

	<b>Naming Policy</b>
	<b>Council Approved</b>
	<b>Development Services (DS) #6105</b>
	<b>Approved</b> September 1, 2020
	<b>Next Review Date</b> August 31, 2023

## 1.0 POLICY STATEMENT

Hinton will have a process for the naming of development areas, roads, parks, and public facilities that recognizes and commemorates significant persons, history, heritage, native flora, fauna, wildlife, geographical and natural features, of the Town and surrounding area, the Province of Alberta, and Canada

## 2.0 PURPOSE

2.1 The purpose of this policy is to establish a coordinated and consistent approach to the naming and renaming of development areas, roads, parks, and public facilities that, wherever possible, commemorates significant persons, history, heritage, and natural features of the community.

## 3.0 SCOPE

3.1 This policy applies to all Town of Hinton employees who are authorized to implement the Naming Policy for roads, development areas, parks, and public facilities.

3.2 The policy applies to all persons making an application to the Town of Hinton for naming roads, development areas, parks, and public facilities.

## 4.0 RESPONSIBILITIES

4.1 Council must:

4.1.1 Approve a Naming Policy; and

4.1.2 Give consideration to naming applications and make decisions for the naming of roads, development areas, parks, and public facilities.

4.2 The Director must:

4.2.1 Refer all naming request applications for roads, development areas, parks, and public facilities to Council for their consideration and decision in accordance with the general process in the Naming Policy and Naming Procedure and Civic Addressing Procedure.

4.2.2 Implement, monitor, and evaluate this policy.

#### 4.3 Administration must:

4.3.1 Review and evaluate the policy every three (3) years and present amendments to Council for approval.

4.3.2 Monitor and implement the policy and procedures.

### 5.0 RELATED MATTERS & REFERENCES

#### 5.1. General Naming Principles:

5.1.1 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 Town of Hinton, Province of Alberta, or Canada;
- b) A person or family who is regarded as an influential or prominent pioneer, homesteader in the area, entrepreneur, or community leader within the Town of Hinton, Province of Alberta, or Canada;
- c) A person who volunteers and gives extraordinary help or care to individuals, families or groups or supports community services or humanitarian causes;
- 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 Town of Hinton, Province of Alberta, or Canada.

5.1.2 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 region.

5.1.3 Names, other than a person, may reflect a historical event significant to the Town of Hinton, Province of Alberta or Canada and names recognizing the flora, fauna, geographic and natural features of Hinton and the surrounding region.

#### 5.2 General Process for naming roads:

5.2.1 Applications for proposed road names will be brought forward to Council for decision prior to third reading of the redistricting bylaw process or prior to registration of the subdivision at Land Titles.

5.2.2 Where a naming theme has been approved by Council for a development area, the names of all the roads within the development area must be consistent with the approved theme, unless otherwise directed by Council.

5.2.3 Applications for proposed road names must follow the policy regarding the process and procedures for naming roads within the development area. All necessary documents and applicable mapping will be submitted to the

Town to ensure consistent naming. All proposed names, regardless of the suffix, must not duplicate, sound like or be phonetically similar to an existing name. A road name may be a duplicate name of a development area, provided the road is located within the development area where the duplicate name would occur.

- 5.2.4 Council may approve by resolution of Council commemorative names for roads pursuant to the general naming principles.
- 5.3 General Process for naming a development area:
  - 5.3.1 Applications for proposed development area names must be brought forward to Council for decision prior to third reading of as part of the area structure plan bylaw or Land Use Bylaw amendment process.
  - 5.3.2 Where the applicant wishes to have a naming theme and that theme has not been approved for a development area, a naming theme must be brought forward to Council for decision prior to the third reading of the first Land Use Bylaw amendment process to redistrict the land for the new development area.
  - 5.3.3 Where the naming of the new development area is at the subdivision application process, the name must be brought forward to Council for decision prior to registration of the subdivision at Land Titles.
  - 5.3.4 Where a theme is approved for a new development area, the names of all roads and parks within the development area must be consistent with the theme approved by Council.
  - 5.3.5 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.
- 5.4 General Process for naming a park and public facility:
  - 5.4.1 Applications for proposed park and public facility names must be brought forward to Council for decision.
  - 5.4.2 Where a naming theme has been approved by Council for a development area where the park or public facility is located, the proposed name must be consistent with the approved theme, unless otherwise directed by Council.
  - 5.4.3 Applications for proposed park and public facilities must follow the policy regarding the process and procedures for naming parks and public facilities within the development area. All proposed names, regardless of the suffix, must not duplicate, sound like or be phonetically similar to an existing name. A park or public facility name may be a duplicate name of a

development area, provided the park or public facility is located within the development area where the duplicate name would occur.

5.4.4 Applications for proposed parks and public facilities not in new development areas must follow the general naming principles and be consistent with the Naming Policy and Naming Procedures.

5.4.5 Council may approve by resolution of Council commemorative names for parks and public facilities pursuant to the general naming principles.

## 6.0 DEFINITIONS

**ADMINISTRATION:** Development Services Department staff who are assigned responsibility.

**APPLICANT:** means a person that includes an individual, partnership, association, developer, and corporation.

**COUNCIL:** means the municipal Council of the Town of Hinton including the Mayor and six councillors.

**DEVELOPMENT AREA:** includes an area structure plan, a neighbourhood area, a conceptual scheme area, an outline plan area, and a multiple stage subdivision.

**DIRECTOR OF DEVELOPMENT SERVICES:** means the Director of Development Services or their designate.

**NAME AND NAMING:** includes naming and re-naming, respectively.

**PARK:** means an area of land used for active or passive recreational activities under the direction and control of the Town.

**PUBLIC FACILITY OR FACILITIES:** includes any building, structure, public gathering space or area of land owned by or under the direction and control of the Town of Hinton and may include the naming of the pathways and trails within the park.

**ROAD:** means a public street or highway owned by the Town of Hinton.

## 7.0 APPENDICES, PROCEDURES, & FORMS

7.1 Naming Application Form

## 8.0 REVISION CONTROL

- 8.1 This Policy must be reviewed every 3 years to ensure the effectiveness of the process and procedures.
- 8.2 Upon Council approval, all former versions of this Policy are hereby rescinded.

<b>Date</b>	<b>Revision</b>
Sept 1, 2020	Emily Olsen -Interim CAO