



Lesser Slave River

TITLE: NAMING OF NEIGHBORHOODS, DISTRICTS, STREETS, PARKS AND PUBLIC FACILITIES

EFFECTIVE DATE: August 12, 2009

POLICY NUMBER: TR-32-18(Supersedes E.21)

STATEMENT:

To establish a policy on naming municipal infrastructure to ensure a coordinated and consistent approach to the naming of neighborhoods, districts, roads, parks and public facilities in the Municipal District of Lesser Slave River # 124.

1. GENERAL NAMING GUIDELINES

- 1.1** The name and assigned prefix or suffix shall not be duplicated, or phonetically similar for any development area, roadway, district, or public facility within Municipal District of Lesser Slave River #124
- 1.2** Roadways within the same neighborhood may bear the same name but with a different suffix providing the roadways intersect. However, similar sounding street names in the same neighborhood shall be avoided
- 1.3** In the event that a theme is assigned to a neighborhood or an approved Area Structure Plan area, the name of all roads within the plan area shall be consistent with the theme name for the Area Structure Plan, unless otherwise approved by Council
- 1.4** Names should not be suffixed with the word "Park" unless the facility falls under the park naming category section outlined in section 2.4
- 1.5** Names of persons of honor, community importance, or of historical significance in the municipality should be used where appropriate, and generally correspond to the alphabetical designation or the theme of the area and with the procedures outlined in section 4.0
 - Street names will utilize names of historical significance
 - The Municipal District would like to honor our veterans and those individuals who have fought for the Canada by including these individuals in our criteria for Street Naming
 - Names should give a sense of place, continuity, belonging and celebrate distinguishing characteristics and uniqueness of the MD
 - Names should maintain long standing local area identification and/or recognition with the residents of the MD
 - Street names may strengthen neighborhood identity
 - Street names after individuals may reflect the significant contribution they have made to the MD, taking into consideration their length of residency
 - Street names may attempt to reflect a direct relationship or association that existed between the place of residence of the individual and the location of the street
 - Street names may recognize native wildlife, flora, fauna or natural features related to the community and the MD
 - The Municipal District has the right to refuse any or all street names
- 1.6** Names shall be determined and applied in accordance with the specific requirements set out in these guidelines and procedures. Final approval of neighborhood names, district names, street names, park names and public facility names shall rest with Council
- 1.7** All requests for street names shall be made in writing and have a completed Street Name Request Form attached. The requests shall include background information concerning the



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rationale for the request and geographical association, biographical information and documentation providing support for the request. The applicant must assume responsibility for obtaining the support for the request where applicable (Appendix D)

2. NAMING PROCEDURES:

2.1 Neighborhood/Districts

- a. All neighborhood/district-naming requirements shall be specified at the Area Structure Plan or Area Redevelopment Plan stage, or in the absence of these two plans, at the subdivision plan stage
- b. Before final approval of an Area Structure Plan or Area Redevelopment Plan, proponents shall submit a neighborhood/district theme(s) consisting of alphabetical designation(s) to Planning & Development Services for circulation, review and recommendation, which will subsequently be forwarded to Council for consideration and final approval. Upon approval of an Area Structure Plan, or Area Redevelopment Plan and subsequent approval of neighborhood/district-naming requirements by Council, all proposed names for that area (i.e. Subdivision names, street names, park names, public facility names) shall correspond to the approved alphabetical designation
- c. Changes in the names of existing neighborhoods and districts shall be referred to Planning & Development Services for review and recommendation, and referred to Council for a decision

2.2 Subdivisions

- a. At the time an application for subdivision is submitted for approval the following information shall be provided:
 - A compiled list of proposed street/subdivision name(s) on a tentative plan. This list/plan will be circulated to Planning & Development Services for circulation, review and preparation of a report and recommendations to Council for final approval
 - In the absence of proposed names for the subdivision, the department of Planning & Development Services may select names and then prepare recommendations to be forwarded to Council for final approval
- b. Upon Council's decision, the proponent shall appropriately label/list the final subdivision plan with street names approved by Council

2.3 Street Roads

- a. Proponents of new street names for proposed subdivisions shall follow procedures outlined Section 2.2 above
- b. Streets within a neighborhood shall begin with the same first letter as the name of the designated letter for the neighborhood. Exceptions may be made at the discretion of Council
- c. Generally, all street names shall have a suffix appended as outlined in Appendix A in order to more clearly define its appropriate configuration and function. Planning & Development Services may consider other suffixes at the applicant's request, however, final approval is at the discretion of Council
- d. Generally, the continuation of an existing street will have the same name throughout the neighborhood area
- e. Naming of existing unnamed streets or changes in the names of existing subdivisions and streets shall be submitted to Planning & Development Services for circulation, review and a recommendation, to be forwarded to Council for a decision



