

Title: MUNICIPAL FACILITY, ROADWAY AND COMMUNITY NAMING		Number: 0155
Reference: Administrative Committee – August 13, 2014 Administrative Committee – February 8, 2017	Adopted by City Council: August 18, 2014	Supersedes: 0134
Prepared by: PLANNING, BUILDING & DEVELOPMENT SERVICES		

STATEMENT:

THE CITY BELIEVES THAT STREETS, COMMUNITIES AND OTHER PUBLIC FACILITIES SHOULD BE NAMED IN A CONSISTENT MANNER THAT PROMOTES PUBLIC SAFETY. FUTHERMORE, THE CITY BELIEVES THAT MUNICIPAL FACILITY AND ROADWAY NAMES SHOULD REFLECT THE UNIQUE HISTORY, HERITAGE AND CULTURE OF MEDICINE HAT AND ITS SURROUNDING AREA.

PRINCIPLES:

1. The City of Medicine Hat (City) maintains that a simple and concise approach is important to the naming of municipal facilities, roadways and communities.
2. The City is committed to naming roadways in a manner that ensures public safety and mitigates potential risks.
3. The City recognizes that roadway and community naming is an integral part of the community planning process.
4. The City believes that consideration should be given to cultural and historical heritage when naming municipal facilities, roadways and communities.
5. The City supports public involvement in this naming process, wherever appropriate.

ROLE OF COUNCIL

To receive, review and adopt this policy and any recommended amendments thereto.

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1. DEFINITIONS

- 1.01 Applicant
The individual, corporation or group that submits an application for municipal facility, roadway and/or community naming or renaming.
- 1.02 Area Structure Plan
A statutory plan as defined in the *Municipal Government Act* which describes the sequence of development, the proposed land uses, the proposed density of population, and the location of major roadways and public utilities, and through this plan various names may be established.
- 1.03 City
The corporation of the City of Medicine Hat.
- 1.04 Community
A neighbourhood or other geographic area of the city which, for the purposes of this policy, is or should be identified by a name.
- 1.05 Conceptual Scheme
A detailed outline plan for an area, showing future subdivisions and relating to the development of adjacent areas.
- 1.06 Council
The Council of the City of Medicine Hat.
- 1.07 Municipal Facility
For the purposes of this policy refers to a public facility including, but not limited to, a park, public building, fire hall or police station, Environmental Reserve, or any other natural area owned by the City and under its direction and control.
- 1.08 Names Registry
The list of approved names used within or for the City of Medicine Hat, whether for municipal facilities, roadways or communities, including:
(a) Existing, assigned names.
(b) Available, unassigned names.
- 1.09 Roadway
Any public thoroughfare shown on a plan of survey which the public is entitled or permitted to use.
- 1.10 Subdivision
The dividing of one parcel of land into two or more smaller lots, so that separate Certificates of Title can be registered for each new lot at a Land Titles Office.

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2. RESPONSIBILITIES

2.01 City Council

- (a) To receive, review, and consider for adoption any proposed amendments to this policy.
- (b) To review and consider the recommendation of the Administrative Committee for the naming of a municipal facility.
- (c) To approve proposed names for inclusion in the Names Registry list.
- (d) To approve community names through the adoption of Area Structure Plans and Conceptual Schemes.

2.02 Administrative Committee

- (a) Review and recommend to Council the naming or renaming of a municipal facility, roadway and/or a community.

2.03 City Clerk

- (a) Chair the Municipal Names Committee and co-ordinate the administration of this policy and procedure.
- (b) Communicate this policy and procedures to relevant City departments and the public.
- (c) Notify stakeholders of City Council decisions related to the naming of municipal facilities, roadways and/or communities.
- (d) Receive written applications for the renaming of a municipal facility, roadway or community, and to process the application in accordance with this policy.

2.04 Planning, Building and Development Services

- (a) Make recommendations to City Council regarding any amendments to the policy and procedures contained herein.
- (b) Propose community and roadway names from the Names Registry to developers at the time of drafting an Area Structure Plan, Conceptual Scheme or subdivision.
- (c) Maintain the Civic Addressing System street name database and ensure that approved street names from the Names Registry are included.
- (d) Maintain and update the Civic Addressing Manual to be consistent with this policy as required.
- (e) Ensure that the current Names Registry, municipal facility and street naming process, and application forms are maintained and posted on the City website.

