

TOWN OF CANMORE

CIVIC ADDRESSING PROTOCOL

Approved February 9, 2010

1.0 DEFINITIONS

1.1 Address Definition

An address is assigned to a *parcel* within the municipality.

A parcel means the aggregate of one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office. This definition for a parcel is the same as that in Part 17 of The Municipal Government Act.

Parcels that qualify for an address should generally serve a residential, commercial, or industrial use. In addition, parcels serving a miscellaneous use, as defined in Section 2 of the Town of Canmore Land Use Bylaw, and viewed as a destination for the general public or service delivery, may also be assigned an address. This includes, but is not limited to:

- utility buildings, such as pumphouses and lift stations
- parks (passive and active), playgrounds, and sports fields
- ball diamonds and tennis courts
- skateboard and bike skills parks
- off-leash dog parks and runs
- outdoor wedding locations
- lake or pond day use areas and outdoor ice surfaces
- Municipal Reserves and community gathering spaces, such as community gardens
- cemeteries

Some parcels will require multiple addresses. These include, but are not limited to:

- buildings
- suites or units within buildings
- land

2.0 ADDRESSING GUIDELINES

2.1 General Guidelines for Addressing

1. **The building numbers on parallel streets should be comparable.**
 - This implies that numbers on any one street should progress in the same direction as numbers on parallel streets.
2. **Property numbering should be uniform based on street frontages.**
 - There should be uniform intervals within and between blocks.
3. **Numbering should be consecutive or have even breaks.**
 - Generally, increments of four are used to allow for addressing expansion. If expansion or subdivision occurs where existing street numbering has increments of less than four, then alpha-numeric numbering should be used to maintain existing odd / even patterns. For example, if 704 8th Street is subdivided into two lots and the address increment on 8th Street is two, this would generate new addresses of 704A 8th Street and 704B 8th Street.
4. **Even and odd numbers are allocated to opposite sides of streets or avenues.**
 - When possible, even numbers should be on the north side of streets and on the east side of avenues; odd numbers should be found on the south side of streets and the west side of avenues.
5. **Lots are numbered appropriately, using the “Consecutive” and “100 Block” systems.**
 - The numbering system should allow for expansion to accommodate future growth. By using the ‘Consecutive’ and ‘100 Block’ systems, lots are numbered appropriate to their configuration and to sufficiently allow for expansion. The 100 Block system should be used in grid-based areas where roadways are numbered. On curvilinear streets and cul-de-sacs where roadways are named, consecutive numbering in increments of four should be used, assigned in a clockwise direction. On crescents or roadways with more than one access, odd / even numbering should be used if possible. Once the odd / even pattern has been established on a curvilinear road, it does not change.
6. **The address of a property should reflect the name of the right of way from which it is accessed.**
 - If the access road is off a street, the property should be addressed off the street. If the access is off the avenue, the property should be addressed off the avenue. Comprehensive developments having internal private roads (e.g., condominiums, townhouse developments, shopping malls, etc.) may have addresses assigned to parcels,

buildings, or entrances facing the private roadway where the designation of these roads conforms to the naming theme utilized in the subdivision.

7. Numbering Buildings with Entrances to Multiple Streets (Corner Lots)

- In some cases, buildings have multiple entrances to different roadways. A location number should be assigned based on the most prominent entrance point. If the main entrance is off the street, the addressing should be off the street. If the main entrance is off the avenue, the addressing should be off the avenue.
- In the case of honorary street names, both current and honorary names shall be included on street signage; however the current civic addressing shall remain unchanged.

2.2 Internal Numbering

Internal numbering should reflect the following schedule to the extent that it is applicable:

- basement units are numbered 1 to 99;
- ground floor units are numbered 101 to 199. Where an internal number greater than 199 is required to be generated for a given floor, it is permissible to proceed into the next series (i.e., 201 - 299) provided those numbers are not used elsewhere in the same structure;
- succeeding floors are numbered in accordance with the preceding guidelines, with the exception that the first numbers or numbers for each unit are the respective floor numbers.
- internal numbers should be assigned in a clockwise manner, commencing from the reference address entrance to the building or respective floor.

