



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CC-05	Municipal Naming (Effective January 1, 2024)
ORIGINAL APPROVAL DATE	DATE LAST REVISED
August 30, 2010	June 20, 2023

Purpose

To provide a consistent process and framework for the naming of Municipal Assets in the City of St. Albert.

Policy Statement

Names of Municipal Assets in the City of St. Albert shall reflect the City’s diverse history, culture, languages and values. The naming or renaming of a Municipal Asset should be an equitable, inclusive, transparent, and comprehensive process, and should reflect the City’s goal of establishing a welcoming, diverse, and inclusive community as expressed in the *Diversity and Inclusion Declaration*. This Policy is intended to allow residents and persons having a substantial connection with the City an opportunity to suggest names of Municipal Assets that reflect their histories, cultures, languages, and values. To that end this Policy establishes a framework for naming and renaming of Municipal Assets that reflects modern day values while allowing the capacity to adapt to continually evolving values in the City of St. Albert.

Scope

This Policy applies only to Municipal Assets, with the exception of:

- Any Municipal Asset for which naming rights have been sold;
- St. Albert Place;
- City facilities that are leased to third parties where the lease allows the lessee to name the facility, or the leased portion of the facility, for the term of the lease;
- Any name recognition made conditional upon the exchange of money, land, or services (sponsorships or donations). Naming of Municipal Assets in connection with sponsorship and donation shall be negotiated by the Chief Administrative Officer for approval by Council or in accordance with other Council policies or bylaws; or

- Any Municipal Asset whose naming rights are under the jurisdiction of St. Albert school boards or the Province.

Definitions

“Area Structure Plan” means a plan adopted by Council as an Area Structure Plan Bylaw pursuant to the Municipal Government Act that provides a framework for future subdivisions and development of an area.

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Municipal Government Act.

“City” means the municipal corporation of the City of St. Albert, or where the context so requires, the area contained within the boundaries of the City of St. Albert.

“City Park” means a major multi-purpose destination for structured and unstructured recreation, social gathering, and community events that attracts residents from across City and motivates people from the Capital Region to visit the City.

“Commemorative Name” means a name of a person that is alive or deceased, a family name of persons who are alive or deceased, or a name representing or evoking the memory of a group of people.

“Council” means the municipal council of the City of St. Albert.

“Council Committee” has the meaning set out in the *Municipal Government Act*.

“Council-Named Asset” means a Municipal Asset the naming or renaming of which is exclusively the responsibility of Council under this Policy, including any City Park, Crosstown Road, Municipally-Owned Building, Neighbourhood (at the level of an Area Structure Plan) or Significant Infrastructure, and may include any other Municipal Asset that Council by resolution assumes responsibility for naming or renaming.

“Crosstown Road” means a major street (traditionally defined as a major arterial) that allows users to travel across the City without changing corridors. These streets provide connectivity for public transit buses and may provide for commercial / large load movements.

“Diversity” means the conditions, expressions and experiences of all people that encompass their unique qualities and characteristics.

“Equity”, which is distinguished from equality, means fairness and justice in process and in results, and is the act of overcoming social barriers including racism, sexism, and socioeconomic challenges that prevent the full participation of individuals from all groups. It is not about sameness of treatment. Equitable outcomes often require

differential treatment and resource distribution so as to achieve a level playing field among all individuals and communities.

“Equity-Deserving Groups” means groups of persons who have been historically disadvantaged or underrepresented and/or who suffer from exclusion due to societal and systemic barriers, including without limitation: Indigenous peoples, persons with disabilities and members of visible minorities.

“Inclusion” means an environment in which all people are respected, their differences are embraced, and they all have the same opportunities.

“Indigenous” means a person or group of people who identify as First Nations, Métis, and/or Inuit.

“Municipal Asset” means a City Park, Crosstown Road, Municipally Owned Building, Neighbourhood, Park, Recreational Facility, Roadway, Significant Infrastructure, and Stormwater Management Facility.

“Municipally-Owned Building” means any building owned or wholly leased by the City that primarily serves the public and/or functions to provide City services and operations. Examples include, but are not limited to, heritage buildings, civic office buildings, or fire halls. Recreational Facilities are excluded from this definition.

“Names Reserve List” means a list of potential names to be used in the naming or renaming of Municipal Assets.

