

Community Civic Addressing

*A Guide for NWT Community Governments
on the Community Plan Review Process*

AUGUST | 2025



Government of
Northwest Territories



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Foreword

This guide is one in a series of guides developed by the Department of Municipal and Community Affairs (MACA) to support the *NWT Community Planning Framework*. It is intended to provide guidance for community governments that are in the process of reviewing and implementing their community plans, and the professional community planners they retain to assist with this work.

Other guides in this series:

- Accessibility and Age-Friendly Design Considerations
- Archaeological Site Management and Protection
- Best Practices for Municipal Public Engagement
- Climate Change and Land Use Planning
- Understanding the GNWT's Duty to Consult
- Land Development and Capital Planning

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Table of Contents

Introduction.....	1
Purpose.....	1
About the NWT Centre for Geomatics	2
Community Civic Addressing – Guidelines and Best Practices	3
What is a Community Civic Address?	3
Property Numbering Guidelines	4
Street Naming Guidelines	4
How to Assign Civic Addresses – The Interval Method	5
Posting Address Numbers	7
Implementation.....	8
Administration	9
Enforcement	9
Community Civic Addressing Process.....	10
Step 1: Needs Assessment	11
Step 2: Establish a Local Civic Addressing Committee, Retain Consultant and Obtain Maps	12
Step 3: Public Engagement	13
Step 4: Develop Community Civic Addressing Guidelines	14
Step 5: Devise and Implement Road Naming and Numbering Scheme	15
Step 6: Produce Maps and Text for Bylaw/Policy	15
Step 7: Purchase, Installation and Follow-up	16
Contacts	17
Additional Resources:	17
Frequently Asked Questions:	18

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Introduction

Community governments in the Northwest Territories (NWT) are responsible for providing municipal services including water delivery, solid waste disposal, garbage collection, drainage, and road maintenance, fire protection, and more. The ability of a community government to provide these services efficiently and effectively is greatly enhanced by ensuring that the location of the home or building, where service is required, is easy to find. Quick and easy location of buildings is of vital importance, especially when it comes to providing emergency services.

Standardized street naming and numbering plans are used to identify and locate unique buildings in a community, including houses, businesses, and community use buildings. Community civic addressing systems are used around the world as a means for ensuring municipal, emergency, and policing services are provided to the right location at the right time.

Some communities in the NWT have civic addressing systems in place. In communities that do not already have an official community civic addressing system, or where the existing addressing scheme is inconsistent with the guidelines set out in this guide, community governments are encouraged to review and implement a community civic addressing system and keep up to date.

Purpose

This guide is one in a series of guides developed by the Department of Municipal and Community Affairs (MACA) to support the *NWT Community Planning Framework*. It is intended to provide guidance for community governments that are in the process of reviewing their community plans, and the professional Community Planners they retain to assist with this work, as civic addressing may be included in the scope of the review process or can be a separate initiative by a community government.

This guide has been developed for community governments to assist with the review of community civic addressing. It outlines the importance of community civic addressing, identifies guidelines and best practices, and provides a series of suggested steps that a community government may wish to follow to initiate the review and implementation of a community civic addressing system.

Currently, there is no accepted single standard for community civic addressing. This guide provides general guidelines that communities can use when reviewing their community addressing systems. These guidelines aim to be consistent with the North American **Next Generation 911** requirements and similar guidelines found across Canada.

Next Generation 911

Next-generation 9-1-1 (NG9-1-1) is a new and improved 9-1-1 service. Once launched, NG9-1-1 will give Canadians and first responders new tools that will enhance public safety by providing quicker and more accessible communication during emergencies.

The transition to NG9-1-1 is a shared responsibility between all levels of government and telecommunications service providers. The CRTC's role is to regulate the telecommunications service providers that connect 9-1-1 calls to first responders.

NG9-1-1 will make it possible to provide additional details about emergency situations. For example, in the future, Canadians could send a video of an accident, as well as make medical information available to first responders. This will lead to safer, faster and more informed emergency responses.

Source: <https://crtc.gc.ca/eng/phone/911/gen.htm>

About the NWT Centre for Geomatics

The NWT Centre for Geomatics (NWTCG) in the GNWT's Department of Finance maintains a geographical information system (GIS) for the GNWT. The term GIS is used to describe computer-based mapping technologies – it applies to both the technology and the data. NWTCG maintains and shares GIS spatial data for public access and consumption on their website [NWT Centre for Geomatics](#). One of the datasets included in the GIS system is the NWT civic addressing dataset, which is the authoritative source for civic addressing in the NWT.

