City of **Cold Lake**

Public Infrastructure Naming Policy

POLICY NUMBER: 118-AD-10

Approval Date: April 14, 2010	Revise Date: April 1, 2010
Motion Number: **CM 20100413.1004**	Repeal Date:
Supersedes: 018-AD-97	Review Date:

1.0 Policy Intent

This policy seeks to guide the City in selecting appropriate names for addition to the Names Reserve List to be used in the naming of development areas, parks, roads and municipal facilities.

2.0 Purpose

2.1.   Define the criteria for recognizing noteworthy persons associated with the City of Cold Lake whose names shall be placed on the Names Reserve List.

2.2.   Outline the process for adding names to the Names Reserve List.

2.3.   Define the principles to be used in the naming of development areas, parks, roads and municipal facilities.

2.4.   Outline the procedure for naming a development area, park, road or municipal facility.

3.0 Policy Statement

The City shall establish and manage a Names Reserve List to be used in selecting names for development areas, parks, roads and municipal facilities that recognize: noteworthy persons associated with the City of Cold Lake; the City's history; or the flora, fauna and natural features of the community and region.

Managerial Guidelines – Names Reserve List

CRITERIA FOR ADDING NAMES TO THE NAMES RESERVE LIST

3.1.   To be considered for addition to the Names Reserve List, the name of a person must meet one or more of the following criteria:

    3.1.1.   A person who demonstrates excellence, courage or exceptional dedication to service that brings special credit to the City of Cold Lake, the province or country.

3.1.2. A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes.

3.1.3. A person who fosters equality and reduces discrimination.

3.1.4. A person who has acted to save or protect others at significant personal risk.

3.1.5. 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 honor to the City, Province or Country.

3.2. Names, other than person, representing a service club or corporation may be used in the naming of a public facility where that service club or corporation has made a significant contribution to the development of the facility, or where a corporation has entered into a naming rights agreement with the City of Cold Lake.

3.3. Names, other than a person, reflecting historical events significant to the City of Cold Lake may be added to the Names Reserve List.

3.4. Names, other than a person, that recognize flora and fauna found in the local area or names of geographical and topographical features of the local area may be added to the Names reserve List.

3.5. As per Section 4.2.1 of the City's Addressing Bylaw (336-DA-08), Developers may submit names to the Names Reserve List and have those names listed as "assigned" for use in future phases of a development.

3.6. Names that have been listed as "assigned" to a development but not used within a reasonable period of time as determined by the Addressing Officer, shall be re-listed as "unassigned" and be available for use in another development.

3.7. Once a particular name has been selected for use in naming a development area, park, road or municipal facility, the name shall be removed from the Names Reserve List.

PROCEDURE FOR ADDING NAMES TO THE NAMES RESERVE LIST

3.8. The process for adding a name(s) to the Names Reserve List shall be as follows:

3.8.1. A request to have a name added to the Names Reserve List must be submitted to the City's Planning and Development department.

3.8.2. Administration will prepare a report for Council and notify the applicant of the opportunity to be heard by Council.

3.8.3. The request is heard by the Council.

3.8.4. Administration shall notify the applicant of Council's decision.

Managerial Guidelines – Naming of Development Areas, Parks, Roads and Municipal Facilities

GENERAL PRINICIPLES FOR NAMING DEVELOPMENT AREAS, PARKS, ROADS AND MUNICIPAL FACILITIES

3.9. Naming a development area, park, road or municipal facility after a person should be commensurate with the contributions of the person being honored and having regard to the person's achievements or areas of interest.

3.10. Whenever possible, preference should be given to those names that have been on the Names Reserve List the longest but have not been selected.

3.11. Development areas may be assigned a theme, with neighborhoods, roads and parks within the development area assigned names associated with that theme.

3.12. Municipal facilities may be named after the neighborhood in which they are located, the name of a person, geographical or topographical feature, or historical event.

PROCEDURES FOR NAMING

3.13. Requests for naming shall be submitted to the City's Planning and Development department.

3.14. In the case of naming a development area or road, the applicant must submit a current list of the property owners within the development area or owners of property fronting on the road to be named, and document the consent of these property owners for the proposed naming.

3.15. Administration shall notify any affected City department for comments, and prepare a report for Council.

3.16. Administration shall notify the applicant of the opportunity to be heard by Council.

3.17. The request will be heard by Council

3.18. Administration shall notify the applicant and any affected City departments of Council's decision.

4.0 References

4.8. See attached document for a template of the application form.

4.9. See Bylaw 336-DA-08, Section 4 for Street Naming considerations

5.0 Persons Affected

Planning & Development
Public Services
Public Works & Infrastructure
Corporate Services

6.0 Revision/Review History

April 16, 2010
Date

Chief Administrative Officer

April 16, 2010
Date

Mayor

PUBLIC INFRASTRUCTURE NAMING

1. APPLICANT INFORMATION

Name (please print): _____ **Date:**_____

Address: _____ **Postal Code:** _____

Home Phone: _____ **Work Phone:** _____ **Cell:** _____

2. NAME PROPOSED FOR ADDITION TO THE NAMES RESERVE LIST:

_____

3. THE NAME LISTED ABOVE REPRESENTS:

☐ Individual(s)   ☐ Local Geographical or Topographical Feature

☐ Local Flora or Fauna   ☐ Historical Event or Historical Site

4. In the event that the name proposed for addition to the Names Reserve List is that of an individual, describe how that individual meets the criteria for inclusion as outlined by the City's Public Infrastructure Naming Policy (attach a separate page if necessary, along with any supporting documentation):

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5513 - 48 Avenue, Cold Lake, AB ● T9M 1A1 ● Ph: 780-594-4494 ● Fax: 780-594-3480