sustaining important community assets (e.g. records of financial contributions, participation in planning committees, commendations, or evidence of advocacy efforts, etc.).

3.3.7 Recognize contributions that bring broader recognition to the City, Province or Country:

- a) Public recognition at regional, provincial, or national levels that reflect positively on the City; and
- b) Evidence of achievements or awards that promote the City's reputation.

3.3.8 Contributions to community programs, civic pride, or social justice and equity:

- a) Evidence of initiative and leadership in programs that benefit civic pride, social justice, or equity or a consistent commitment to community improvements that foster inclusivity, pride, and social fairness.

3.3.9 Contributions to community programs, civic pride, or social justice and equity:

- a) Evidence of the appropriateness of the name in reflecting local flora, fauna, or natural features that are unique to the City and alignment of the proposed name with the region's geography or natural identity.

3.4 Addition to the Name Registry:

- 3.4.1 Applications that have been reviewed by Council in closed session will be brought forward to Council for an official decision in an open session.
- 3.4.2 Following Council resolution / decision on the inclusion of the name to the City Name Registry, Legislative Services shall notify the applicant, individual, or any other relevant parties of the decision and shall update the registry accordingly.

3.5 Retiring Names from the City Name Registry:

- 3.5.1 Names on the City Name Registry will automatically be retired if they have remained on the Name Registry for fifteen (15) years without being applied to a municipal asset. A new application would need to be submitted for the name to be reconsidered for inclusion on the Name.
- 3.5.2 Administration will notify Council of the names upcoming retirement, and Council may by resolution extend the time for a name to remain on the Name Registry.

3.6 Neighborhoods

- 3.6.1 Neighborhood naming requirements shall be submitted to the Subdivision Authority by the developer and specified in the Outline Plan, Neighbourhood Structure Plan or at the redistricting/subdivision planning stage.
- 3.6.2 Any changes to the names of existing Neighborhoods may be submitted to the Subdivision Authority for approval.

3.7 Redistricting

- 3.7.1 At the time an application for redistricting is submitted for approval to the Subdivision Authority, a compiled list of proposed subdivision and Roadway name(s) shall be provided in a tentative plan.
- 3.7.2 Upon approval by the Subdivision Authority, the final subdivision plan shall be appropriately labelled with the approved Roadway names.

3.8 Roadways

- 3.8.1 All Roadway names shall be determined by the Subdivision Authority, and as appropriate for configuration and function the Subdivision Authority may consider other naming conventions at the applicant's request, however final approval is at the discretion of the Subdivision Authority. Gate signs may be named differently from the roadway names but must maintain the approved naming requirements of the subdivision.
- 3.8.2 Generally, the continuation of an existing Roadway will have the same name throughout the Neighborhood area.
- 3.8.3 Naming of existing unnamed roadways or changes in the names of existing subdivisions and Roadways, shall be submitted to the Subdivision Authority for circulation, review, and approval.

Any changes to the names of existing roads may be made to the Subdivision Authority for review and approval.