Before starting a civic addressing project, a community government or their contracted professional planner/designated person is encouraged to reach out to NWTCG through their website or by email at GEONWT@gov.nt.ca for a community base map or address related GIS data. This will ensure the civic addressing project starts out with the most recent base map for the community, including any civic addressing information previously submitted from past planning stages.

NWTCG can provide community maps either as PDFs or printed copies, and they can also share digital map files showing key locations and roads. During the civic addressing process, the community can review the maps/data to confirm and update existing points/roads and add new data where required. At the completion of the civic addressing project, the new addressing maps/data should be provided by the community government to NWTCG, so that it can be validated and included in the GIS addressing dataset. Additionally, when NWTCG publishes the data publicly, it allows third parties, like Google maps, GPS programs, etc., to obtain the data for use in their systems.



Community Civic Addressing – Guidelines and Best Practices

The key purpose of a community civic addresses scheme is to allow people to quickly and easily locate properties in a community, with minimal confusion. Community civic addresses should be user-friendly, visible, predictable, and individually unique.

Before contemplating the development of a community civic addressing scheme, it is important to understand how community civic addressing works.

What is a Community Civic Address?

A proper community civic address uniquely identifies any location in your community. It consists of three (3) elements:

1. A unit number, where applicable, and a building number.
2. A street name and type (e.g. street, road, avenue, etc.).
3. The community's name.

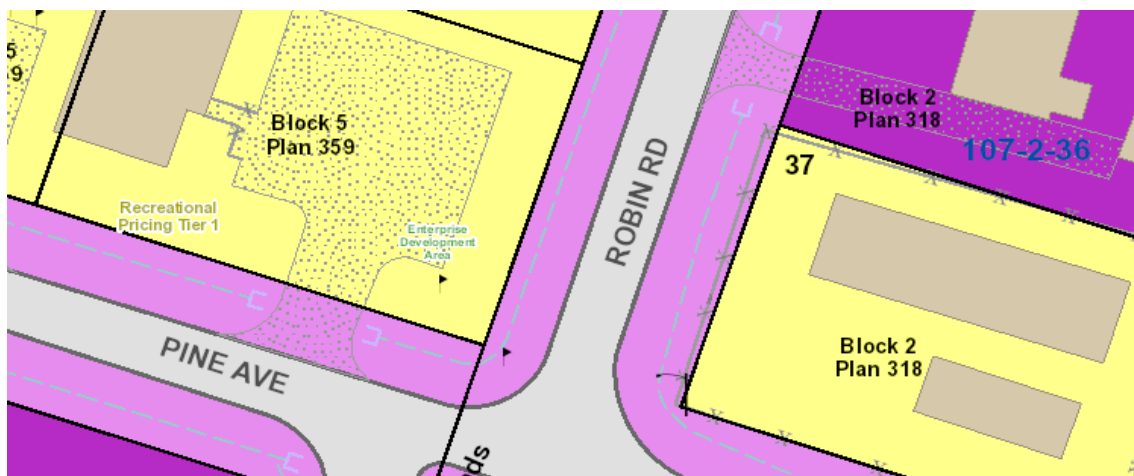
Examples:

90 Mackenzie Drive, Tulita

17B Kingaluk Place, Inuvik

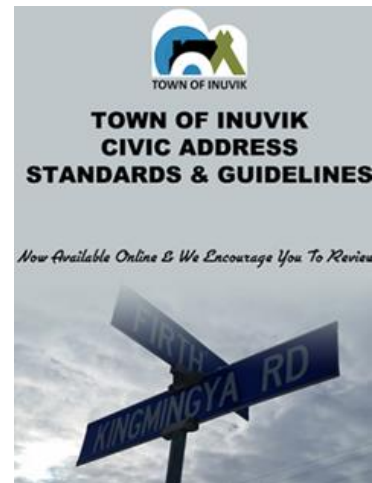


It is important to note that a property may be described in different ways for different purposes. A surveyed property will have a legal description registered at the Land Titles Office that is different from the civic address assigned to a building on that property. In most cases, the postal address assigned by Canada Post will be the same as the civic address, but this may not always be the case (i.e. when residents use box numbers). A community civic address system is used specifically to help easily identify buildings.



