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## Naming of Development Areas, Roads, Parks and Public Facilities

Procedure for Reviewing Naming of Development Areas, Roads, Parks and Public Facilities

### Procedures

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#### 1. Commemorative Name Registry

- a. Proposed names will be submitted to Administration by providing a completed application during the applicable time in the planning process.
- b. Administration will review and assess all proposed names submitted by the Applicant and ensure that appropriate permissions have been granted by the individual or family.
- c. Proposed names will be circulated to internal County departments during a three week referral process for comments or concerns. Administration will work with the Applicant to address any comments or concerns identified during the referral process.
- d. Following the referral process, proposed names will be brought forward to Council for decision. Proposed names may be brought forward at the request of the Applicant regardless of a position of support or non-support by Administration.
- e. Proposed names that have been added to the Commemorative Names Registry must still be brought forward to Council for decision in order to be assigned to any existing or proposed development areas, roads, parks or public facilities.
- f. Proposed names will be brought forward to Council for decision for addition to the Commemorative Names Registry.

#### 2. Development Areas, Roads, Parks and Public Facilities

- a. Proposed names will be submitted to Administration by providing a completed application during the applicable time in the planning process, ideally as follows:
  - i. Development area names will be submitted by the Applicant to Administration during the Area Structure Plan pre-application process. If there is no applicable Area Structure Plan, development area names will be submitted by the Applicant with the Land Use Bylaw application.
  - ii. Roads and Parks names will be submitted by the Applicant to Administration as part of the application for subdivision.
  - iii. Public Facilities names will be submitted by the Applicant to Administration during or subsequent to the issuance of a development permit.
- b. Administration will review and assess all proposed names submitted by the Applicant for duplication, phonetic similarities or any other likeness to existing approved names already in use.
  - i. Proposed names for roads in the urban service area will be reviewed by Administration to ensure that proper road name suffixes are applied (Appendix I).

- ii. Proposed names for development areas in the urban service area will be reviewed by Administration to ensure consistency with existing theme boundaries (Appendix II).
- c. Proposed names will be circulated to internal County departments during a three week referral process for comments or concerns. Administration will work with the Applicant to address any comments or concerns identified during the referral process.
- d. Following the referral process, proposed names will be brought forward to Council for decision. Proposed names may be brought forward at the request of the Applicant regardless of a position of support or non-support by Administration.
  - i. Proposed names of development areas will be brought forward to Council for decision as part of the Area Structure Plan bylaw, or as necessary.
  - ii. Proposed names of roads, parks, and public facilities will be brought forward to Council for decision prior to the third reading of a Land Use Bylaw Amendment, subdivision, or as necessary.
- e. Until such time that proposed names have been brought forward to Council for decision, they may not be referred to or appear on any written document submitted to Administration anytime during the planning process.
- f. All renaming proposals will be submitted by the Applicant and thoroughly reviewed by Administration to identify suitability and resulting impacts, financial or otherwise, prior to the initiation of a referral and Council process.

## **Responsibilities**

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### **1. Council**

- a. The authority for naming and renaming of all development areas, roads, parks and public facilities that have been added or not yet added to the Commemorative Names Registry and such authority includes adding deleting or amending names on the Commemorative Names Registry.
- b. Encourage local historical and community groups to submit names for the Commemorative Names Registry to be brought forward to Council for decision.

### **2. Administration**

- a. Receive, review and circulate all naming proposals for development areas, roads, parks and public facilities and will prepare a report and recommendation to Council for decision.
- b. Development area names will be incorporated into the Area Structure Plan document when supported by Administration prior to being brought forward to Council for decision.
- c. Where there is no applicable Area Structure Plan and a development area name is required, Administration will receive, review and circulate all proposed names and prepare a report and recommendation to Council for decision.
- d. Has the authority to review, initiate and circulate the renaming of a development areas, roads, parks and public facilities and will prepare a report and recommendation to Council for decision.
- e. Recommend and encourage all Applicants to consider names, wherever possible and appropriate, listed in the Commemorative Names Registry in the naming of development areas, roads, parks or public facilities.
- f. Maintain and update the Commemorative Names Registry.
- g. Encourage local historical and community groups to propose names for the Commemorate Names Registry to be brought forward to Council for decision.

