



To: Mayor and Councillors
From: Brian J. Jackson, MCIP
Director of Development
Date: March 23, 2009
File: 10-6360-00/Vol 01
Xr: 06-2000-00/Vol 01
Re: **Naming Policies for Roads, Parks, Buildings, and Schools**

Origin

At the Planning Committee Meeting on Tuesday, February 3, 2009, staff was asked to provide Council with information on what naming selection criterion exists for roads, buildings, schools and other structures in the City.

This memo provides a brief summary of the naming policies for roads, parks, buildings, schools and other structures.

Road Naming

The Road Naming Policy 1310, adopted by Council on April 28, 1997, is attached for your reference (**Attachment 1**).

This Policy states that: Staff in the Urban Development Division will provide road name recommendations to the Planning Committee. The Planning Committee will recommend new names, from the 'Primary Road Name List', and will forward the selected names to Council in-camera. Council in-camera will refer the new road names to Council in open session for a final decision.

Naming of Public Buildings – Parks or Places

The Naming Public Buildings – Parks or Places Policy 2016, adopted by Council on May 12, 1997, is attached for your reference (**Attachment 2**).

This Policy provides states that: Staff in the Parks Division will provide naming recommendations to Council. The final decision rests with City Council by means of resolution adopted by majority vote of Council. In the absence of a clear direction or decision from staff, the final decision will be made by Council.

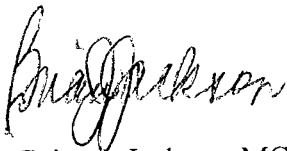
Naming of Board-Owned Facilities or Parts of Board-Owned Facilities

The Board of School Trustees of School District No. 38 has the sole responsibility and right to name and rename Board-owned facilities (i.e., schools) or parts of Board-owned facilities (i.e., libraries).

Staff coordinated with the Board of School Trustees to better understand their naming policies. The School District No. 38 (Richmond) Policy 901.11-R is attached for reference (**Attachment 3**).

Conclusion

Staff Reports, including recommendations, will be provided to Council for naming of parks, buildings, and roads. Council will make all final decisions. The Richmond School District No. 38 has the authority on all decisions for naming schools and School Board-owned facilities.



Brian J. Jackson, MCIP
Director of Development

RW:blg

Attachment 1: Road Naming Policy (1310)

Attachment 2: Naming Public Buildings – Parks or Places Policy (2016)

Attachment 3: School District No. 38 (Richmond) Naming of Board-Owned Facilities or
Parts of Board-Owned Facilities Policy (901.11-R)

cc: Joe Erceg, MCIP, General Manager, Planning and Development



POLICY 1310:

It is Council policy that:

The naming of roads within the City shall be undertaken as follows:

1. Staff in the Urban Development Division shall provide, as required, road name suggestions to the Planning Committee (or the appropriate Standing Committee of Council responsible for land use functions), meeting in-camera, in accordance with:
 - (a) the road naming criteria shown on Schedule "A"; and
 - (b) the road type designations show on Schedule "B";both of which are attached to and form a part of this policy.
2. Upon receipt of a list of road name suggestions, the Committee shall develop and replenish as required:
 - (a) a primary list of 12 potential road names, arranged in order of priority, for future road naming purposes; and
 - (b) a secondary list of at least 20 names, again arranged in order of priority, to be drawn upon, when necessary, for addition to the primary road name list.
3. In developing the primary and secondary road name lists:
 - (a) staff in the Urban Development Division shall provide the Committee with biographical data, maps, and other pertinent information, as required; and
 - (b) the Committee shall review any road names recommended by developers where such roads have been built by those developers.
4. Upon preliminary approval of subdivision plans by the City, the Committee shall recommend new road names from the primary list, and shall forward such names to Council in-camera.
5. Council in-camera shall, having agreed upon the new road names, refer such new road names to Council in open session for a final decision.



