



TOWN OF OKOTOKS POLICY

Council Motion: 89.C.478 89.C.523 94.C.859 98.C.205 09.C.342 10.C.211	Effective Date: September 11, 1989	Policy Number: 6.02.04 Supersedes/Repeals: Amended
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Title: Town of Okotoks Roadway, Parks, Neighbourhoods and Facilities Naming Policy

Policy Statement:

The following policy guidelines will be used by a Committee appointed by Council in the selection process for the purpose of recommending to Council the adoption of specific names for:

1. Public and private roadways and bridges;
2. Area structure and outline plans;
3. New residential neighbourhoods and revisions and adjustments to existing names and boundaries;
4. New industrial districts and revisions and adjustments to existing names and boundaries;
5. Public buildings or structures, excluding schools; and
6. Public parks and open space.

The Committee shall pay due regard to the historical significance of names inasmuch as they relate to the matters under consideration and to the suitability of names in relation to the use and function of the highway, neighbourhood, district, facility, etc. under consideration.

Guidelines:

1. General

- (a) The name shall not be duplicated nor shall it approximate phonetically the name of any other area, street or facility already named within the Town of Okotoks or within the urban growth area for possible future annexation as identified in the *Intermunicipal Development Plan*.
- (b) The name may have some historical significance to Okotoks such that the name shall reflect early pioneers; or pioneering ethnic groups who settled and developed this town and surrounding areas; or persons who have contributed and/or participated in a broad range of public services and/or community activities.
- (c) The name, if not historical, may be descriptive, may pertain to the geographical or topographical layout; or may establish the basis of a theme for subsequent naming with a larger area.
- (d) The name shall not be suffixed with the “Park” unless the facility falls under the park naming category (See Section 3 listed below).
- (e) The name shall be determined and applied in accordance with the specific requirements and procedures set out in these guidelines.
- (f) The suffix attached to a roadway must not already appear in the neighbourhood name.

2. Roads

- (a) Following annexation, existing roadways within urban growth areas shall retain existing names (wherever possible) or be re-designated in accordance with this policy when development plans are approved for the area.
- (b) The names of all roadways within new residential areas shall be prefixed with the neighbourhood name and have suffixes applied in accordance with this policy. The names of all roadways within new non-residential areas also shall be designated in accordance with this policy.
- (c) When a named roadway is submitted to the Name Advisory Committee for approval, the Town shall be responsible for adding an appropriate suffix to more readily define the roadway configuration generally in accordance with the following:

		STREET TYPE	ABBR.	DEFINITION
98.C.205	1	ALLEY	AL	generally applied to narrow roadways
	2	AVENUE	AVE	a roadway essentially traversing in an east/west direction
	3	BAY	BAY	a recess in a continuous roadway; a secluded place
10.C.211	4	BEND	BEND	a roadway with a prominent curve in it
	5	BOULEVARD	BLVD	a linear roadway that has a landscaped median or boulevard and does not lend itself to designation as a street or avenue
10.C.211	6	CENTRE	CTR	a roadway with a central focal point
	7	CIRCLE	CIR	a small looping roadway with development on its periphery
	8	CLOSE	CL	a large cul-de-sac that forms an appendage to a named roadway
98.C.205	9	COMMON	COM	a roadway that traverses through most of a neighbourhood
	10	COURT	CRT	a confined space opening off a street
	11	COVE	COVE	a small sheltered recessed place
	12	CRESCENT	CRES	a U-looped roadway that accesses an adjoining roadway(s) at each end of the loop
10.C.211	13	DALE	DALE	a roadway through or alongside a valley
10.C.211	14	DELL	DELL	a roadway adjacent to a wooded valley (alternate Hollow)
10.C.211	15	DOWNS	DO	a roadway adjacent to an area defined by a large grassy area
	16	DRIVE	DR	a roadway that is scenic by virtue of its proximity to natural topographic or geographic feature
10.C.211	17	ESTATES	EST	a roadway leading to large properties (alternate Villas)

