



TOWN OF BLACK DIAMOND PROCEDURE

Procedure #: DEV-033
PROCEDURE TITLE: Naming Roads and Public Places
Approval Date: April 1, 2020
Revisions
Revision Date:
Department: Planning & Development

1. General Guidelines

- 1.1. A list of recommended names shall be prepared by Town Administration, in consultation with the public, and presented to Council, from time to time, for approved use as desired.
 - 1.1.1. Public consultation shall occur in accordance with ADMIN-020 Public Participation Policy.
 - 1.1.2. The list of recommended names shall be reviewed as required by Council, or when a road, park, building, facility, neighbourhood, Area Structure Plan, or outline plan is to be named.
- 1.2. Names of individuals or groups should meeting at least one of the following criteria:
 - 1.2.1. A person or group of historical significance;
 - 1.2.2. A person or group that has made a significant contribution of service or volunteerism to the Town and community;
 - 1.2.3. A person or group that has brought honour to the Town through extraordinary achievement, celebrity or bravery;
 - 1.2.4. A person or group that has made a significant material or financial contribution towards the Town with the express purpose of benefitting the residents of the Town.
- 1.3. Names other than that of a person or group must meet at least one of the following criteria;
 - 1.3.1. Historic events of significance to the Town;
 - 1.3.2. Flora and fauna indigenous to the Town and surrounding area;
 - 1.3.3. Geographical and/or topographical features of the local area.



- 1.4. Names shall not be duplicated, nor shall they approximate phonetically the name of any other area Road or facility already named within the Town.
- 1.5. Council may direct Administration to consult with the public prior to assigning a name to a major road, park, pathway, building, facility, neighbourhood or Area Structure Plan.

2. Naming of Parks, Pathways, Buildings and Facilities

- 2.1. Administration will maintain a list of all parts, pathways, Buildings and facilities that are, or could be, named.
- 2.2. Parks, pathways, buildings and facilities shall be named by resolution of Council.
- 2.3. Administration may recommend to Council the names for parks, pathways, Buildings and facilities in accordance with the list of recommended names.
 - 2.3.1. Administration, in preparing a request to name a park, pathway, Building or facility, shall ensure that Council is provided with information, for their approval, regarding:
 - proposed signage or other forms of designation that may be desired or required, including costs and installation requirements;
 - any proposed celebrations that may be held in honour of the occasion;
 - how anticipated costs are expected to be funded.
- 2.4. Council may decline to name a park, pathway, Building or facility.
- 2.5. Parks, pathways, Buildings and facilities may be named after the neighbourhood in which they are located.
- 2.6. Parkland that is dedicated for the development of schools and school playfields, should be named by the relevant school jurisdiction.

3. Naming of Roads

- 3.1. Major Roads shall be named by resolution of Council.
- 3.2. Administration may recommend to Council the names for major roads in accordance with the list of recommended names.
- 3.3. Local Road names shall be suggested by developers at the time of subdivision and approved by Administration as part of the subdivision process.
- 3.4. Where suitable, the name of local roads shall be prefixed with the names associated with the name of the neighbourhood (i.e. Riverwood Way, Riverwood Close).
- 3.5. Road types shall be assigned in accordance Appendix A.

4. Naming of Neighbourhoods, Area Structure Plans, and Outline Plans

- 4.1. Neighbourhoods, Area Structure Plans and Outline Plans shall be named by resolution of Council, taking into consideration the name suggested by the developer.
- 4.2. Developers shall suggest names that comply with the guidelines in this policy.



5. Sponsorship


5.1. Where a request is made by a major sponsor, wishing to associate their name with a Road, park, pathway, building, facility or neighbourhood, the request will be judged by Council on its individual merits.

6. Discretionary Authority of Council

6.1. Notwithstanding the foregoing procedures, where Council deems it advisable, they may choose a name that is not necessarily in strict compliance with the above statements.