6. After the final decision on the naming of roads has been made:
 - (a) the City Clerk shall notify all parties affected by, or interested in, such new road names; and
 - (b) staff in the Urban Development Division shall:
 - (i) arrange for the new road names to be inscribed on the road name maps produced by the City; and
 - (ii) not less than annually, present a Road Naming Bylaw to Council in order to complete the legal process of road naming.

7. Upon adoption of a Road Naming Bylaw, the City Clerk shall ensure that such bylaw is presented to, and registered in, the Provincial Land Title Office.

(Urban Development Division)



ROAD NAMING POLICY SCHEDULE "A"

ROAD NAMING CRITERIA

1. Road names are to have local significance; for example, a pioneer family name (Gilmore); a local activity (Garden City Way); a historical personage (Van Horne); a physical feature (Dyke Road); or other similar local association.
2. Names of prominent pioneer residents or families are particularly suitable.
3. Names of living persons shall not be precluded from inclusion on the primary or secondary road name lists.
4. Names of minority ethnic groups are to be represented.
5. Road names will be used, as far as possible, within the geographic areas with which they are associated; where addresses are from the main street, the cul-de-sacs maintain the main street name insofar as possible.
6. Road names shall be reasonably easy to spell and pronounce, and shall have no adverse connotations.
7. Road name suggestions shall be accepted from all sources, including societies, organizations, pioneers, and individuals.
8. Exceptions to the road naming criteria may be made, for example, to maintain a theme name in an established area.



ROAD NAMING POLICY SCHEDULE "B"

ROAD TYPE DESIGNATIONS

The method of assigning road designations to promote clarity, avoid confusion and facilitate the road naming process, shall, wherever possible, be standardized, and in accordance with the following hierarchy:

1. The existing half-mile grid framework will remain in place and the traditional names will be retained.
2. Most new roads will be located within quarter-sections. The basic designations for internal roads will be street and avenue. **Streets** will run north-south, **Avenues** east-west.
3. Other street designations will be as follows:
 - (a) **Drive** A drive is an irregular or winding street over 230 m (750 ft.) in length and connecting two other streets.
 - (b) **Road** The term "road" shall not be used except where it is already well established.
 - (c) **Court** A court is a cul-de-sac which cannot be extended. It may carry the name of the street from which it originates, but no more than one such court can be so named. The term "place" can also be used for a court.
 - (d) **Place** A place is a short street less than 106 m (350 ft.) in length, either connecting two other streets or ending in a development or cul-de-sac. It can have the name of one of the originating streets if there is no court already so named.
 - (e) **Gate** A gate is a short street less than 106 m (350 ft.) in length connecting two other streets.
 - (f) **Crescent** A crescent is a named street in the form of a loop, both legs of which terminate on the same street. It shall have its own name.
 - (g) **Way** Industrial roads and some commercial streets have traditionally been designated "ways".

The above list contains some notable omissions such as "boulevard" and "lane." Under ordinary circumstances, these terms will not be used.



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Adopted by Council: May 12/97

POLICY 2016

File Ref: 2000-00

NAMING PUBLIC BUILDINGS -- PARKS OR PLACES

POLICY 2016:

It is Council policy that:

The naming of public buildings, parks or places within the City shall be undertaken to:

1. Honour or memorialize individuals, corporations, events, and places that have attained achievements of extraordinary and lasting distinction and contribution to the City, or
2. Pay tribute to an association with an activity or program which is specific to the use of the public building, park, or place.

In all cases, staff will review the proposals/submissions based on the following "Guidelines for Naming", prior to making a recommendation to City Council. The final decision rests with City Council by means of a resolution adopted by majority vote of Council. In the absence of a clear direction or decision from staff, the final decision will be made by Council.

After the final decision on the naming of public facilities, parks and spaces has been made, the City Clerk shall notify all parties affected by, or interested in, such new public buildings, parks or places.