	18	FREEWAY	FWY	all named major thoroughfares being completely or partially constructed and that are intended as divided arterial roadways for through traffic with full control or partial control or access and which may have grade separations at intersections
98.C.205	19	GARDENS	GDNS	valid for roadways where vegetation is noticeable
	20	GATE	GATE	a short connection between two roadways
10.C.211	21	GLEN	GLEN	a roadway running alongside or through a u-shaped valley with water running through it
94.C.859	22	GREEN	GRN	a cul-de-sac that is adjacent to or includes a green space
98.C.205	23	GROVE	GROV	a small recess off a roadway
98.C.205	24	HEATH	HE	a minor roadway or cul-de-sac adjacent to or embracing an open space
98.C.205	25	HEIGHTS	HTS	a roadway located on hills or adjacent to escarpments
	26	HILL	HILL	a roadway traversing across, near or by a specific named geographical elevation
10.C.211	27	HOLLOW	HOL	a roadway adjacent to a wooded valley (alternate Dell)
10.C.211	28	ISLAND	IS	a roadway with a large landscaped median or other natural or manmade feature resembling an island
10.C.211	29	KNOLL	KN	A roadway on or near a small natural hill
98.C.205	30	LANDING	LAND	a cul-de-sac located near water or located on an escarpment overlooking a valley or ravine
	31	LANE	LANE	a cul-de-sac that forms an appendage to a named roadway
98.C.205	32	LINK	LINK	a roadway joining two cells of a subdivision, or two points of one roadway to another
	33	LOOP	LOOP	a curvilinear roadway that forms a closed (single entrance) or partially closed (double entrance) connection

98.C.205	34	MANOR	MNR	cul-de-sac in an estate neighbourhood
10.C.211	35	MEADOWS	MEAD	a roadway near a grassy field
	36	MEWS	MEWS	a confined space opening off a street
98.C.205	37	MOUNT	MT	a roadway located on hills, adjacent to escarpments or overlooking valleys
10.C.211	38	ORCHARD	ORCH	valid for those roadways with flowering trees
98.C.205	39	PARADE	PAR	a roadway adjacent to a public facility
10.C.211	40	PASSAGE	PASS	a narrow roadway
10.C.211	41	PINES	PI	a roadway defined by trees
	42	PLACE	PL	a roadway that does not readily lend itself to a specific definition category
	43	POINT	PT	a large cul-de-sac that forms an appendage to a named roadway, in particular, if it is geographically isolated and distinct from the balance of the proposed network system
10.C.211	44	PROMENADE	PROM	a roadway on an open level area next to a river or water where people may walk
10.C.211	45	QUAY	QUAY	a roadway near a body of water
09.C.342	46	RIDGE	RG	a roadway located adjacent to escarpments or overlooking valleys
94.C.859	47	RISE	RISE	a roadway that has an upward slope
	48	ROAD	RD	used for an angling and curvilinear roadway that does not follow a specific compass orientation or does not readily lend itself to a specific definition category
98.C.205	49	ROW	ROW	a roadway traversing east-west parallel to a major roadway
98.C.205	50	SQUARE	SQ	valid for roadways embracing an open area
	51	STREET	ST	a roadway essentially traversing in a north/south direction

98.C.205	52	TERRACE	TERR	cul-de-sac located on hills or adjacent to escarpments or overlooking valleys
10.C.211	53	THICKET	TH	a roadway defined by dense shrubbery
	54	TRAIL	TR	a roadway that does not readily lend itself to a specific definition category
10.C.211	55	VALE	VALE	a wide river valley with a flat valley bottom
94.C.859	56	VIEW	VIEW	a roadway that provides a scenic view
10.C.211	57	VILLAS	VIL	a roadway leading to large properties (alternate Estates)
10.C.211	58	VISTA	VIST	a roadway that provides a distant view
	59	WAY	WAY	a roadway that does not readily lend itself to a specific definition category
10.C.211	60	WOOD	WOOD	valid for those roadways within a heavily treed area
	61	WYND	WYND	a meandering roadway in a neighbourhood