## Appendix I: Common Road Suffix Definitions for Reference

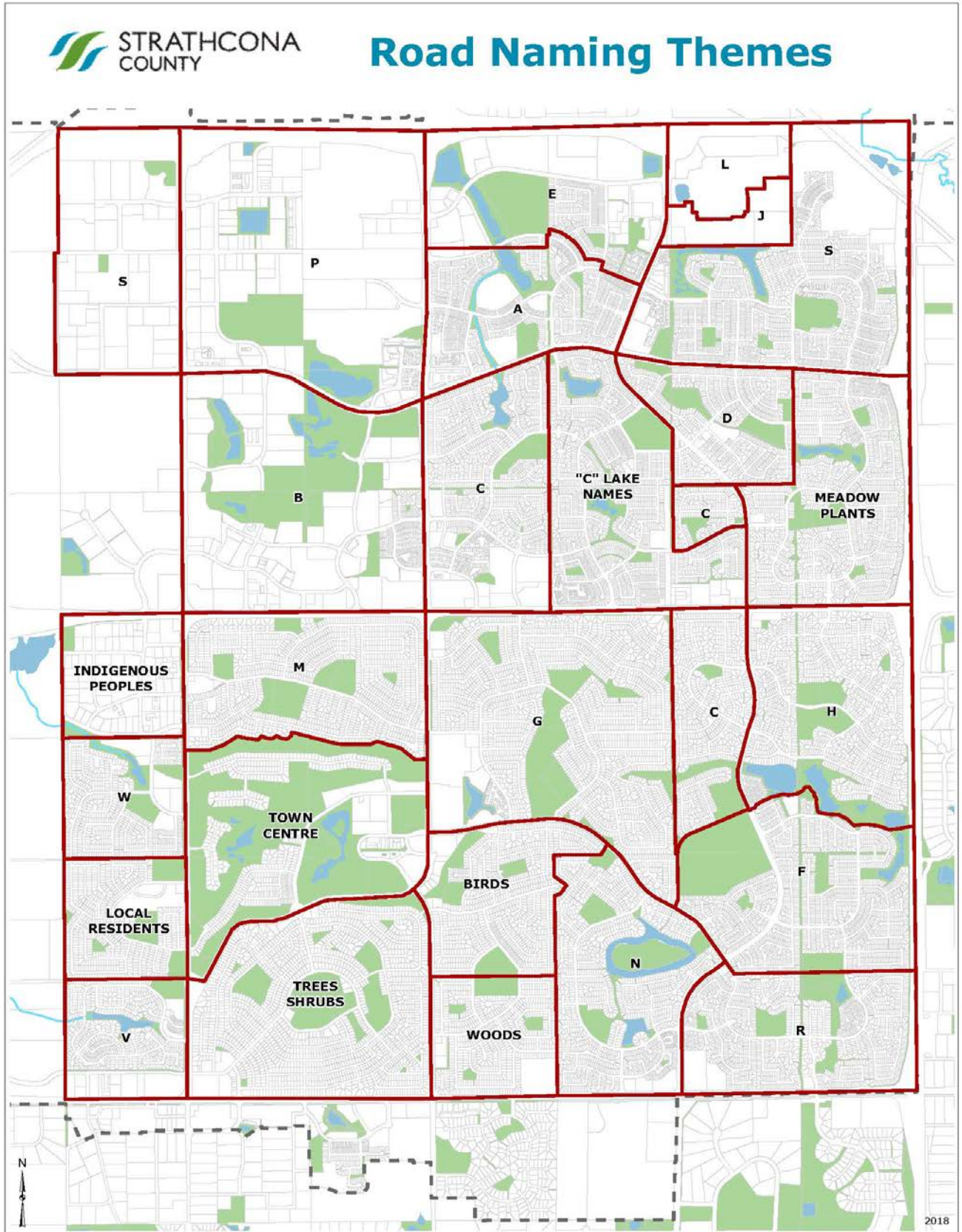
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Wherever possible, Administration will ensure that appropriate road name suffixes are applied and upheld during the naming process.

|           |         |  |
|-----------|---------|--|
| Avenue    | AV      | a main road or thoroughfare predominantly running in an east-west direction                        |
| Bay       | BAY     | a road of relatively short length closed on one end created by six or more lot fronts              |
| Boulevard | BLVD    | a main road or thoroughfare featuring a prominently landscaped median                              |
| Circle    | CIR     | a road containing a closed loop beginning and ending in the same location                          |
| Close     | CL      | a road of relatively short length closed on one end created by six or more lot fronts              |
| Court     | CRT     | a road of relatively short length closed on one end created by six or more lot fronts              |
| Cove      | COVE    | a road of relatively short length closed on one end created by six or more lot fronts              |
| Crescent  | CRES    | a curved road connecting to an adjacent road at both ends  |
| Cross     | CROSS   | a road terminating in a prominent location   |
| Drive     | DR      | a meandering main road or thoroughfare   |
| Freeway   | FWY     | a multi-lane road intended for higher speed use with limited direct access                         |
| Gate      | GATE    | a road providing access to a defined area  |
| Grove     | GROVE   | a road providing access or located adjacent to a defined open space featuring prominent vegetation |
| Highway   | HWY     | a multi-lane road providing a core route intended for higher speed use with limited direct access  |
| Knoll     | KNOLL   | a road providing access or located adjacent to a small, low round natural hill or mound            |
| Landing   | LANDING | a road providing access or located adjacent to a prominent feature                                 |
| Lane      | LN      | a road providing access or located adjacent to a particular location                               |
| Link      | LINK    | a road creating a connection between two or more roads or related points of interest               |
| Loop      | LOOP    | a road beginning and ending in the same location   |
| Manor     | MNR     | a road of relatively short length located in a residential street                                  |
| Mews      | MEWS    | a road of relatively short length located in a residential street                                  |
| Place     | PL      | a road providing access or located adjacent to a prominent feature                                 |

|               |        |   |
|---------------|--------|---|
| Point         | PT     | a road providing access or located adjacent to a prominent feature  |
| Range Road    | RNG RD | a rural road predominantly running in a north-south direction along the grid lines of a standardized system |
| Road          | RD     | a public or private thoroughfare running in any direction as defined in this document                       |
| Street        | ST     | a main road or thoroughfare predominantly running in an north-south direction                               |
| Terrace       | TERR   | a road traversing along sloping or visually appealing terrain   |
| Township Road | TWP RD | a rural road predominantly running in an east-west direction along the grid lines of a standardized system  |
| Trail         | TR     | a road indicating a heritage or historical connection   |
| View          | VW     | a road providing visually appealing scenery   |
| Way           | WY     | a road which may change direction beginning or ending at the same location                                  |
| Wynd          | WYND   | a narrow meandering road  |

# Appendix II: Road Naming Themes



## Procedure Record

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**Date of Approval:** *assigned by LLS*

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**Next Review Date:**

**Last Review Date:**

**Administrative Review:** Planning and Development Services

**Approved by:**

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Stacy Fedechko  
Director  
Planning and Development Services

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Date