2.3 Street Names

- **Alley** A narrow minor roadway
- **Avenue** Generally numerical north - south roadways
- **Bay** A cul-de-sac of relatively short length, generally for (but not restricted to) roadways near water
- **Bend** A roadway adjacent to or near to the curved part of a moving body water (river, stream, creek, etc.)
- **Boulevard** A major roadway which may span more than one neighbourhood
- **Circle** A minor roadway that completes a loop upon itself

- **Close** A 'P'-shaped or racquet-shaped roadway with only one entry
- **Common** A roadway adjacent to a piece of land subject to common use
- **Court** A cul-de-sac
- **Cove** A cul-de-sac often located near water
- **Crescent** A 'U'-shaped minor roadway accessible at either end from the same street and with no intersections with through streets
- **Crossing** A roadway which crosses a geographic feature; a place where a railroad track crosses a roadway
- **Dale** A roadway located in a valley
- **Drive** A collector roadway
- **Gardens** A minor roadway where vegetation is noticeable
- **Gate** A short roadway giving access to a neighbourhood from a major roadway
- **Green** A minor roadway adjacent to or embracing an open space
- **Grove** A minor roadway where trees or vegetation are noticeable
- **Heath** A minor roadway adjacent to or embracing an open space
- **Heights** A minor roadway located on a hill or escarpment
- **Hill** A minor roadway located on lands with a noticeable slope
- **Landing** A cul-de-sac generally located near water or located on an area overlooking a ravine or valley
- **Lane** A narrow minor roadway
- **Link** A minor roadway joining two cells of a subdivision, or joining two points of one roadway
- **Manor** A minor roadway
- **Mews** A cul-de-sac
- **Mount** A minor roadway located on a hill or escarpment
- **Park** A minor roadway located adjacent to or embracing an open space area
- **Parkway** A restricted or limited access roadway that can accommodate high volumes of traffic, creates a well-defined corridor in an urban context and passes

- through a park, “park-like” conditions or landscaped surroundings
- **Passage** A narrow roadway
 - **Path** A narrow roadway
 - **Place** A cul-de-sac or ‘p’-shaped roadway
 - **Point/Pointe** A minor roadway near or located on an area overlooking a ravine or valley
 - **Ridge** A roadway near or through a range of hills or mountains
 - **Rise** A minor roadway which has a noticeable slope throughout most of its length
 - **Road** A major roadway which may span more than one neighbourhood / a roadway that may change direction
 - **Row** A minor roadway
 - **Run** A roadway adjacent to or near to a natural area (from the term applied to paths used by animals)
 - **Square** A minor roadway embracing an open space
 - **Street** Generally, numerical east - west roadways
 - **Terrace** A minor roadway located on a hill or escarpment / a roadway adjacent to a row of houses or apartments on raised ground
 - **Trail** A high traffic transportation artery that spans more than one area of the city
 - **View** A minor roadway located on lands with a noticeable view
 - **Villas** A minor roadway
 - **Walk/Walkway** A pedestrian walkway within a comprehensive development
 - **Way** A minor roadway which may change direction

3.0 PROTOCOL GUIDELINES

3.1 Protocol Statement

The Town of Canmore wishes to establish an effective and orderly system for the appropriate naming and numbering of roadways, lots, developments, subdivisions, structures, and facilities within the town of Canmore.

3.2 Protocol Objective

The objective of this policy is to:

1. Establish a sense of identity with respect to street naming and addressing.
2. Ensure ease of location.
3. Give recognition to the unique natural, cultural, and historical features, events, and persons in the Canmore / Bow Valley area.
4. Classify roadways by street type, and create an orderly and consistent civic address numbering system.

4.0 GENERAL PROCEDURES

4.1 Approval of Subdivision Plans

In order to create an effective and orderly procedure for the naming of streets and numbering of lots, buildings, structures, and facilities, the Planning and Development Department of the Town of Canmore should ensure that subdivision applications are presented to the Town complete with appropriate street names, types, and numbering schemes. This can be accomplished most effectively by requiring that all subdivision applications be submitted with an appropriate roadway naming and numbering scheme prior to submission of an application for approval by the Town of Canmore Municipal Council.

Street names present considerable significance in providing a sense of identity to the town and its communities. An effective and orderly roadway naming system also provides an easy means of identification, assists in the recognition of particular locations, and enhances the ease of movement within the town.

In order to create and maintain an effective and orderly system for the naming of roadways in Canmore, the Town of Canmore Planning and Development Department shall ensure, through the implementation of the Civic Addressing Protocol, that:

1. All roadway names contain a street type (Avenue, Crescent, Way, etc.), in accordance with the Town of Canmore Civic Addressing Protocol.
2. Where appropriate, roadway names should reflect the unique natural, cultural, and historical features, events, and persons in the Canmore / Bow Valley area.
3. Roadway names should be encouraged to reflect the community, subdivision, or neighbourhood in which the street is located.
4. Roadway names should not be difficult to pronounce or spell, and must be socially and culturally acceptable.
5. Roadway names are not to be identical or similar-sounding.