Property Numbering Guidelines

1. Address numbers should be consecutive, uniform throughout the community, and logically consistent. They should increase in a predictable manner from the 'start' of the road to the end and should increase in the same direction for parallel roads.
2. Even numbers should be used consistently on one side of *all* streets and odd numbers consistently on the opposite side. This enables emergency responders to immediately determine which side of the street their destination is on. Mixing odd and even numbers on the same side of a street can confuse emergency responders when they are urgently searching for a particular house number.
3. There should be one physical address per property. Having more than one address per property can confuse service providers and emergency responders. It can also confuse those calling in to 911 and trying to describe their location in the community.
4. Property numbers should run sequentially on each street (e.g. 1-2-3-4-5). Property numbers that are out of sequence (e.g. 1-17-8-26-14) may confuse local service providers or emergency responders, especially when trying to find a house where emergency assistance is desperately needed.
5. To facilitate sequential numbering, "spare" numbers should be kept available to assign to structures yet to be built on vacant lots. This can be achieved using the interval method which is explained in further detail below.



Street Naming Guidelines

1. All public and private streets as well as parks, trails and historical sites within community boundaries can be named.
2. Confusing street names should be avoided. Avoid duplication of names or names that sound similar (e.g. Maple Street and Maple Road, or Riverview Lane and River Road). Avoid nicknames. Road names that are different because of their suffix (such as Birch Avenue and Birch Road) should not be permitted.
3. Check the spelling of all street names. Communities may decide to use the local Indigenous language for some or all their street names, so ensure the spelling is correct. It can also be helpful to ensure that community residents of all backgrounds are aware of the correct pronunciation of Indigenous Street names, to minimize any confusion that could be caused by mispronouncing a street name during a 911 call.

4. Select street names that are unique and will stand the test of time. Avoid naming streets after people who are still alive as this can be controversial.
5. Symbols (e.g. @ ! # \$ % ^ & *) should not be used in street names. However, special characters (e.g. à é ê ì ò ó û) should be permitted, especially when used as Indigenous language diacritics.
6. Be consistent when assigning street types or suffixes. Here are some definitions:

Highway (Hwy) – major arterial road or a designated territorial thoroughfare.

Street (St) – thoroughfare running in a north/south direction.

Avenue (Ave) – thoroughfare running in an east/west direction.

Drive (Dr) – minor arterial roadway that is winding or meandering.

Road (Rd) – lengthy roadway which may change direction and is rural in character.

Boulevard (Blvd) or Way – minor arterial roadway with a median separating the lanes.

Crescent (Cres) or Loop – U-shaped roadway in which the entrance and exit connect to the same roadway.

Cul-de-sacs – are a street that is closed at one end.

Courts (Ct) or Places (Pl) – are cul-de-sacs that are short in length.

How to Assign Civic Addresses – The Interval Method

This method allocates a civic address for each side of the road at a set distance, whether that address is assigned to an actual building or not. This process creates “spare” addresses for vacant properties, that can be assigned to buildings built in the future as infill construction, or in new subdivision development where civic addresses may be allocated before building construction is complete. It is particularly useful in instances where structures are unevenly spaced on existing large lots that could be subdivided in the future.

As shown in Figures 1-3, a civic address is allocated on each side of the road for every 10 metres of road frontage, whether there is a building present along that frontage or not. Using this method, property A is allocated two civic addresses (number 4 and number 6), with number 6 being assigned to the existing building on the property, and number 4 acting as a “spare” civic address that could be assigned to a future building if property A is ever subdivided.

Allocation versus Assignment

When using the interval method, it is helpful to distinguish between “allocation” and “assignment.” In this guide, allocation is used to describe how one civic address is created for each side of the road, based on the chosen interval (i.e. every 5m, 10m or other selected distance), *whether a building is present or not*. Where a building is present, the civic address is then assigned to that building. Where there is no building, the allocated civic address is kept on file and remains available to be assigned when a building is constructed.

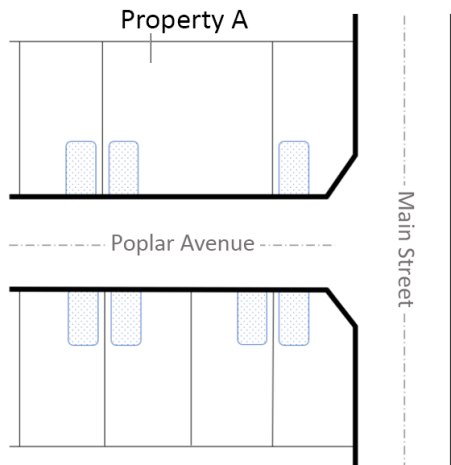


Figure 1: Existing street requiring civic addressing

- Property A is a large lot that could be subdivided in future.
- Allocating civic addresses using the interval method will allow for a future address should Property A be subdivided in the future.

