

**TOWN OF DRUMHELLER
INFORMATION 2000 PROJECT**

POLICY # A-4-98

PROPERTY ADDRESSING STANDARDS

POLICY STATEMENT:

1. Property addresses will be recorded in Town records in a way that reduces ambiguity.
2. Property addressing standards will be implemented wherever possible in existing record systems, and become required in development of new systems.

IMPLICATIONS:

Not all of this standard can be implemented immediately, due to limitations of existing applications and record systems. Where technically feasible and relatively easily, this standard will be implemented as soon as possible. Development of new applications will accommodate this standard.

The standard for recording property addresses will be modified to include the town or village name where applicable: eg. Drumheller (DR), East Coulee (EC), and Rosedale (RD) will be added as suffixes to property addresses in these villages in records maintained in MAI, mapping and development control.

Street name abbreviations will not be used in the development of information systems, and current abbreviations in records be changed, where practical.

Suite and floor number data will be stored in a field separate from the house number and street portions of the property address. Where possible, current record systems will be changed to reflect this.

The record fields of computer databases should be locked, where possible, to prevent property addresses from being changed by anyone except for a few authorized staff.

In the short term, MAI will be the repository of property address information, with links to tax roll number, realty account and legal description. This data will be exported from MAI to be used in other applications. The Development Officer will assign property addresses for subdivisions, forwarding this information to the Tax Clerk for entry into MAI when the titles are received. (The Tax Clerk may assign addresses directly, for simple lot splits.) The Tax Clerk (and others who may perform this role) will ensure that address standards are adhered to, as far as possible, at point of entry into MAI. This process will be reviewed when MAI is replaced.

Staff will need to be informed about this policy, and why it has been approved. All errors found in computerized record systems should be reported to Lorne Thompson for correction.

ADDRESSING STANDARD

To permit computerized searches of databases for addresses, addresses used in Town record systems will be standardized, as follows:

1. Addresses will be recorded with suite or floor numbers before house and street. Where possible, suite or floor numbers will be stored in a separate field in a database.
Example: Suite #201 1234 Main Street
2. Recording of suite numbers will be standardized by prefixing with the number sign (#)
Example: #201 1234 Main Street
3. Abbreviations for street names will not be used.
Example: 1234 Main St. will be recorded as 1234 Main Street
Example: 1234 Main Street E. will be recorded as 1234 Main Street East.
4. Quadrants and direction indicators in street names will succeed the street name.
Example: 1234 Main Street East
Example: 4567 Smith Street Southwest
5. Just a space between house and street numbers will be used (no hyphens).
Example: 703 2 Avenue.
6. Formats such as 1st, 2nd, 3rd, 4th will not be used.
Example: 703 2 Avenue West
7. Addresses in towns and hamlets will include (in a separate field, where possible) an area code.
Example: 1234 Main Street RD for Rosedale
Example: 1234 Main Street EC for East Coulee

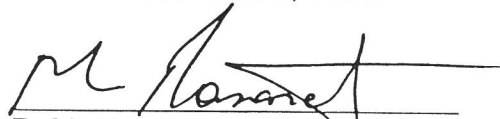
The complete list of codes is:

Wayne	WN
Cambria	CM
East Coulee	EC
Lehigh	LH
Rosedale	RD
Nacmine	NM
Rural East	Re

Rural Central rC
Rural West rW
Drumheller DR
Linear/M&E ME

8. Questions, errors or problems should be reported to the Tax Clerk.

Adopted by Muni2000 Steering Committee
Dated: December 2, 1998



R. M. Romanetz, P. Eng
Chief Administrative Officer