“Naming Committee” means a committee established by the CAO that is responsible for reviewing and approving names submitted for naming and applications for name removal or renaming of Municipal Assets, and for maintaining a Names Reserve List. Membership of the Naming Committee consists of one representative from each of the following City departments and external organizations:

- a. Arts and Heritage Foundation of St. Albert
- b. Community Services
- c. Emergency Services
- d. Government/Indigenous Relations and Environment (one representative from each of the Indigenous Relations and Environment branches of this department)
- e. Information Technology
- f. Planning & Development
- g. Policing Services

h. Recreation & Parks

“Neighbourhood” means a residential area containing a mix of housing types, Neighbourhood type commercial uses, schools, and Neighbourhood Parks. The boundary of a Neighbourhood may be based on the boundary of its Area Structure Plan or its Neighbourhood Plan.

“Neighbourhood Plan” means a plan that focuses on a geographic sub-area contained within a larger area encompassed by an Area Structure Plan.

“Park” means a tract of land designated and used by the public for active and passive recreation. City Parks are excluded from this definition.

“Recreational Facility” means a building or developed land that is maintained by the City for the purpose of recreational activity. Examples include, but are not limited to, aquatic facilities, sports fields, or baseball diamonds.

“Roadway” means a local or collector road for the movement of lower volumes of traffic, and typically located within Neighbourhoods. Crosstown Roads are excluded from this definition.

“Significant Infrastructure” means capital infrastructure owned by the City and of a magnitude that warrants being named. Examples include, but are not limited to, transit stations, vehicular or pedestrian bridges, recognition monuments, water reservoirs, or booster stations. Stormwater Management Facilities are excluded from this definition.

“Sponsor” means the City department designated by the CAO to be responsible for overseeing and coordinating the process under this Policy for naming or renaming a particular Municipal Asset or a class or category of Municipal Assets.

“Stormwater Management Facility” or “SWMF” means a wetland or wet pond designed to temporarily store stormwater runoff in order to promote the settlement of runoff pollutants and to restrict discharge to predetermined levels to reduce downstream flooding and erosion potentials.

Responsibilities

1. Council is responsible for approving names for Council-Named Assets in accordance with the standards of this Policy. Subject to paragraph 2 of this “Responsibilities” section, Council may by resolution delegate its responsibility to approve the naming or re-naming of any Council-Named Asset or any class or category of Council-Named Assets to the CAO or to a Council Committee .
2. Only Council may approve:
 - a. a Commemorative Name for a newly acquired, constructed or commissioned Municipal Asset; or

- b. the removal of an existing name from a Municipal Asset or the renaming of a Municipal Asset.
3. The Sponsor, whose operational mandate an Asset falls under, is responsible for overseeing and coordinating the naming process for that Asset, in accordance with this Policy and related administrative procedures. For example, a transit centre facility will be coordinated by the Transit Department, a sports field by the Recreation and Parks Department, etc.
4. The Planning & Development Department is responsible for approving names for Parks, Roadways, Neighbourhoods (at Neighbourhood Plan), and Stormwater Management Facilities, in accordance with this Policy and related administrative procedures.
5. The Naming Committee is responsible for:
 - a. reviewing and approving names for addition to the Names Reserve List, and

providing advice related to naming new Council-Named Assets, removing the name of a Municipal Asset, and renaming a Municipal Asset, as required and in accordance with this policy and related administrative procedures.
6. The Naming Committee is not responsible for approving names for Council-Named Assets.

Service Standards / Expectations

Naming Principles

7. Naming shall be easily understood and allow for systematic expansion as St. Albert grows.
8. Naming shall follow good cartographic practices and enable geographic locations to be found quickly and without incident to ensure efficient emergency response of first responders, and to avoid interfering with the functions of delivery services, utility services, mail delivery, and wayfinding.
9. Naming recommendations shall follow a transparent process allowing for consistency in the decision-making process.
10. A recommendation for a name for a newly acquired, constructed or commissioned Municipal Asset may be made by:
 - a. any Council member,

- b. City Administration, or
 - c. any person who resides in or has a substantial connection with St. Albert
- using a Naming Request Submission Form prescribed by the CAO.

10.1 Commemorative Names of Municipal Assets should encourage greater Diversity, Equity and Inclusion in place naming throughout the City, should promote Equity in understanding of history and its legacy on communities, and acknowledge the impacts of colonialism.

11. Names and themes may be in any language used by residents of the City of St. Albert with consideration given to local Indigenous languages.

12. Proposed names in a language other than English should be supplemented with pronunciation guides and correctly accented characters.

Naming Criteria

13. Names shall reflect or reference at least one of the following:

- a. Local geography, or topographical feature of the local or regional area.
- b. Flora, fauna, or other natural features, reflecting the City's Botanical Arts City brand.
- c. Traditional usage, ways of knowing, cultural and historic interpretive elements of local and regional Indigenous peoples.
- d. A historical event significant to local Indigenous communities, the City of St. Albert, the Province of Alberta, or Canada.
- e. Historical, cultural, ethnic, language, or gender or other aspects of Diversity of the community.
- f. Generic names that support an approved theme or existing naming structure. For example, names of Roadways that follow the first letter of the Neighbourhood name.

