

## TOWN OF SLAVE LAKE

### Council Policy

Department:	Administration	Policy No:	ADM.CAO-23.1006
Policy Title:	Naming Development Areas, Roads, Parks, Trails and Municipal Facilities	Issue Date:	11-14-2023

### **1. POLICY OBJECTIVES**

The purpose of this policy is to:

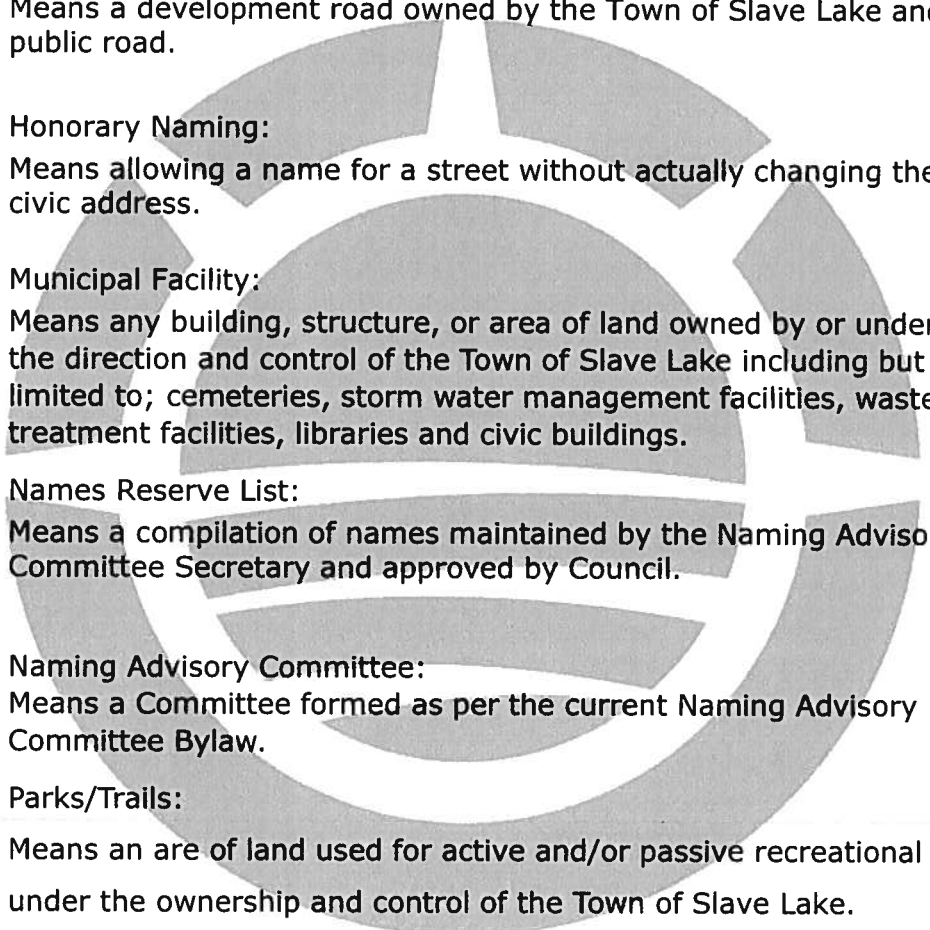
- 1.1. Provide criteria to determine which development areas, roads, parks, trails, and municipal facilities will be named and which will not.
- 1.2. Provide Guidelines to assist in choosing names.
- 1.3. Provide an official list of names with provisions for regular updating.
- 1.4. Provide standards for signing for those things that have been named.

### **2. POLICY STATEMENT**

The Town of Slave Lake recognizes that in assigning names a municipality has an important and unique opportunity to recognize the communities' heritage and unique character. It is also an opportunity to recognize the contribution of individuals, organizations, and businesses made toward the municipality's facilities, parks, and trails. This policy provides general guidelines for Town's consideration when establishing new or changing existing names of development areas, roads, parks, and trails. This policy provides general development areas, roads, parks, trails, roads, and municipal facilities.