GUIDELINES FOR NAMING

1. Proposals/submissions for naming a public building, park or place may be received from the public (including residents, community associations and organizations), staff, and corporations.
2. A proposal for naming a public building, park or place in honour of a person who has rendered outstanding service to the City, will be considered. Names of living individuals may be considered, but the use of individual names should be minimized.
3. A proposal for naming a public building, park or place, other than in honour of an individual, will be considered if:
 - an organization has had historical and exceptional ties to the City.
 - an event or date is significant in the City's history.
 - a place has significant meaning for, or ties to, the City.
 - a program, activity, or symbol is pertinent to the life of the City specific to the location and may be used to effectively promote and market the program or activity both within and outside the community.
4. In a proposal for naming "joint sites" between the City and School District, the park and school names should coincide through consultation between the two organizations.
5. A proposal for naming "parks and open spaces" may consider the name of the abutting road. Similarly, a public building accommodated on a park, the park name, or the building, should relate to each other.
6. A proposal for naming a "character area" such as a neighbourhood and/or open space should be designated by names linking persons, events, places or activities with appropriate references to location and activities to be conducted on the site or land form.
7. A proposal for naming a public building or park in recognition of a corporation which has made a significant gift or contribution to the City may be considered.
8. A named facility will retain that name as long as it exists. However, if a name is designated for a facility associated with a specific program or activity and that activity is subsequently changed, the name may be applied to a similarly-used facility, if possible, and if not, to another facility.

(Community Services Division)

Policy 901.11-R

Naming of Board-Owned Facilities or Parts of Board-Owned Facilities

A. Naming of a New Board-Owned Facility

1. When planning funding is announced by the Provincial Government for the construction of a new Board-owned facility, a Special Committee of the Board shall be formed, in accordance with Board Policy 203.6 (Special Committees of the Board), whose mandate it will be to recommend to the Board a suitable name for the facility in accordance with policy.
2. This committee will consist of:
 - (a) Two Trustees - the first named will be the Committee Chairperson; and
 - (b) Staff member(s) as deemed appropriate.
3. The Special Committee of the Board will:
 - (a) place appropriate advertisements in the local and provincial print media seeking input of the public (public to include members of the community, parents, students, employees). The advertisement will advise the public of the following:
 - (i) that all submissions by members of the public will be held in confidence.
 - (ii) that there is no limitation as to the number or type of suggestions that will be received by the Board.
 - (iii) that submissions include, where possible, rationale or explanation of the proposed name.
 - (iv) that submissions should be sent to the attention of the Secretary Treasurer.
 - (v) that submissions will be received from members of the public for a period of three months. The advertisement will state the closing date by which submissions must be received.
 - (vi) that a decision will be made by the Board within twelve months of placement of this advertisement, whenever possible.
 - (vii) that the decision of the Board will be made by resolution at an in-camera meeting and that a public announcement will be made at the next public meeting of the Board.
 - (b) receive in confidence all submissions from members of the public and provide a summary of the submissions received, or previously received, regarding the naming and will provide such summary to the Board at the next available in-camera meeting after the closing date for submissions.
 - (c) within one month of the closing date for submissions, establish a draft shortlist of names to be considered and forward all details of the shortlisted submission to the Board along with a summary of all of the submissions that have been received.

(d) following Board approval of a shortlist, the Special Committee will undertake the research it deems necessary to provide the Board with further background to the shortlisted names.

(e) provide the Board at an in-camera meeting, within six months of the closing date for submissions, the background associated with each shortlisted submission along with its recommendation and a draft press release.

4. After receiving, at an in-camera meeting, the background associated with each shortlisted submission, the Board may, in accordance with Board Policy 203.4 (Committee of the Whole), resolve itself into a Committee of the Whole for the consideration of the Special Committee's report.

5. The Board will, by resolution, vote in-camera on the naming of Board-owned facilities.

6. The Board will announce the new name of a Board-owned facility at its next public meeting.

B. Naming of Parts of Board-Owned Facilities

The Board may contemplate naming part of a Board-owned facility on its own initiative or at the suggestion of a member of the public, whereupon it will determine the necessity of asking for submissions of names from the public. If the Board decides to seek submissions from the public, it may follow the same process as that listed for the Naming of a New Board-Owned Facility.

Board Concurrence: 05 March 1990

Board Concurrence with Revisions: 21 October 2002