14. Commemorative Names shall be given to Municipal Assets only on rare occasions and shall meet at least two of the following criteria or sub-criteria:

- a. Associated with an Equity-Deserving Group that is traditionally underrepresented in naming practices.
- b. Commemorates an individual or group:

- i. who has demonstrated excellence, courage, or exceptional dedication to service;
- ii. who gives or has given extraordinary help or care to individuals, families, service clubs, cultural groups, ethnic organizations, community organizations, or support for community services or humanitarian causes, or for boards working to enhance the quality of life in the City of St. Albert;
- iii. that fosters equality and reduces discrimination;
- iv. who risks or has risked their own life to save or protect others;
- v. 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 City St. Albert, to Alberta, or Canada;
- vi. that has contributed in a prominent role in advocating for the service being rendered by the Municipal Asset;
- vii. who has made an exceptional contribution of service in areas that have benefited the community;
- viii. who is of historical significance in contributing to the establishment or growth of the City of St. Albert.

15. Names of Municipal Assets shall not:

- a. Be or be perceived to be discriminatory or derogatory of any person or group.
- b. Reference a person, group, symbol, practice, or event that oppressed or caused harm to anyone in the past or that may cause present or future harm..
- c. Result in inappropriate abbreviations or acronyms.
- d. Duplicate another name of a Municipal Asset.
- e. detract from the character or integrity of the community, or from the aesthetic quality of the Municipal Asset or or interfere with its enjoyment or use.
- f. Cause the City to be in breach of any agreement related to the acquisition or management of the Municipal Asset; or

- g. Make a direct or indirect reference to recent events or recently deceased individuals. Events or names of deceased individuals may be considered only after two years have elapsed from the time of the event or date of death.

Commemorative Naming Applications

16. Commemorative Naming nominations shall follow a process established by Administrative Directive of the CAO to ensure that vetting of Commemorative Names is consistent, that applications for Commemorative Naming meet the Commemorative Naming Criteria and that the process is accessible to all persons who reside in or have a substantial connection to St. Albert.
17. Proposed names in an Indigenous language recognizing an Indigenous organization, event, or concept shall require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.

Naming New Council-Named Assets

18. The Sponsor of a newly acquired, constructed or commissioned Council-Named Asset shall refer to the Names Reserve List for an appropriate name. Should a proposed name not be on the Names Reserve List, the proposed name shall comply with the Naming Criteria outlined within this Policy.
19. The Sponsor may request input from the Naming Committee who will identify specific impacted user groups or Equity Deserving Groups to seek input from regarding the naming of a Council-Named Asset.
20. The Sponsor will recommend a name to Council and provide rationale to support the recommendation. Alternative recommendations may also be provided.
21. Municipally-Owned Buildings shall be named to include their functional use, where appropriate. Examples include, but are not limited to, “St. Albert Business Centre”, “Fountain Park Recreation Centre”, etc.
22. Significant Infrastructure shall be named to include its functional use, where appropriate. Examples include, but are not limited to, “Children’s Bridge” and “Nakî Transit Centre & Park and Ride.”
23. Crosstown Roads may be named after former mayors of St. Albert, provided they are in alignment with the Naming Criteria.

Naming of Neighbourhoods

24. The naming of a Neighbourhood that shares the same boundaries as its Area Structure Plan, shall be approved by Council prior to or at the time of passage of its Area Structure Plan Bylaw.
25. The naming of a Neighbourhood that shares the same boundaries as its Neighbourhood Plan, shall be approved by the Director of Planning & Development, in accordance with the Naming Criteria and otherwise in conformance with this Policy.

Naming of Parks

26. Parks, excluding City Parks, should have the same name as their adjacent Roadway.
27. The naming of City Parks shall be in accordance with the naming process for Council-Named Assets, except if the name is the same as the name of the adjacent Neighbourhood.
28. The park shall be named to include its functional use, i.e., “Park”.

Naming of Recreational Facilities

29. Recreational Facilities should be named after the park or Neighbourhood in which the facility is located, where appropriate and in alignment with the Naming Criteria.
30. The facility shall be named to include its functional use, where appropriate. Examples include, but are not limited to, “Field”, “Arena”, etc.
31. Should the name deviate from the process of naming Recreational Facilities, the Sponsor shall follow the process for naming Council-Named Assets, and the name is to be approved by Council.

