

CITY OF CHESTERMERE
POLICY HANDBOOK

EFFECTIVE DATE: May 15 th , 2017	POLICY: # 318
APPROVED BY: Council	SUBJECT: Municipal Naming of Public Spaces Policy
REVISED DATE: ---	PAGE NO.: 1 of 9
EXPIRY DATE: May, 2022	POLICY TYPE: Development & Infrastructure Services

1. PURPOSE

The purpose of this document is to provide guidelines for naming streets, communities and public areas such as parks and public assets. Names can provide a sense of community and can recognize historical or natural environmental features. They can identify geographical locations addressing needs such as emergency response, infrastructure maintenance, bylaw enforcement and route planning.

In situations where naming is intended to serve as a recognition of community stewardship or leadership to individuals who have given significantly to the community, and where the City wishes to dedicate a legacy naming opportunity, please refer to the process outlined in the City's Sponsorship, Naming, and Donation Acceptance Policy (#206).

The *Municipal Government Act*, Section 58, gives municipalities the authority to name roads or areas within its boundaries.

2. GENERAL GUIDELINES

- 2.1 The GIS Staff of the Development and Infrastructure Services (DIS) Department shall maintain a database of all street, public areas and community names.
- 2.2 Staff shall work with developers and agencies to ensure that no street, public area, or municipal asset names are duplicated or phonetically resemble other names already within the City and surrounding municipalities.
- 2.3 When used, themes for naming shall be simple and commonly understood unless reflecting a theme of national, provincial or local significance.
- 2.4 Themes and names suggested should be able to withstand the test of time, not reflecting trends or language slang.

- 2.5 Names shall be circulated to Emergency Services and other Municipal Departments as appropriate prior to approval. They are provided to appropriate agencies once approved.
- 2.6 Naming shall not compromise, influence or alter the corporate goals and priorities of the City, or diminish the City's public image or commitment to inclusiveness.

3. STREET NAMING GUIDELINES

(See **Appendix** for *Street Classifications* and *Street Type Definitions*)

- 3.1 *Connector*, *Livable* and *Local* street names should be proposed by the applicant/land owner at the Outline Plan or Subdivision stage (if Outline Plan is not applicable). They shall be reviewed by City Staff and approved by Council as a part of the document/application approval process.
- 3.2 In the event that a street is developed outside of the Outline Plan or Subdivision application process, the Planning Staff shall work with the GIS Staff to determine the roadway name. The City may engage the public for input or to encourage suggestions and nominations where deemed feasible. In these cases, nomination procedures should follow the City's Sponsorship, Naming, and Donation Acceptance Policy and associated Procedures (Policy #206).
- 3.3 The names of *Connectors* which traverse more than one subdivision or community should reflect historical significance; geographical reference; physical or natural environmental features and/or volunteerism, contribution, or celebrity of an individual, family or organization to be honored.
- 3.4 The names of *Connectors* which traverse more than one subdivision or community should not be named after any of the communities through which they pass.
- 3.5 The name of *Livable* and *Local* streets may follow a theme associated or related to the community area in which they are located (i.e. Seagreen Way, Lavender Link, and Topaz Gate within the Rainbow Falls community).
- 3.6 The name of *Livable* and *Local* streets may be prefixed with the name associated with the community area in which they are located (i.e. Aspenmere Drive and Windermere Drive). However, large communities should be broken down into smaller themed areas to avoid similar names throughout a large area. The same prefix should not be used more than ten (10) streets within a community.
- 3.7 Theme names shall not follow a theme already in use elsewhere within the City.
- 3.8 Cul-de-sacs accessible from the same through-street should share the same name as the through-street.

- 3.9 Streets should have only one name along their entire length whenever possible.
- 3.10 Street extension should continue with existing street names.
- 3.11 Hyphenated, apostrophe, or abbreviated names shall be discouraged.
- 3.12 Three-or-more word street names (not including the street type) shall not be permitted.
- 3.13 Street names shall not exceed 14 characters in length, excluding the street type.
- 3.14 Words used as street types (green, park, view, etc.) should not be permitted for use in compound names selected as roadway names.
- 3.15 Street types "Crescent" and "Close" should share the same name as that used for the intersecting roadway.
- 3.16 Street types "Way" and "Bay" should not be used with the same street name.
- 3.17 Street types "Road" and "Drive" should not be used with the same street name.
- 3.18 Private roadway names shall be reviewed by city Staff to ensure compatibility with the public roadway system and compliance with policies used for public roadway naming.