### **3. DEFINITIONS**

- 3.1. Applicant:  
Means an organization, community league, the development industry, civic department or member of the public.
- 3.2. Chief Administrative Officer (CAO):  
Means the manager of the Town of Slave Lake or designated as employed by the Town.

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- 3.3. Council:  
Means the Council of the Town of Slave Lake, in the Province of Alberta
- 3.4. Community Association:  
Means a group of people organized to represent the area in which they live.
- 3.5. Existing Road:  
Means a development road owned by the Town of Slave Lake and used as a public road.
- 3.6. Honorary Naming:  
Means allowing a name for a street without actually changing the official civic address.
- 3.7. Municipal Facility:  
Means any building, structure, or area of land owned by or under the direction and control of the Town of Slave Lake including but not limited to; cemeteries, storm water management facilities, wastewater treatment facilities, libraries and civic buildings.
- 3.8. Names Reserve List:  
Means a compilation of names maintained by the Naming Advisory Committee Secretary and approved by Council.
- 3.9. Naming Advisory Committee:  
Means a Committee formed as per the current Naming Advisory Committee Bylaw.
- 3.10. Parks/Trails:  
Means an area of land used for active and/or passive recreational activities under the ownership and control of the Town of Slave Lake.
- 3.11. Proposed Road:  
Means land shown as a proposed road on a Tentative Plan of Subdivision that will be filed or registered in the Alberta Land Titles Office.

#### **4. RESPONSIBILITIES**

##### **4.1. Council**

- (a) To approve amendments to the policy for naming development areas, roads, parks, trails and municipal facilities.
- (b) To decide if related costs will be assumed by the applicant or incurred by the Town of Slave Lake to rename a development area, road, trail or a municipal facility. Costs include the design, production, and installation of street signs.
- (c) To approve the applicant's cost waivers incurred by the Town of Slave Lake to assign an honorary name to a road. Costs include the design, production, and installation of street signs.
- (d) To approve or not approve the application for a name.
- (e) To approve amendments to the Naming Bylaw or policy as per the Naming Advisory Committee recommendations.
- (f) To appoint members to the Naming Advisory Committee.

##### **4.2. General**

- (a) The name of a person, group, event, thing, or feature shall be selected from the "Names Reserve List" when appropriate.
- (b) Subject to subsection a, preference will be assigned to those names that have been on the "Name Reserve List" the longest and have not been selected, whenever possible.
- (c) Notwithstanding subsection a and b, the name of the person not identified on the "Names Reserve List" may be assigned to a development area, road, park, trail, or municipal facility when unique or extenuating circumstances warrant, providing the name of the person complies with the criteria for honoring a person.
- (d) The name, other than a person, may have a historical significance to Slave Lake or reflect early pioneers and pioneering groups who

settled in Slave Lake and the surrounding area.

- (e) The name, other than a person, may pertain to geographical or topographical feature of the area, establishing a theme for a development area or neighborhood; and
- (f) The name, other than a person, may pertain to a flora and fauna of the area, establishing a theme for a development area or neighborhood.
- (g) The 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 Slave Lake, 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 fosters equality and reduces discrimination.
  - (iv) A person who risks their life to save or protect others; or;
  - (v) 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 Town of Slave Lake, Province of Alberta, or Canada.
  - (vi) The name, other than a person, may have a historical significance to Slave Lake or reflect early pioneers and pioneering groups who settled in Slave Lake and the surrounding area.
- (h) The name, other than a person, may pertain to an organization or company, may be assigned to a development area, road, park, trail or municipal facility when unique or extenuating circumstances warrant, such as a large financial or in-kind donation toward the project. These circumstances are addressed in the Community Sponsorship Policy.
- (i) Reference shall be made to the current "Street Numbering Bylaw" whenever reviewing the naming or renaming of Town Streets to ensure that those requirements for the bylaw are met and ensure continuity throughout the process.