2.05 Municipal Names Committee

- (a) Establish and maintain the Names Registry.
- (b) Receive and evaluate proposed names to be available for the naming of municipal facilities, roadways and communities.
- (c) Recommend municipal facility names to the Administrative Committee.

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3. PROCEDURES

3.01 General Guidelines

- (a) Municipal facilities, roadways, and communities shall be named according to the City Council approved guidelines and criteria as outlined in this policy.
- (b) If the roadway name proposed by a developer is listed in the Names Registry and has not been used previously, the approving authority may approve the development plan without having the names being approved again by City Council.
- (c) Roadway names proposed by a developer in a development plan application that are not listed in the Names Registry shall be forwarded by the Planning, Building and Development Services department to the Municipal Names Committee for approval by City Council and inclusion in the Names Registry.
- (d) Where warranted, private roadways will be named to provide appropriate address descriptions for structures such as condominium developments. Private roadway names will be reviewed by Planning, Building and Development Services to ensure compatibility with the existing roadway system and ensure duplicate names are not used.
- (e) When a roadway name is approved, Planning, Building and Development Services staff is responsible to ensure the appropriate roadway type is used.
- (f) Addressing of specific parcels will be completed by Planning, Building and Development Services staff in accordance with the technical procedures outlined in the Medicine Hat Civic Addressing Manual.

3.02 Guidelines for Municipal Names Committee

1. General Guidelines

- (a) The Municipal Names Committee will be comprised of representatives from the following areas:
 - i. City Council (1)
 - ii. Parks and Recreation Department (1)
 - iii. Planning, Building and Development Services Department (1)
 - iv. Community Development Department (1)
 - v. Fire Services (1)
 - vi. City Clerk Department (1)
- (b) Representatives from additional departments may be added to the Municipal Names Committee at the discretion of the Committee Chair.
- (c) The Committee shall ensure that proposed names are unique, not duplicates, appropriate and not easily confused with other names adopted or in use.
- (d) Members of the Committee will review proposed names against the Names Registry for their historical significance and public safety needs.
- (e) Decisions of the Municipal Names Committee shall be by consensus of the Committee members present at the meeting.

2. Administrative Procedures

- (a) Proposed names for municipal facilities are forwarded to the City Clerk in writing and may include biographical or background information if named for a person or event.
- (b) The Municipal Names Committee will provide a report to the Administrative Committee, with a recommendation on the proposed names.

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- (c) The Administrative Committee will consider the report and forward it to City Council with a recommendation.
- (d) All recommendations for the naming of municipal facilities require approval by City Council, after first being reviewed by the Municipal Names Committee and recommended to the Administrative Committee.

3.03 General Guidelines for Review of Proposed Names

- (a) Proposed names must be examined to determine the extent to which the name is used elsewhere in Medicine Hat.
- (b) Proposed names which may be regarded as offensive shall not be used.
- (c) Proposed names may be evaluated in terms of the historical significance of the name or its relationship to the location.
- (d) Proposed names which may create problems for the dispatch of emergency response personnel shall not be used.
- (e) Names proposed need not be English, but should be carefully examined to determine if confusion or a potential conflict may be created when the name is translated into English.

1. Guidelines Specific to Naming Facilities

- (a) Only major municipal facilities in common use by the public, such as parks, leisure centres, arenas, bridges and swimming/wading pools, should be specifically named.
- (b) The selection of municipal facility names may be based on one or more of the following criteria:
 - i. The geographical area in which the facility is located (the name of the historical site or the pioneer owners of the land).
 - ii. An individual associated with the activity, sport, etc. for which the facility is used primarily.
 - iii. Horticultural, environmental, cultural significance of site.
 - iv. A person of recognized stature, e.g. political, humanitarian or some other field of endeavour.
 - v. The organization responsible for the development of the facility.
 - vi. An organization or individual who contributed significantly to the capital cost or ongoing operations of a municipal facility.
 - vii. When naming facilities after persons, the practice should generally be to use names of persons deceased, or retired or no longer active in their field.