6. Continuous roadways should have one (1) name unless a bend in the roadway sharper than 110° makes a change in name practical and / or desirable.

4.1.1 Responsibility

It shall be considered the regular and on-going responsibility of the Development Assistant, to work with developers to ensure appropriate roadway names are assigned to new roadways, to be approved by the Subdivision Approval Authority in accordance with the Town of Canmore Civic Addressing Protocol.

The Planning and Development Department should compile a list of local historical family names in order to provide guidance to developers in roadway name selection.

4.2 Assigning Civic Addresses and Managing Civic Address Data

As part of creating and maintaining an effective civic addressing system, consistent civic address assignment and timely entry of data are crucial. In order to maintain accurate and up-to-date records, the Planning and Development Department should ensure that new roadway names, new civic addresses, and address changes are entered into all appropriate data management systems in a timely and accurate manner. These data management systems presently include:

1. Digital Civic Address Map
2. The General Tax Roll

In order to ensure that data entry remains consistent with the Town of Canmore Civic Addressing Protocol, that data management standards are maintained, and that the Planning and Development Department retains the primary responsibility for maintaining records pertaining to civic addresses, the Planning and Development Department should make the assignment of new civic address and the management of civic address data the on-going responsibility of one staff member adequately trained in data management techniques and protocols.

4.2.1 Responsibility

It shall be considered the regular and on-going responsibility of the Development Assistant to assign new civic addresses and address changes.

4.3 Internal Distribution

An effective internal reporting structure for new civic addresses should be considered a necessary element for the orderly implementation of Canmore's Civic Addressing Protocol. Timely notification of administrative departments can contribute to public safety, effective data management, improved efficiency, and reduced errors and omissions.

The Planning and Development Department should ensure that all new civic addresses and address changes are circulated to all appropriate departments. These include:

1. Finance Department
2. Emergency Services
3. Engineering
4. Streets and Roads
5. Utilities
6. Municipal Tax Assessor

4.3.1 Responsibility

It shall be considered the regular and on-going responsibility of the Development Assistant to circulate all new civic addresses and address changes to the Town of Canmore Finance Department, Emergency Services, Engineering, Streets and Roads, Utilities, and the Municipal Tax Assessor.

4.4 External Notification

As the Planning and Development Department assumes primary responsibility for assigning new civic addresses and address changes, the Department must ensure that all necessary external agencies, utilities, and government departments are notified. This will help to ensure public safety, enhance administrative efficiency, promote a professional administrative climate with developers and residents, and reduce errors and omissions. These agencies and departments include:

1. Fortis Alberta Inc.
2. Atco Gas
3. Telus
4. Shaw Cable
5. Water & Wastewater Utility Provider
6. Canada Post

4.4.1 Responsibility

It shall be considered the regular and on-going responsibility of the Development Assistant to provide notification of all new civic addresses and address changes, to all necessary external agencies and utility companies.

4.5 Changing Civic Addresses and Roadway Names

As new development, infill development, and re-development occurs in Canmore, it is occasionally necessary to change existing addresses. The Planning and Development Department must ensure that all address changes conform to the Town of Canmore Civic Addressing Protocol, and that appropriate notice of changes be forwarded to all affected parties.

It should also be considered necessary to change existing addresses that are considered too confusing, inaccurate, inefficient, or that deviate substantially from the Civic Addressing Protocol. The Planning and Development Department, in consultation with appropriate internal departments and external agencies, should adjust all roadway names and civic addresses to conform to the Town of Canmore Civic Addressing Protocol.