3. Parks

The name "Park" shall be appended as a suffix to describe open spaces 3(a), 3(b) and 3(c) except:

- i) the word "Ravine" shall be used to designate ravines; and
 - ii) the word "Cemetery" shall be used to designate cemeteries.
- (a) Neighbourhood-level open space, which includes neighbourhood parks, school playing fields and junior play lots, shall be named in accordance with the following:
- (1) the primary neighbourhood park and open space shall have the school name designation, the neighbourhood name designation, or a sponsor name designation;
 - (2) secondary neighbourhood parks and open space (small parks, tot lots, buffers, etc.) may be named after a geographic designation (such as adjacent roads), an historical name, an honoured citizen, a sponsor, or left unnamed (if small in size).

- (b) District-level open space, which includes larger parks, athletic grounds and high school campuses, shall be named in accordance with the following:
 - (1) the primary district park and open space shall have the school name designation, the development area designation, or a sponsor name designation; and
 - (2) the secondary district parks and open space may be named after a geographic designation, an historical name, an honoured citizen, or a sponsor.
- (c) Town-level open space, which includes open space within industrial subdivisions and the downtown area (and serves the entire population of the Town and its region), shall be named after a geographic designation, an historical name, an honoured citizen, or a sponsor.

4. Public Facilities - General

All Public buildings and/or facilities shall be named by the Committee at its discretion, taking into consideration the following requirements and procedures:

- (a) Public libraries, public works facilities, and other public buildings shall be named after the following: the Town; a geographic designation; an historical name; an honoured citizen; or a sponsor which may include but not be limited to an individual, family, corporation, or service organization;
- (b) Recreational facilities shall be named in accordance with the following requirements and procedures:
 - (1) Ice arenas and swimming pools shall be named after the following: the park in which they are located; a geographic designation; an historical name; an honoured citizen; or a sponsor which may include but not be limited to an individual, family, corporation, or service organization;
 - (2) Specialized facilities shall be named after the following: the park in which they are located; a geographic designation; an historical name; an honoured citizen; or a sponsor which may include but not be limited to an individual, family, corporation, or service organization. The type of athletic facility should be clearly identified by its title, for example “Arena” or “Sports Centre”, etc.;
- (c) Campgrounds shall be defined as limited or full service camping spaces for tents and/or recreational units, for the benefit of the travelling public, and shall be named using the word “campground” as a suffix. Public campgrounds may be named after the park in which they are located; a geographic designation; an historical name; an honoured citizen; or a

sponsor which may include but not be limited to an individual, family, corporation, or service organization.

- (d) When public buildings, facilities and/or structures are dedicated a permanent commemorative plaque or inscription may be affixed at a visible location near the main entrance or at another strategic location as deemed appropriate by Council. The commemorative plaque or inscription should be of modest size, constructed of suitable weather and vandal-resistant material, and may contain the following information:
 - (1) The names of the sitting Mayor and Councillors;
 - (2) The name of the Municipal Manager;
 - (3) The name of the Project Architect;
 - (4) The name(s) of other Government officials;
 - (5) The name(s) of other contributing Committees, organizations, individuals and/or sponsors; and
 - (6) Any other information as deemed appropriate by Council.

5. Discretionary Authority of Council

- (a) Council may choose to designate a term of up to ten years for any naming application under this policy. At or near the expiration of the term designated by Council, or at any time as circumstances may warrant, Council may choose to renew or revise the term for the name, change the name, or make any necessary changes to the naming as deemed appropriate by Council.
- (b) Notwithstanding the foregoing policies and procedures, where Council deems it advisable they may choose a name that is not necessarily in strict compliance with the above policy statements by way of policy amendment.
- (c) A request to change a street name shall be subject to review by Council or its designated authority, and a fee shall be payable (as determined by Council in the current fee schedule) at time of application.