	<h1 style="text-align: center;">Town of Cochrane Policy</h1>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Department:</p>	<p>2303-03 Naming of Streets and Public Areas April 14, 2003 September 24, 2007 June 13, 2011 Community Services & Planning & Engineering Services</p>

Policy Statement:

The Town will name municipal parks, pathways, natural areas or other public facilities to honour individuals or groups in recognition of their historical significance, volunteer contribution or national/international celebrity status.

The Town will ensure that all local streets and major roadways are named in accordance with this Policy.

1. Reason for Policy

1.1 The Town of Cochrane believes in the naming of public areas to honour individuals, families and/or organizations that have made significant contributions to the community. Contributions that have been made in the following areas may be recognized:

- Volunteerism
- Historical
- Celebrity
- Honorary

1.2 The Town of Cochrane believes in naming streets to provide a sense of community within developments, and to recognize natural, historical or environmental features, and/or contributing persons and organizations of the Town, in the naming of major roadways.

2. Definitions

2.1 "Public areas" means publicly owned and/or operated facilities, parks, pathways, playgrounds, natural areas and significant public landmarks.

2.2 "Major Roadways" means roads, and associated right-of-ways, developed at a collector standard or greater, as defined by the Town of Cochrane Transportation Master Plan, or similar document, as may be amended from time to time.

- 2.3 "Local Streets" means roads, and associated right-of-ways, that are not developed at less than a collector standard, as defined by the Town of Cochrane Transportation Master Plan, or similar document, as may be amended from time to time.

3. Responsibilities

3.1. Town Council to:

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 3.1.3 Invite the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society to provide recommendations to Council for the naming of public areas.
- 3.1.4 Review recommendations for the naming of public areas and to formally approve names for public areas.

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Directors of the Departments to:

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.


3.4 Supervisor to:

- 3.4.1 Understand and adhere to this policy.
- 3.4.2 Ensure employees are aware of this policy and procedures.

3.5. All Employees to:

- 3.5.1 Understand and adhere to this policy.

4. End of Policy

	<h1 style="text-align: center;">Town of Cochrane Procedure</h1>
<p>Policy No.: Policy Title: Department:</p>	<p>2303-03 Naming of Streets and Public Areas Community Services & Planning & Engineering Services</p>

1. General Guidelines

- 1.1 The Parks and Facilities Section will maintain a list of all public areas that may be named in honour of individuals, families or organizations. Public parks/natural areas to be named should be not less than one acre in size. Pathways to be named shall have a natural start and end point and should be not less than one kilometre in length.
- 1.2 The Planning Services Section will maintain a database of all street names and will work with developers to ensure that no local street or major roadways names are duplicated within the Town of Cochrane.

2. Naming of Streets


- 2.1 The names of collector or arterial streets which traverse more than one subdivision or community area should reflect natural, historical or environmental features, or contributing persons/organizations of the Town (i.e. Big Hill, Bow River, Quigley, George Fox etc.).
- 2.2 A list of recommended names for major roadways shall be prepared by Planning Services, with the assistance of the Cochrane and Area Heritage Association or the Cochrane Historical Archival and Preservation Society as required.
- 2.3 Planning Services shall provide a recommended list of names for major roadways to landowners over which a major roadway will traverse.
- 2.4 Local streets and major roadway names shall be suggested by developers at the time of subdivision and approved as part of the Subdivision Approval process. In the event that a major roadway is developed outside of the subdivision process, the Senior Leadership Team will determine roadway name.
- 2.5 Where suitable, the name of local streets shall be prefixed with the name or names associated with the subdivision or community area in which they are located (i.e. Gleneagles Close, Eagleview Way).

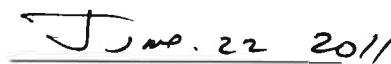
- 2.5 Where suitable, the name of local streets shall be prefixed with the name or names associated with the subdivision or community area in which they are located (i.e. Gleneagles Close, Eagleview Way).

3. Naming of Public Areas

- 3.1 In naming a public area, the name shall not be duplicated nor shall it approximate phonetically the name of any other public areas, already named within the Town of Cochrane or within the urban fringe area having regard to the possibility of future annexation.
- 3.2 The name may have some historical significance to Cochrane such that the name shall reflect aboriginal activity and original names in the local area, early pioneers; or pioneering ethnic groups who resettled and developed the town and surrounding areas; or persons who have contributed to and/or participated in a broad range of public services and/or community activities.
- 3.3 The Town of Cochrane shall encourage suggestions for the naming of public areas. Suggestions should clearly state the historical significance; volunteerism, contribution, or celebrity of the individual, family or organization to be honored.
- 3.4 All suggested names will be referred to the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society for review and recommendation to Council.
- 3.5 Council will review the recommendations from the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society and designate public areas to be named in honor of the organization, individual, or family suggested.
- 3.6 All submissions shall be received confidentially and reviewed "In Camera" by Council. Only submissions that are chosen will be identified publicly.
- 3.7 The Parks and Facilities Section will prepare and install appropriate signage identifying the names of public areas
- 3.8 Parkland that is dedicated for the development of schools and school playfields should be named by the school jurisdiction constructing the school.

4. End of Procedure

Approval

Julian deCocq, C.A.O.


Date