4. PUBLIC AREAS AND MUNICIPAL ASSET NAMING GUIDELINES

"Public areas and Municipal assets" refers to a variety of public forms including, but not limited to: parks, bridges, recreation facilities, cultural centres, municipal buildings, fire halls and police stations.

- 4.1 Names for public areas and municipal assets should reflect historical significance; geographical reference; physical or natural environmental features; and/or volunteerism, contribution, or celebrity of an individual, family or organization to be honored. Names are intended to be permanent, unless the City deems that the name becomes a contradiction to established City policies and values.
- 4.2 The City may engage the public to encourage suggestions and nominations, when feasible.
- 4.3 In cases where the City or a group of citizens wish to award an honorific naming based on individual's or group's significant contributions to the community, nomination procedures should follow the City's Sponsorship, Naming, and Donation Acceptance Policy and associated Procedures (Policy #206).

- 4.4 If naming of any public areas and assets are related to the City's historical matters or civic heritage, the Chestermere Historical Foundation may be consulted upon for further discussions.
- 4.5 Public Works or Parks shall prepare and install appropriate signage identifying the names of important public areas.
- 4.6. All signage shall not incur any risks to public safety.
- 4.7 The School Division approves school names and do not require review by City Staff or Council. City Staff shall be available for consultation and advice if requested.
- 4.8 Joint use school sites where sports fields or other recreation amenities are jointly constructed will be named using a collaborative approach with the City, the School Division and other funders who are involved.
- 4.9 The Public Library Board approves library names and do not require review by City Staff or Council. City Staff shall be available for consultation and advice if requested.

5. COMMUNITY NAMING GUIDELINES

- 5.1 Master Area Structure Plans (MASP), Area Structure Plans (ASP), and Outline Plan names shall be unique within Chestermere. Community names should not duplicate or phonetically resemble those of any other development and/or street name within Chestermere.
- 5.2 ASP and Outline Plan names should complement the name of the document which precedes it.
- 5.3 In the event that a theme is assigned to a development area, the name of neighbourhoods within the area should be associated with the theme.
- 5.4 Community names should be proposed by the applicant/landowner at the various planning stages (MASP, ASP, Outline Plan, and Subdivision), reviewed by city Staff and approved with the document approval process by Council, or the appropriate approving authority.

6. NAME OR ADDRESS CHANGES

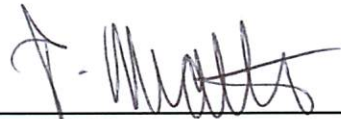
- 6.1 A request to change a name or address requires the submission of a *Request for Change of Name/Address* application form and fee.
- 6.2 Name change request approvals are at the City administration's discretion and may require reasonable justification for the change from the applicant.

6.3 Notification to affected property owners may be required. Any cost of notification will be the responsibility of the applicant.

6.4 In the case of naming right and recognition agreements, name changes shall be consistent with the terms and conditions a stated in the agreement.

Adopted by Council: May 15, 2017

Resolution Number: 183-17



MAYOR


Interim CAO

APPENDIX

1. **STREET CLASSIFICATIONS** (as defined by the *Transportation Master Plan*)

“**Connectors**” are multi-modal corridors that provide efficient connections locally and regionally. Together, they form the skeletal network of the City. They may function as transit routes, central corridors, City gateways, or City/commercial centres. (i.e. Chestermere Blvd.)

“**Livable**” streets provide higher capacity connections within the City, joining neighbourhoods, commercial centres and major parks, and supporting the skeletal network of the City. Livable streets put particular emphasis on active transportation and encourage interaction on the street. (i.e. West Chestermere Drive, Marina Drive)

“**Local**” streets provide a more intimate street setting and connect to the greater City network in varying degrees. While not exclusively, they serve residential and industrial areas, as well as unique area support opportunities for creative street activity. (i.e. West Lakeview Passage, Kinniburgh Way)

2. **STREET TYPE DEFINITIONS**

Street types or suffixes are a feature of the street naming system which:

- a. provides a sense of familiarity with the road configuration,
- b. enables one street name to be used for several thoroughfares, and
- c. reflects the hierarchy of roadways

The following is a list of all valid street types according to the typical configuration for which they are appropriate. Additional types may exist and can be proposed dependent on review and approval.

