

Purpose:

I To:

- (1) establish authority for civic address and street naming with the GIS Section within the Information Technology department;
- (2) identify the Administrative Working Group structure and mandate for civic address and street naming; and
- (3) provide the fundamental principles The City uses to guide civic address and street naming.

Policy Statement(s):

I Corporate Governance:

- (1) Information Technology Services' GIS Section is responsible to administer Civic Address and Street Naming for The City.
- (2) The *City of Red Deer Civic Address and Street Naming Standards* document serves the organization as the official standards document for civic address and street naming.
- (3) The Street Naming Committee (Administrative Working Group) will:
 - (a) be established as a Committee with representatives from:
 - (i) Information Technology, GIS Section (Chair)
 - (ii) Emergency Services
 - (iii) Planning Department
 - (iv) Archives
 - (b) assign names to municipal streets;
 - (c) approve the naming of Subdivisions and Neighbourhoods; and
 - (d) endorse Street Naming standards, as outlined in the *City of Red Deer Civic Address and Street Naming Standards*.
- (4) The Address Advisory Committee (Administrative Working Group) will:
 - (a) be established as a Committee with representatives from:
 - (i) Information Technology, GIS Section (Chair)
 - (ii) Emergency Services
 - (iii) Inspections and Licensing
 - (iv) Revenue and Assessment Services
 - (b) endorse Civic Address standards, as outlined in the *City of Red Deer Civic Address and Street Naming Standards*.

2 Guiding Principles:

- (1) The City adheres to the following guiding principles for assigning civic addresses and names for subdivisions, neighbourhoods, and street names. Refer to the *Civic Address and Street Naming Standards* for detailed standards and guidelines.
 - (a) All civic addressing and street naming will conform to the Civic Address and Street Naming Bylaw.
 - (b) The Street Naming Committee is responsible for approving names of Subdivisions and Neighbourhoods.

- (c) The Neighbourhood name must begin with the same letter as the Subdivision name.
- (d) With the exception of arterial roads, the name of the road shall begin with the same alphabetical character as the neighbourhood name that is situated within.
- (e) Generally, even numbered addresses shall be placed on the north and west side of roads, and odd numbered addresses shall be placed on the south and east side of roads.

Definitions:

- 3 Subdivision: generally means those lands bounded by arterial roads, prominent physical features, municipal boundary, or any combination of the above.
- 4 Neighbourhood: means the development area within a Subdivision as defined by a Neighbourhood Area Structure Plan.

References/Links:

- 1 City of Red Deer Civic Address and Street Naming Standards.
- 2 Civic Address and Street Naming Bylaw 3465/2011.

Scope/Application:

- 1 This policy applies to all employees, volunteers, contractors, and consultants working on behalf of/for The City.

Authority/Responsibility to Implement:

- 1 The City Manager delegates through the General Manager to Corporate Services, to the Information Technology Manager to implement and update this policy.

Inquiries/Contact Person:

- 1 GIS Supervisor, Information Technology Services

Policy Monitoring and Evaluation:

- 1 The Civic Address and Street Naming Policy shall be reviewed two years from date of approval, the review may occur prior to the two year evaluation date.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: March 7, 2011	"Craig Curtis"	City Manager
Revised: July 13, 2020	"Allan Seabrooke"	City Manager