#### 4.3 Development Area

- a) In the event that a theme is assigned to a development area, the name of the neighborhoods within the development area shall be associated with the theme.
- b) The marketing name of a neighborhood shall not be similar as the official municipal name previously assigned to another neighborhood in the Town of Slave Lake.

#### 4.4 Roads

- a) When a road is named, the Planning and Development Department shall be responsible for assigning the appropriate suffix, utilizing the Street Numbering Bylaw.
- b) The suffixes and definitions are not exhaustive and discretion can be exercised in the event the standards do not apply in an appropriate manner.

#### 4.5 Parks and Trails

- a) Parks and Trails shall be named after a geographical designation, a historical name, organizations, and the name of a person or the development area.
- b) The suffix "park" and/or "Trail" shall be assigned to the name of the park and/or trail. 4.6

#### 4.6 Municipal Facilities

- a) Cemeteries, civic buildings, leisure center's (ice arenas, swimming pools, etc.), public libraries, service yards, sewage yards, sewage treatment plants, and water treatment plants may be named after the neighborhood in which they are located, a geographical designation, an organization, a historical name or the name of a person.
- b) Storm water management facilities (wet) shall have the prefix or suffix "lake" or "pond" and shall be named after the park where it is situated or adjacent, the neighborhood in which it is located or after the theme of the area; and
- c) The naming of halls, rooms, or other facilities within a municipal facility included in this policy.

- d) Facilities jointly owned with the Town by other entities (such as the Municipal District of Lesser Slave River No. 124 with the Visitor Information Centre and Northern Lakes College with the Northern Lights Aquatics Centre) may be included in this policy with the agreement of the co-owner of the facility.

## **5. POLICY AND PROCEDURES**

### **5.1. Roads and Development Areas**

- a) All names for proposed development areas, roads, parks, trails and municipal facilities may be proposed by the Developer and are subject to recommendations of the Planning and Development Department, the Naming Advisory Committee, and Council.
- b) The Naming Advisory Secretary will notify the applicant and the community association, if any, of the opportunity to be heard by Council prior to a decision; and
- c) A report, prepared by the Naming Advisory Committee Secretary will be submitted to Council with the recommendations.
- d) Upon the decision of Council, the Naming Advisory Committee Secretary will notify the applicant, the Community Association, if any, and the affected departments and agencies.

### **5.2 Municipal Facilities, Parks and Trails**

- a) All names for proposed development areas, roads, parks, trails and municipal facilities may be proposed by the Developer and are subject to recommendations of the Planning and Development Department, the Naming Advisory Committee, and Council.
- b) The Naming Advisory Secretary will notify the applicant and the community association, if any, of the opportunity to be heard by Council prior to a decision; and
- c) A report, prepared by the Naming Advisory Committee Secretary will be submitted to Council with the recommendations.
- d) Upon the decision of Council, the Naming Advisory Committee Secretary will notify the applicant, the Community Association, if any, and the affected departments and agencies.

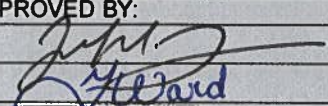
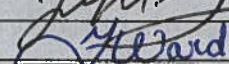


5.3 Names Reserve List

- a) Potential names may be submitted by organizations, community leagues, Town Council, civic departments, and the public at large to the Naming Committee.
- b) The Naming Advisory Committee forwards a request, with rationale, to the Town Council for consideration and a recommendation of support/nonsupport.
- c) The Chief Administrative Officer will ensure that the applicant will be notified of the opportunity to be heard by the Town Council prior to a decision; and

5.4 Upon the decision of Council, the applicant and the Naming Advisory Committee Secretary will be notified and in the event that the name is approved, the name will be placed on the Name Reserve List.

6. **APPROVAL and REVISION CONTROL**

ISSUED BY	APPROVED BY:	DATE:
Chief Administrative Officer		2023/11/20
Mayor		11/16/2023