



City of St. Albert
CITY COUNCIL POLICY

Municipal Facilities Naming

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C475-2010	08 30		C667-2010	11 22

Purpose

To provide a framework for the naming of municipally owned buildings and significant infrastructure.

Policy

Council is the decision making body for the naming of municipally owned public use buildings and significant infrastructure.

The process of naming a municipally owned building or other infrastructure may be initiated directly by Council or by a request to Council by a citizen, group or administration.

Definitions

“Administration” means City staff members.

“City” means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City.

“Council” means the municipal council of the City of St. Albert.

“Municipally Owned Building” means any building owned by the City that primarily serves the public.

“Significant Infrastructure” means capital infrastructure that is of a magnitude that it warrants being named.

“Public Use” means that the public is the primary user of the facility or infrastructure. It is not something like a water reservoir or lift station.

Responsibilities

Council – selects a name to be used for the naming of a municipally owned public use building or significant infrastructure.

Administration – implements the direction of Council and ensures that recognition features are erected in a timely and appropriate manner.



Standards

1. Scope of Policy

- a. This policy does not apply to:
 - i. Servus Credit Union Place or any amenities within the facility;
 - ii. St. Albert Place; or,
 - iii. City Facilities that are leased to third parties where the lease allows the lessee to name the facility for the term of the lease.
- b. Naming for the purpose of this policy is limited to municipally owned public use facilities and significant infrastructure directly serving the public.
- c. Any name recognition made conditional upon the exchange of money, land or services (sponsorships or donations) are outside the scope of this policy. Name recognition through sponsorship and donation will be negotiated by the City Manager or designate for approval by Council or in accordance with other Council policies or bylaws.

2. General Principles

- a. The process of naming a municipally owned public use building or significant infrastructure may be initiated by Council through a call for submissions, or by a request made directly to Council by a Council member, citizen, group or administration.
- b. Naming a municipally owned building after a person shall be commensurate with the contributions of the person being honoured and having regard to the person's achievements or areas of interest.
- c. Any name considered by Council for use is not to be excluded due to a perceived difficulty of pronunciation by any segment of this community.
- d. All information regarding the naming of a municipally owned public use building or significant infrastructure that may include the option of naming after an individual or organization shall be treated confidentially and be discussed in-camera. Once a decision has been made the public announcement will be made at the discretion of Council. Council shall treat these matters consistent with Section 17 ("Disclosure harmful to personal privacy") or Section 23 ("Local public body confidences") of FOIP.

3. Naming Guidelines

- a. Council should consider the following recognition guidelines when naming a municipally owned building or significant infrastructure after an individual:
 - i. Must be a resident of St. Albert for a minimum of ten (10) years; and
 - ii. Made a special contribution to the community in one or more of the following areas:
 - Service as an elected representative to the municipal, provincial or federal government for at least two terms.
 - Service in a voluntary capacity in community organizations such as service clubs, cultural groups, ethnic organizations, community associations, or boards working to enhance the quality of life of St. Albert residents.



- Made a significant contribution in areas that have benefited the community such as: agriculture, the arts, education, business or industry, journalism, medicine, politics, science, recreation on a local, national or international scale to the extent that their actions have brought great honour to the City.
 - Risked his/her life to save or protect others.
 - In the case of naming a building - played a prominent role in advocating for the service being rendered by the building.
- b. Municipally Owned Public Use Buildings shall include:
- i. Their functional use such as “Fire Hall” or “RCMP Building”, or “Arena” in the name.
 - ii. At the discretion of Council after an individual that meets the previous naming guidelines in Section 3(a) of this policy.
- c. Significant Infrastructure may be named:
- i. After their functional use,
 - ii. At the discretion of Council after an individual that meets the previous recognition guidelines in Section 3(a) of this policy.