Naming of Roadways

32. The naming structure for Roadways within a Neighbourhood should either:
 - a. begin with the first letter of its Neighbourhood name; or
 - b. follow a theme (i.e., flora, fauna, natural features, Indigenous language, other diverse languages, events in history, etc.).
33. Roadway names in Neighbourhoods may follow either the current alphabetization or apply a theme to follow.

34. Should the City be limited on letters of the alphabet for the naming of new Neighbourhoods, duplication of alphabet letters may occur.
35. If a Neighbourhood shares the same boundaries as its Area Structure Plan, the naming structure for Roadways shall be applied to the Area Structure Plan as a whole.
36. If a Neighbourhood shares the same boundaries as its Neighbourhood Plan, the naming structure for Roadways shall be applied to the Neighbourhood Plan as a whole.

Naming of Stormwater Management Facilities

37. A Stormwater Management Facility should be named after the Neighbourhood in which it is located and numbered based upon the number of Stormwater Management Facilities within the same Neighbourhood, as identified in its Area Structure Plan or Neighbourhood Plan.
38. Stormwater Management Facilities shall be named to include their functional use, i.e., “Stormwater Management Facility” or “SWMF”.

Public Recognition

39. Should Council approve a name in commemoration of an individual, a public recognition event may be held by the City to commemorate the history or significant contributions of the individual.

Name Removal Criteria

40. Applications for removal of a name from a Municipal Asset will be considered where the name:
 - a. Refers to current or historic persons known for their discriminatory views or actions, including committing or perpetuating acts of racism, violence, and/or harm;
 - b. Includes derogatory terms that might represent or be linked with discriminatory views and actions;
 - c. Negatively represents any group or its culture;
 - d. Is inconsistent with City’s membership in the *Coalition for Inclusive Municipalities*, and the City’s *Diversity and Inclusion Declaration*; or
 - e. Brings the City of St. Albert into disrepute.

Name Removal/Renaming Process

41. Any person who
 - a. resides in or has a substantial connection with St. Albert; and
 - b. demonstrates a substantial level of community support for their proposal in a manner set out in an Administrative Directive issued by the CAOmay submit an application to remove a name from or rename an existing Municipal Asset.
42. Applications for naming removal/renaming shall be dealt with through an established and transparent process prescribed by the CAO in an Administrative Directive.
43. The Naming Committee may request additional information from an applicant for name removal and/or renaming, and/or conduct additional research and/or public consultations, to determine the appropriate response to the request.
44. The Naming Committee, in working with the Sponsor, and other City departments as appropriate, will review applications for name removal based on the Name Removal Criteria.
45. If the Naming Committee determines that an application for name removal may meet the Name Removal Criteria, the Naming Committee will cause affected community groups and Equity-Deserving Groups to be notified and consulted.
46. The Naming Committee will make one of the following responses to an application for removal of a name from a Municipal Asset and/or for renaming of the Municipal Asset:
 - a. Serve notice of rejection of the application for name removal and/or renaming, giving written reasons for the rejection to the applicant with a copy of the rejection notice provided to the CAO and to all members of Council.
 - b. Recommend to Council that the name of the Municipal Asset be removed, and make a concurrent recommendation for a new name for the Municipal Asset in accordance with the Naming Criteria or drawing from the Names Reserve List.
47. A name removal application that has been rejected by the Naming Committee or rejected by Council if recommended for acceptance by the

Naming Committee may not be considered again for two years from the original application date.

- 48. If Council approves removal of a name from and renaming of a Municipal Asset, the Naming Committee shall engage with affected community groups and Equity-Deserving Groups to request feedback on signage, plaques, or other interpretive materials that provide information to the public about the cultural and/or historical context of the name removal and renaming.
- 49. Authority to rename a Municipal Asset for any reason specified in the Naming Criteria is held by Council.

Renaming Criteria

- 50. Renaming a Municipal Asset may occur under one of the following circumstances:
 - a. When a name removal Application has been approved by Council; or
 - b. When a non-commemorative name of a Municipal Asset is to be replaced with a Commemorative Name or an Indigenous language name to honour an individual or local Indigenous community.

Legal References

Municipal Government Act, R.S.A., 2000 c.M-26

Cross References

Administrative Directive A-P&E-03 – Municipal Naming

Administrative Directive A-CS-14 – Fund Development Policy

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
2023 - Planning & Development	2027	November 22, 2010 - C667-2010 May 6, 2013 - C177-2013 March 23, 2015 - C357-2015 December 3, 2018 – CB-18-033 January 21, 2019 – AR-19-003 June 20, 2023 – CB-23-34