Major Roadways

Highway	HI	refers to federal or provincially designated roadways, e.g. Trans Canada Highway.
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Collectors and Livable Streets

Boulevard	BV	applied to major roadways, usually having a median or promenade and lined with trees.
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Parkway	PW	applied to major transportation arteries that span more than one area of the City. Usually divided by a landscaped center island.
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Avenue	AV	means a street which runs in the East and West direction and is longer than three hundred and five (305) meters (1000 feet) in length.
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Road	RD	means a thoroughfare that is frequently used and is longer than three hundred and five (305) meters (1000 feet) in length.
Drive	DR	collector streets that most often intersect with boulevards, trails, roads, Or streets. It is a winding thoroughfare which continues through to other right-of-ways.
Street	ST	used to describe north-south roadways and is more than three hundred and five (305) meters (1000 feet) in length.
Trail	TR	applied to major transportation arteries that span more than one area of the City.

Local Street

Alley	AL	generally applied to narrow roadways, often private.
Bay	BA	a cul-de-sac of relatively short length.
Cape	CA	valid for cul-de-sac near water.
Circle	CI	a minor or major roadway which completes a loop upon itself. It begins and circles back to terminate on the same street.
Close	CL	a 'P' shaped or racquet-shaped minor roadway with only one entry from another roadway.
Common	CM	Generally, a minor roadway encircling a park or other open space.
Court	CO	a permanently closed street such as a cul-de-sac.
Cove	CV	a cul-de-sac generally located near water.
Crescent	CR	a 'U' shaped minor roadway, with structures on both sides, accessible at either end from the same street, and with no other intersections with through streets.
Gardens	GD	generally applied to private roadways, but also valid for other roadways particularly where vegetation is noticeable.
Gate	GA	A short street giving access to a subdivision area from a major street.
Green	GR	a minor roadway or cul-de-sac adjacent to or embracing an open space or where vegetation is noticeable.

Grove	GV	a minor roadway adjacent to, or embracing, an open space area or where vegetation is noticeable.
Heath	HE	a minor roadway or cul-de-sac adjacent to or embracing an open space or where vegetation is noticeable.
Heights	HT	generally applied to private roadways, but also valid for other roadways, particularly those located on hills or escarpments, cul-de-sac's overlooking valleys etc.
Hill	HL	a minor roadway located on escarpments or lands with a noticeable slope.
Island	IS	generally applied to a road that extends on to a piece of land surrounded by water.
Landing	LD	a cul-de-sac generally located near water or located on an escarpment overlooking a valley or ravine.
Lane	LN	generally applied to narrow roadways, often private.
Link	LI	a minor roadway joining two cells of a subdivision.
Loop	LO	a minor or major roadway which completes a loop upon itself. It begins and circles back to terminate on the same street.
Manor	MR	Generally used for private roadways, but available for any minor roadway.
Mews	ME	a cul-de-sac.
Mount	MT	minor roadway or cul-de-sac with noticeable slope or escarpment.
Parade	PR	Generally for describing public areas or routes prone to promenades of large numbers of pedestrians
Park	PA	Generally for use in describing roadways encircling or giving access to open spaces or adorned with trees/shrubbery (See also GREEN, HEATH, GARDENS, GROVE)
Passage	PS	Generally for use in describing roadways or walkways used for transitional purposes providing crossing from one area to another or, to describe narrow roadways or walkways.

Path	PH	generally used for describing pedestrian walkways.
Place	PL	a minor roadway with no other intersecting roadways.
Plaza	PZ	originally established to accommodate shopping centre names. Used instead of address descriptions. Or when - street type is no longer appropriate unless used for a minor roadway encircling or adjacent to an open square or market-place.
Point	PT	valid for cul-de-sac near water or located on escarpments or hills where a slope is present.
Rise	RI	a minor roadway which has a noticeable slope throughout most of its length.
Square	SQ	an open area formed at the meeting of two or more streets or could be used to describe a roadway embracing an open space area or park.
Terrace	TC	generally applied to private roadways, but also valid for other roadways particularly those located on hills or escarpments, cul-de-sac overlooking valleys etc.
View	VW	for minor roadways located on escarpments or lands with a noticeable slope and offers a view.
Villas	VI	generally used for private roadways, but available for any minor roadway.
Walk	WK	applied to pedestrian walkways.
Way	WY	a minor roadway which may change direction.