4.5.1 Responsibility

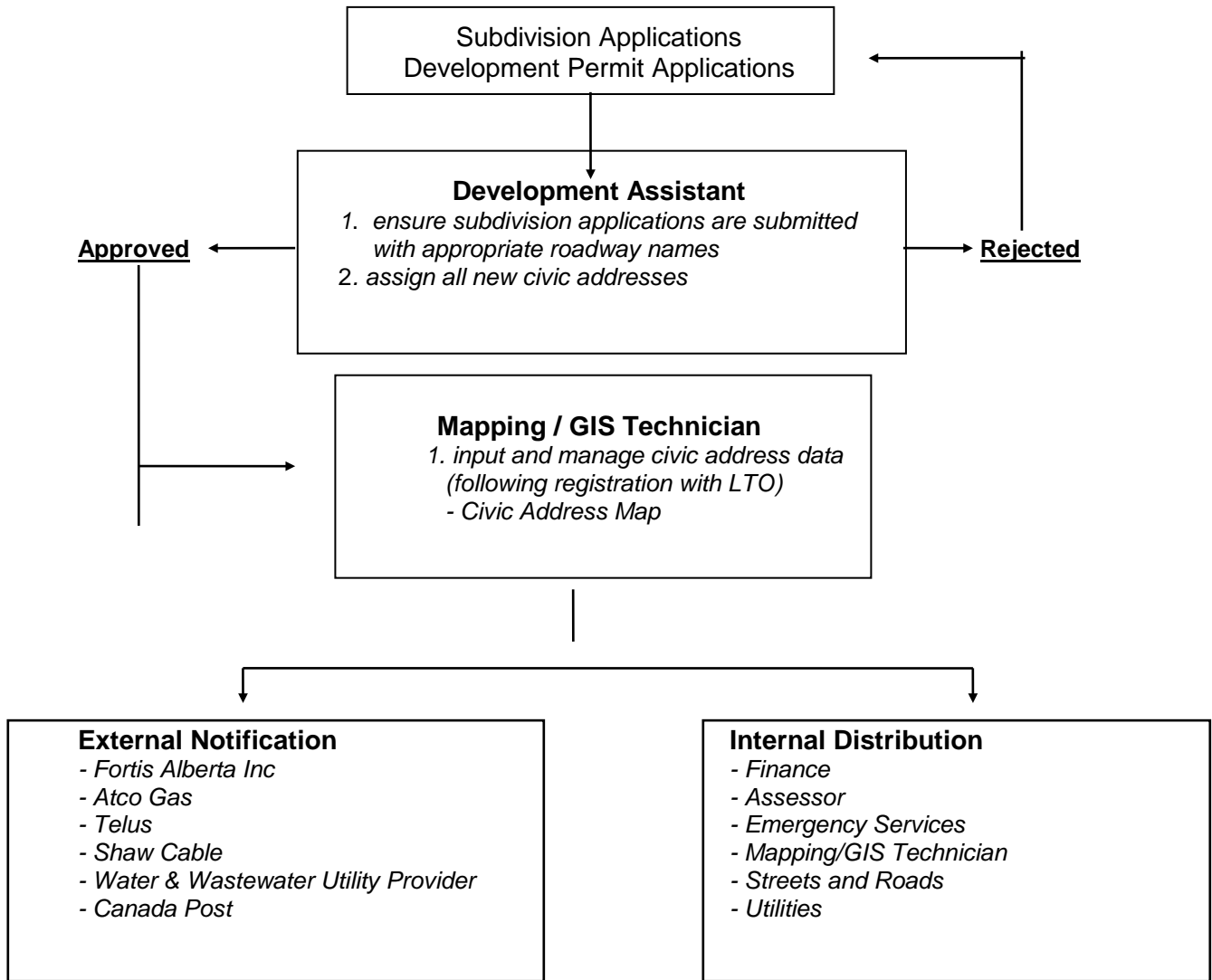
Minor changes to civic addresses (e.g. within a building) may be approved by the Manager of Planning and Development, provided those affected by the proposed change are consulted prior to the change.

All major address changes (e.g. street name changes) are to be subject to approval by the Town of Canmore Municipal Council.

Roadway name changes shall be approved by decision of Council and shall be subject to consultation with those affected by the proposed change.

It shall be considered the regular and on-going responsibility of the Development Assistant to implement new civic addresses and input all data pertaining to address changes as established through Planning and Development.

Civic Addressing Procedures and Data Flow



Guideline for assigning addresses

Duplexes - If there is an existing single occurs where family detached dwelling and expansion or subdivision existing street numbering is in increments of four, e.g. 643, 647, 651 River Road, and the new duplex is on 647 River Road, the addresses for the new units will be 645 and 647 River Road i.e. in increments of two. If, however, the existing addressing is in increments of two, e.g. 643, 645, 647 River Road, and the duplex is at 647 River Road, the addresses for the new units will be 647A and 647B River Road.

Four unit townhouses - Four unit townhouses are addressed starting from the left side unit facing the building from the street. This unit is addressed as 1, the right side unit facing the building from the street is 3, and the two back units facing the lane are 2 and 4, as per the diagram.

More than five unit townhouses - For projects larger than a five unit townhouses, the applicant must provide the Town with proposed addressing in a pdf format. The Town will review the addressing to see if it is consistent with the Civic Addressing Policy. Basement units are numbered from 1 to 99. Ground floor units are number from 101 – 199. Succeeding floors are numbered such that the first number for each unit are the respective unit numbers e.g. 301 for the first unit on the 3rd floor, 401 for the first unit on the fourth floor, and so on. Numbers are assigned in a clockwise manner, commencing from the reference address entrance to the building or respective floor.