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2.4 Parks

The word "Park" usually designates neighborhood level open space which includes neighborhood parks (i.e. primary parks, secondary parks, open space, small ornamental parks, tot lots, buffers, etc.), district level open space which includes larger parks, athletic grounds and Municipal open space in industrial subdivisions

- a. Parks and open spaces shall be named at the subdivision stage or the development stage
- b. Generally, the primary park within a neighborhood or district shall be named after:
 - The established naming requirements of the area
 - The adjoining roadway or significant public facility
 - Persons of honor, community importance, or historical significance
- c. Secondary parks and open space (small ornamental parks, tot lots, buffers, etc.) within a neighborhood or district shall be named after:
 - The adjoining roadway or significant public facility
 - Persons of honor, community importance, or historical significance. Changes in the names of existing parks shall be referred to Planning & Development Services for circulation, review and recommendation and forwarded to Council for a decision

Names proposed for municipal buildings and facilities, which would include stormwater detention lakes, shall be forwarded to Planning & Development Services for circulation review and recommendation, and forwarded to Council for a decision

3. HISTORICAL NAMES

- 3.1 Regard should be paid to the use of historical names in as much as they relate to the matters under consideration and to their suitability in relation to the use and function of the neighborhood, district, street, park or public facility, under consideration, and providing they follow the preceding guidelines and procedures outlined in this policy
- 3.2 The name should have historical significance to the municipality or shall reflect individuals who were instrumental in the development of the municipality and have contributed and/or participated in a broad range of public service and/or community activities. Recognition of these persons shall not be restricted to only municipal residents, but may be extended to include persons who have made a significant contribution at provincial, national or international level
- 3.3 Planning & Development Services in cooperation with local historical groups may establish historical name list for reference on naming matters

4. GUIDELINES FOR STREET NAMING:

- All streets accessible to vehicles shall be named including a roadway within a mobile home park
- Street names should not have more than 20 characters
- Names shall assist with emergency response situations by being consistent with street names and geographical locations
- Street names should continue across intersections
- Names with spelling that leaves proper pronunciation in question shall be avoided
- Street names shall be simple to pronounce and understandable to the majority of residents
- Where street names in a development are based on a particular theme, the names of all streets within the development shall be consistent with the same theme. Major thoroughfare road names may not be based on the theme
- North, South, East and West may be used when a newly created street is an extension of an existing street which cannot be renumbered or for which no municipal numbers are available

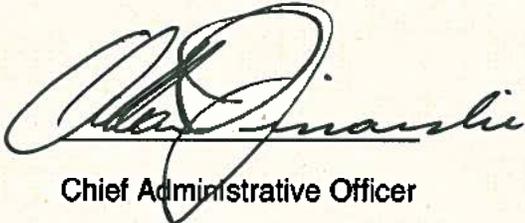


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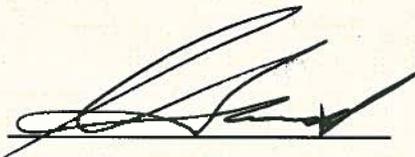
- No profane or derogatory words or terms shall be used for street names
- Names shall be unique. Similar sounding or duplicate street names will not be considered
- Redundant street type designations are to be avoided (For example, Renaud *Line* Rd)
- Major thoroughfares oriented north-south are to be named Streets or Roads
- Major thoroughfares oriented east-west are to be named Avenues or Roads
- Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, color, creed, political affiliation or other social factors are not acceptable
- Names for public streets that could be construed as advertising a particular business shall be avoided
- The re-use of former street names should be discouraged because of the confusion this causes in property records management
- Only Canada Post accepted street Type Abbreviations shall be used
- If a proper name is to be used, it shall only be a person's first or last name, not both for the street name

MOTION 359-09

DATE August 12, 2009



Chief Administrative Officer



Reeve



APPENDIX A – GLOSSARY OF TERMS

Avenue – A roadway essentially in an east-west direction

Boulevard – A collector or arterial roadway that has a landscaped median or boulevard character implied in the name

Crescent – A “U” shaped roadway, which connects to an adjoining roadway at each end of the loop

Drive – A winding collector roadway that is scenic

Easement – The right, such as a right of way, afforded a person to make limited use of another person’s real property