7. End of Procedure

APPROVAL



Sharlene Brown, CAO

April 1/2020
Date

REVIEW

Procedure reviewed, no changes required:

CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
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Appendix A – Road Types

ROAD TYPE	ABBR.	DEFINITION
ALLEY	AL	generally applied to narrow roadways
AVENUE	AVE	a roadway essentially traversing in an east/west direction
BAY	BAY	a recess in a continuous roadway; a secluded place
BEND	BEND	a roadway with a prominent curve in it
BOULEVARD	BLVD	a linear roadway that has a landscaped median or boulevard and does not lend itself to designation as a street or avenue
CENTRE	CTR	a roadway with a central focal point
CIRCLE	CIR	a small looping roadway with development on its periphery
CLOSE	CL	a large cul-de-sac that forms an appendage to a named roadway
COMMON	COM	a roadway that traverses through most of a neighbourhood
COURT	CRT	a confined space opening off a street
COVE	COVE	a small sheltered recessed place
CRESCENT	CRES	a U-looped roadway that accesses an adjoining roadway(s) at each end of the loop
DALE	DALE	a roadway through or alongside a valley
DELL	DELL	a roadway adjacent to a wooded valley (alternate Hollow)
DOWNS	DO	a roadway adjacent to an area defined by a large grassy area



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DRIVE	DR	a roadway that is scenic by virtue of its proximity to natural topographic or geographic feature
ESTATES	EST	a roadway leading to large properties (alternate Villas)
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
GARDENS	GDNS	valid for roadways where vegetation is noticeable
GATE	GATE	a short connection between two roadways
GLEN	GLEN	a roadway running alongside or through a u- shaped valley with water running through it
GREEN	GRN	a cul-de-sac that is adjacent to or includes a green space
GROVE	GROV	a small recess off a roadway
HEATH	HE	a minor roadway or cul-de-sac adjacent to or embracing an open space
HEIGHTS	HTS	a roadway located on hills or adjacent to escarpments
HILL	HILL	a roadway traversing across, near or by a specific named geographical elevation
HOLLOW	HOL	a roadway adjacent to a wooded valley (alternate Dell)
ISLAND	IS	a roadway with a large landscaped median or other natural or manmade feature resembling an island
KNOLL	KN	A roadway on or near a small natural hill
LANDING	LAND	a cul-de-sac located near water or located on an escarpment overlooking a valley or ravine



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LANE	LANE	a cul-de-sac that forms an appendage to a named roadway
LINK	LINK	a roadway joining two cells of a subdivision, or two points of one roadway to another
LOOP	LOOP	a curvilinear roadway that forms a closed (single entrance) or partially closed (double entrance) connection
MANOR	MNR	cul-de-sac in an estate neighbourhood
MEADOWS	MEAD	a roadway near a grassy field
MEWS	MEWS	a confined space opening off a street
MOUNT	MT	a roadway located on hills, adjacent to escarpments or overlooking valleys
ORCHARD	ORCH	valid for those roadways with flowering trees
PARADE	PAR	a roadway adjacent to a public facility
PASSAGE	PASS	a narrow roadway
PINES	PI	a roadway defined by trees
PLACE	PL	a roadway that does not readily lend itself to a specific definition category
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
PROMENADE	PROM	a roadway on an open level area next to a river or water where people may walk
QUAY	QUAY	a roadway near a body of water
RIDGE	RG	a roadway located adjacent to escarpments or overlooking valleys
RISE	RISE	a roadway that has an upward slope



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
ROW	ROW	a roadway traversing east-west parallel to a major roadway
SQUARE	SQ	valid for roadways embracing an open area
STREET	ST	a roadway essentially traversing in a north/south direction
TERRACE	TERR	cul-de-sac located on hills or adjacent to escarpments or overlooking valleys
THICKET	TH	a roadway defined by dense shrubbery
TRAIL	TR	a roadway that does not readily lend itself to a specific definition category
VALE	VALE	a wide river valley with a flat valley bottom
VIEW	VIEW	a roadway that provides a scenic view
VILLAS	VIL	a roadway leading to large properties (alternate Estates)
VISTA	VIST	a roadway that provides a distant view
WAY	WAY	a roadway that does not readily lend itself to a specific definition category
WOOD	WOOD	valid for those roadways within a heavily treed area
WYND	WYND	a meandering roadway in a neighbourhood

