

**Subject: Amendment to Community Identification System (CIS)
Policy PRL-040****APPROVALS:****Annette Antoniak**_____
Director_____
Chief Administrative Officer**Recommended Motion:**

THAT Community Identification System Policy LDI-010, as outlined in Attachment 1, dated February 25, 2020, be approved.

Summary:

The Community Identification System (CIS) Policy PRL-040 guides the Community Identification Committee (CIC) on the naming of communities, subdivisions, public facilities, streets, and multi-family projects. The Policy, however, does not provide any guidelines for addressing properties along provincial highways and unnamed roads in rural areas. Administration has therefore re-written the Policy, now ascribed as LDI-010 (Attachment 1), to establish clear guidelines for addressing in rural areas.

Administration has also updated Policy LDI-010 to align with established corporate requirements which entail separate documents for the Policy (approved by Council) and Procedure (approved by the Chief Administrative Officer and applicable Director). In addition to an updated naming and addressing system, Policy LDI-010 is now in alignment with current Municipal policy conventions.

Background:

The Community Identification System Policy was adopted by Council on May 5, 1987, and subsequent revisions were approved in 1989, 1991, 1993, 2006 and 2015. The current Community Identification System Policy does not provide any direction for assigning addresses to developments along provincial highways and unnamed roads in rural areas, which has presented challenges for some rural residents and business owners.

To ensure that addresses could be made available, Administration conducted in-depth research and studied various rural addressing models in use throughout Alberta. A new system was subsequently created, tested and inserted into the new Council Policy and administrative Procedure for approval.

The re-written Policy was then presented to the Community Identification Committee on January 30, 2020 for their review. The Committee considered the proposed amendments and moved that the revised Community Identification System Policy LDI-010 be forwarded to Council for approval.

Rationale for Recommendation:

The proposed amendments to the Community Identification System Policy will set clear responsibilities for Council, the Community Identification Committee. The new policy will provide guidelines for addressing properties along provincial highways and unnamed roads in rural areas.

Strategic Priorities:

Responsible Government
Rural and Indigenous Communities and Partnerships

Attachments:

1. Community Identification System (CIS) Policy