Lane – A roadway that does not lend itself to a specific definition category

Loop – A “P” shaped minor roadway, which begins and ends in the same street

Public Road – Any road under the jurisdiction of the Municipal District

Private Road – Any thoroughfare that is not a public road but that is accessible to motor vehicle traffic and which affords the principal means of access to abutting property and from which driveway access is thereby gained to more than one property

Road – A lengthy roadway which runs diagonally or which may change its direction

Street – Any official name recognized by the Municipal District. A street shall include *public roads* and *private roads* but shall not include an *easement* that serves only one property

Terrace – A roadway that generally follows sloping terrain

Trail – A roadway serving as a collector or arterial, with historical connotations

Way – A roadway that does not lend itself to a specific definition category

The following suffixes may be considered where 6 or more lots are located on the “cul-de-sac” to be named:

Bay – A cul-de-sac having a relatively short length

Close – A cul-de-sac having a relatively short length

Court – A cul-de-sac

Place – A cul-de-sac



APPENDIX B – Street Type Designations

Street type designations, depending on roadway function, length and configuration, exist to define the character of a street.

Street Type	Description	Designations*
General	Major Thoroughfare	Parkway, Boulevard, Road, Avenue, Highway
Loop	A street that has two connections to a general street	Crescent, Trail, Path, Way
Cul-de sac	A dead end street	Court, Place, Gardens, Grove, Circle, Terrace, Close
Connector	A short street providing access to a development to which there are no fronting lots.	Gate
All others		Lane, Heights, Alley, Crossing, Street, Drive, Walk



APPENDIX C- Street Type Abbreviations Based on the Canada Post Addressing Guide

STREET TYPE	ABBREVIATION	STREET TYPE	ABBREVIATION
Acres	ACRES	Harbour	HARBR
Alley	ALLEY	Heath	HEATH
Avenue	AVE	Heights	HTS
Bay	BAY	Highlands	HGHLDS
Beach	BEACH	Highway	HWY
Bend	BEND	Hill	HILL
Boulevard	BLVD	Hollow	HOLLOW
By-pass	BYPASS	Impasse	IMP
Byway	BYWAY	Inlet	INLET
Centre	CTR	Island	ISLAND
Cercle	CERCLE	Knoll	KNOLL
Chase	CHASE	Landing	LANDING
Chemin	CH	Lane	LANE
Circle	CIR	Line	LINE
Circuit	CIRCT	Lookout	LKOUT
Close	CLOSE	Loop	LOOP
Common	COMMON	Mall	MALL
Concession	CONC	Meadow	MEADOW
Corners	CRNRS	Mews	MEWS
Court	CRT	Mountain	MNT
Cove	COVE	Orchard	ORCH
Crescent	CRES	Park	PK
Crossing	CROSS	Parkway	PKY
Cul-de-sac	DCS	Passage	PASS
Dale	DALE	Path	PATH
Dell	DELL	Pathway	PTWAY
Diversion	DIVERS	Pines	PINES
Downs	DOWNNS	Place	PL
Drive	DR	Plaza	PLAZA
End	END	Point	PT
Estates	ESTATE	Private	PVT
Expressway	EXPY	Promenade	PROM
Extension	EXTEN	Quay	QUAY
Farm	FARM	Range	RG
Field	FIELD	Ridge	RIDGE
Forest	FOREST	Rise	RISE
Freeway	FWY	Road	RD
Front	FRONT	Route	RTE
Gardens	GDNS	Row	ROW
Gate	GATE	Run	RUN
Glade	GLADE	Square	SQ
Glen	GLEN	Street	ST



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Green	GREEN	Subdivision	SUBDIV
Grounds	GRNDS	Terrace	TERR
Grove	GROVE	Thicket	THICK
Towers	TOWERS		
Townline	TLINE		
Trail	TRAIL		
Turnabout	TRNABT		
Vale	VALE		
Via	VIA		
View	VIEW		
Village	VILLGE		
Vista	VISTA		
Walk	WALK		
Way	WAY		
Wharf	WHARF		
Wood	WOOD		



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APPENDIX D Street Name Request Form

Street Name Information

Street Name or Theme Requested	
Background Support	
Geographical Association (Description of Location)	

Contact Information For the Person Making the Request

Full Name(s)
Daytime Telephone: Alternate Number: Email:
Mailing Address:
Date Submitted: DD-MM-YYYY

Further documentation supporting this request can be attached. If the requested street name is for an individual, a letter of support from the family must be attached.

Note: All proposed street names must follow the Street Naming Policy

For Office Use Only

Received Date:	
Circulation To:	
Meet Policy Requirements:	