

# Lac La Biche County *Policy*

**TITLE:** Naming of County Streets and Roads

**POLICY NO:** PW-30-023

**RESOLUTION:** 20.338

**EFFECTIVE DATE:** April 28, 2020

**DEPARTMENT RESPONSIBLE:** Public Works

**NEXT REVIEW DATE:** April 28, 2023

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## **POLICY STATEMENT:**

Mayor and Council of Lac La Biche County (the County) may officially name streets and roads or sections of thereof.

1. Names proposed for roadways shall meet the following criteria:
  - i) be positive in nature;
  - ii) descriptive of an area;
  - iii) in common use;
  - iv) not used in an adjacent location within the County, and
  - v) of regional significance or theme.
2. A road that has been already named within Lac La Biche County shall not be renamed. Proposals will only be accepted for roads that do not have a name on them already.
3. Roads within the downtown core of hamlets in Lac La Biche County will not be considered for road naming.
4. Use of personal names of living persons may not be considered.
5. Council may consult with the public prior to the naming or renaming of a road.
6. A road naming application is required when submitting a request to name a road.

## **PRINCIPLES:**

Lac La Biche County is committed to providing a clear understanding of the expectations and responsibilities of all parties involved in requesting consideration for the formal naming of County streets and roads and ensuring that the same criteria for making decisions on the naming of streets and roads is applied in a consistent and objective manner.

“Original Signed”  
Chief Administrative Officer

February 24, 2021  
Date

“Original Signed”  
Mayor

February 24, 2021  
Date

**SPECIAL NOTES/CROSS REFERENCE:** Naming of County Street and Roads Procedure PW-30-023

**AMENDMENT DATE:** December 1, 2020

# Procedure

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## GENERAL GUIDELINES:

To provide a policy for administering applications requesting the naming of County streets and roads.

## DEFINITIONS:

1. Chief Administrative Officer (CAO) – the individual appointed by Council to that position or their designate.
2. Road Name – the approved name given to a County Street, Range Road or Township Road which shall not replace the rural address nomenclature but will complement it.

## PROCEDURE:

1. Requests for official naming of a road name shall include a completed road naming application and directed to the Chief Administrative Officer.
2. An official road name will not replace the rural/urban address nomenclature but will complement it.
3. GIS information, official addressing and registration of roads will remain tied to the original rural/urban nomenclature.
4. All requests, in any case, will be subject to the approval of Council.
5. The CAO will include officially designated road names on editions of the County Map.
6. The Provincial Department of Transportation is to be contacted prior to installation of road signs to be placed adjacent to provincial highways.
7. A letter of support to be signed and submitted upon the submission of a road naming application. Letters of support shall be signed by the owners of the properties that are adjacent to the proposed road or street naming request. This will apply to owners of high-density housing as well but not to the individual occupants.

“Original Signed”  
\_\_\_\_\_  
Chief Administrative Officer

February 24, 2021  
Date

**SPECIAL NOTES/CROSS REFERENCE:** Naming of County Streets and Roads Policy PW-30-023

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# Road Naming Application



Lac La Biche County  
welcoming by nature.

<b>APPLICANT:</b>	NAME: _____
	ADDRESS: _____
	PHONE: _____ DATE: _____
	EMAIL: _____

<b>FOR OFFICE USE ONLY:</b>	FILE: _____
	REC.D: _____
	FEE: _____
	CIRC.: _____

## PROJECT:

LEGAL DESCRIPTION:

PROPOSED ROAD NAME(S):

PROPOSED OPTIONS:

*Please include any material supporting connection to historical references. Please explain the reason for choosing the above requested name(s) on a separate sheet and attach to this form.*

## NOTE:

- Roads within the downtown cannot be renamed, nor will applications be accepted based on the County's Naming of County Streets and Roads Policy.
- For information about naming roads within new/old subdivisions, please contact the Planning and Development department.
- Research shall be conducted to determine any historical references in the project area. Historical references should be used for new and renaming applications whenever possible.
- The application fee is \$350.00. Please allow for a minimum of 6 weeks review by Administration and Council.
- For more information, please call (780) 623-1747 and ask to speak with a member of Public Works.