2. Guidelines Specific to Naming Roadways

- (a) The assigning of roadway types will be done by Planning, Building and Development Services staff and will be consistent with the technical requirements outlined in the Civic Addressing Manual.
- (b) The naming of roadways should be flexible enough to accommodate growth caused by annexation and new subdivisions.
- (c) Roadway names should be uniform throughout the City and should be used consistently by all government departments and agencies.
- (d) Roadway names should be assigned in a manner that provides for consistent and effective property addressing.
- (e) Roadway names should be appropriate for the topography of the area.

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- (f) Wherever possible, a roadway should have only one name along its entire length. Although not encouraged, if a continuous road requires a name change along its course, the name may be changed only at an intersection with a major or arterial roadway.
- (g) Roadway names may be selected for physical, numeric, theme, political or historical features.
- (h) The first syllables of a proposed community name should not be used as the first syllables of another community or area in the City, unless the two are adjacent subdivisions in the same quadrant.
- (i) Abbreviations in community names should not be allowed.
- (j) Hyphenated names or names containing an apostrophe may be used, but the approved name should not be spelled with the hyphen or apostrophe.
- (k) Community names of three or more words should be discouraged.
- (l) Community names can be submitted to the Municipal Names Committee and forwarded to Council for approval at the Area Structure Plan, Conceptual Scheme, or subdivision stages if they are not in the Names Registry.

3. Guidelines Specific to Naming Communities

- (a) A community name should be the same as the name used in the past to identify the area, provided such name is historically or geographically significant.
- (b) A community name may be named for a significant natural geographic feature or landmark. Community names should be unique within Medicine Hat. Proposed names should not duplicate or phonetically resemble any other community or roadway name used in Medicine Hat.

3.04 Facility Naming Process

- (a) City Council, a member of the public, or a City Committee or Commission may recommend a name for a new facility in writing to the City Clerk. The written application should include a cultural and historic heritage or other rationale for approving the name for inclusion of the name in the Names Registry.
- (b) The written request is submitted to the City Clerk for forwarding to the Municipal Names Committee for review and recommendation. The proposed name may be circulated to agencies such as 911, Fire Services or Municipal Works if deemed necessary by the Municipal Names Committee.
- (c) The Municipal Names Committee will draft a decision item indicating support or non-support of the proposed name to the Administrative Committee, who will then forward the recommendation to Council for approval.
- (d) The City Clerk will provide written confirmation of Council's decision to the affected parties.

3.05 Roadway Naming Process

1. Developer Proposing Names From the Names Registry:

- (a) The developer initiates discussions with Planning, Building and Development Services at the time of drafting of an Area Structure Plan, Conceptual Scheme, or preparation of a subdivision application.

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- (b) Planning, Building and Development Services provides the developer with the list of approved roadway names from the Names Registry. The proposed roadway names are submitted by the developer at the time the subdivision application is submitted, and is enforced through a condition of subdivision approval.
- (c) If the proposed roadway names are from the Names Registry, the roadway names shown in the development plan are approved by Planning, Building and Development Services as part of the usual approval process for a subdivision.

2. Developer Proposing Names Not From the Names Registry:

- (a) If the proposed roadway names are not from the Names Registry, Planning, Building and Development Services will request a rationale from the developer in the form of a written application, and the application will be forwarded to the City Clerk for circulation to the Municipal Names Committee.
- (b) The Municipal Names Committee will review the proposed names to ensure public safety and historical context.
- (c) The Municipal Names Committee will make a recommendation of support or non-support regarding the proposed street names to the Administrative Committee which forwards the recommendation to Council.
- (d) If the proposed street names are approved by Council, the Municipal Names Committee will notify the developer, Planning Building & Development Services and Municipal Works.
- (e) If the roadway names are not approved by Council, the Municipal Names Committee will notify the developer and Planning Building and Development Services. The developer has the choice to resubmit approved, revised street names from the Names Registry, or resubmit proposed alternate street names and attempt to obtain Council approval again.

3.06 Community Naming Process

- (a) The developer initiates discussions with Planning, Building and Development Services at the time of drafting an Area Structure Plan and/or Conceptual Scheme.
- (b) Planning, Building and Development Services reviews proposed community names to ensure consistency with this policy.
- (c) Council through the adoption of an Area Structure Plan or Conceptual Scheme shall approve the community name.