



RURAL MUNICIPALITY OF ST. ANDREWS

POLICY AND PROCEDURES MANUAL

POLICY NAME: Municipal Naming Policy	POLICY NUMBER: EVD-07
POLICY MANUAL SECTION: Environmental Development Services	RESOLUTION NUMBER: 2022-106
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MUNICIPAL NAMING POLICY

Purpose

The purpose of this policy is to provide guidelines for selecting and applying names to roads, neighbourhoods, parks, trails, and municipal facilities within St. Andrews which promotes a distinctive and unique identity based on local history, culture and heritage.

Definitions

“Approved Names List” is shown on Schedule “A” attached, and includes names that have been approved by Council to be used for Municipal Infrastructure when requested.

“Suffix” is the extension of the road name including Avenue, Road, Street, Bay, Drive, Boulevard, Cove, Way, Crescent, Trail, Lane etc.”

Scope

This policy will be adhered to in addressing matters of naming municipal infrastructure as referred to it by the Administration.

The Municipal Naming Policy pertains to:

- Streets and roads
- Parks
- Major trails
- Neighbourhoods
- Municipal Facilities (unless identified as part of a Corporate Partnership or Sponsorship Opportunity)

Policy Guidelines

New Names:

- 1) Name use may be specified and limited to certain types of infrastructure and/or areas of the municipality.
- 2) Only a person’s last name should be used for a street name.
- 3) A person’s first and last names may be used for naming parks, trails or facilities.

- 4) If a road is named, the Administration shall be responsible for the appropriate suffix (with consideration of suggestions from the proponent).
- 5) Duplication of street names with a different suffix should be avoided. Eg. Gimli Road, Gimli Trail.
- 6) Partial duplications of street names should be avoided. Eg. Parkton Place, Parkview Place.

New Development:

- 1) New Developments may indicate proposed names for consideration through the approval process.
- 2) Names may be considered that follow a unified theme, character of the area or other justification.

Renaming:

- 1) Generally, street names should not be re-named.
- 2) An existing street name be renamed where it can be demonstrated the change is warranted and has support from some or all of the owners and occupants of the property on the street to be renamed.
 - a. Applicants shall be responsible for all incurred costs by the Municipality related to the renaming including but not limited to:
 - i. Administrative charges
 - ii. Legal and registration costs; and
 - iii. Replacement of street signs.
 - b. Applicants shall be responsible for all personal or business costs related to address changes.
- 3) Where the Administration is the proponent for a name change, the name shall be drawn from the *Approved Names List*.
- 4) Where the Administration is the proponent for a name change, the municipality will pay for all related costs and may consider compensation to residents and business for expenses incurred related to address changes.
- 5) Council may rename streets and must be done by by-law.

Procedure

- 1) Individuals may propose a name to be considered for approval to an *Approved Names List* by making a submission to the RM and include an outline of the significance of the name.
- 2) Administration shall undertake as necessary, such research to verify the historical and other justification for the use of the name.
- 3) Administration shall provide to Council the name(s), original written request and the justification for it to be considered on the *Approved Names List*.

- 4) Name requests shall be brought to Council for consideration to add to the *Approved Names List* a minimum of once per calendar year unless no new names have been submitted.
- 5) The Economic Development Department will maintain an *Approved Names List* for the Municipality.
- 6) The *Approved Names List* will be used when names suggestions are requested for new roads and other Municipal Infrastructure.
- 7) Proposed names for subdivisions creating new roads and/or neighbourhoods may be approved at the time of subdivision or Development Agreement approval from Council or subsequent request to council for consideration of proposed names for the development.
- 8) Unless names are approved through a subdivision application and registered through a plan of subdivision, road names must be done by by-law.
- 9) Incidents for naming or renaming not dealt with in this policy shall be at the discretion of the Administration.

SCHEDULE "A"

APPROVED NAMES LIST

APPROVED NAME	TYPE OF INFRASTRUCTURE				SPECIFIED AREA	DATE APPROVED	DATE USED
	ROAD	PARK OR TRAIL	NEIGHBOURHOOD	FACILITY			
Eg. SMITH					Ward 1	Oct 8, 2016	Nov 2018
Eg. BARNEY JONES					New Rec facility or park west of Hwy 8	Jan 15, 2019	