Figure 2: Civic addresses are allocated using the interval method.

- One civic address is allocated for each side of the road, in 10 metre intervals.
- Number 4 is created but not assigned at this time as there is no building to assign the number to.

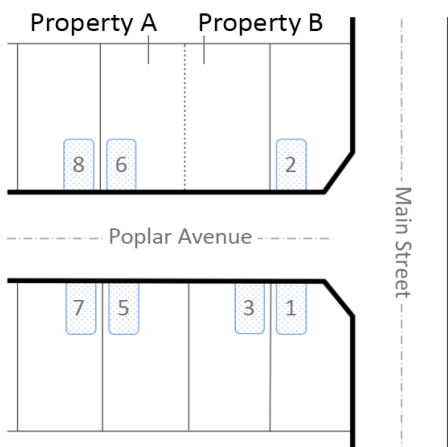
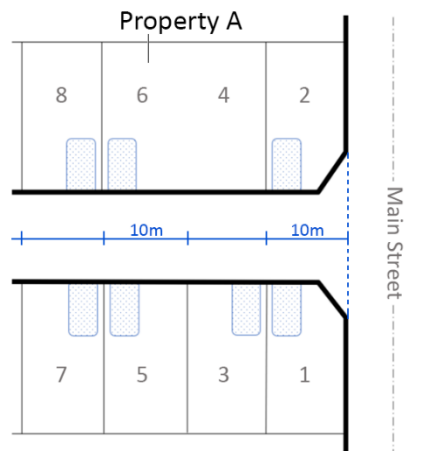
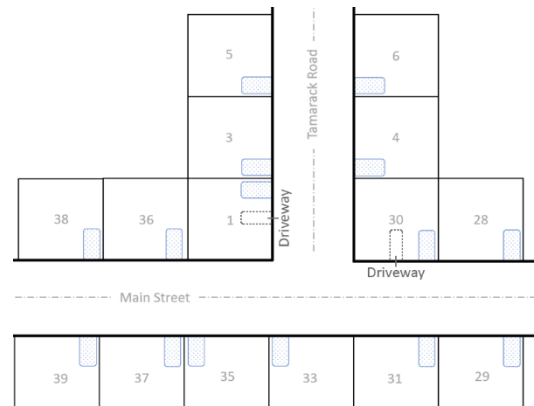


Figure 3: Civic addresses are assigned to buildings.

- Civic addresses are assigned to existing buildings.
- “Spare” civic address number 4 is available should Property A be subdivided, and a new building constructed on future Property B.

Figure 4: How to number corner lots.

- A building that sits on a corner lot has frontage on two streets.
- The civic address for a corner lot should be in sequence with the road that connects to the driveway providing access to the lot, as this is how emergency vehicles will enter the property.



Determining Which Interval to Use

It is recommended that 5m intervals be used for built-up areas and for subdivision plans and/or site plans. For more rural, less densely populated areas, a 10m interval may be preferable.

Posting Address Numbers

NOTE: House numbers *must* be visible from the road.

1. Numbers should be placed on the house itself only if your house is visible from the road (generally 20m or less) and there is nothing blocking the view.
2. If the numbers posted on the house cannot be seen from the road, then the numbers must be posted on a signpost (or a garbage box, post, or tree) at the junction of the access to your property (your driveway) and the roadway. If you have more than one access to your property, post only one sign on the access that has been assigned a civic address by the community government. This is particularly important on corner lots, which may have access off two roads.
3. Choose a location where the sign will not create a safety hazard, block trails, or be difficult to see. For example, civic addresses should be:
 - As close to the intersection of your driveway and the road as possible,
 - Set back from high traffic volume areas,
 - Not attached to public street signs or highway signs,
 - Not obscured by foliage in the summer or snow in the winter.



4. It is the property owner's responsibility to post and maintain address numbers for emergency service personnel to identify a particular property easily. This should be communicated to residents during the public engagement process.

Implementation

When implementing community civic addressing, success requires the participation and cooperation of residents. A community government can encourage interest in and build support for a community civic addressing scheme by branding the scheme with a unique image or identifier. Norman Wells has adopted a raven theme for street name signs, while Ulukhaktok uses the image of a traditional ulu knife for their house and building number plates. In both examples, the communities opted for a unique approach to their civic addressing, but this is not the only way to achieve a unique look for a community. A standard rectangular street name bar and post is used in most communities. Involving residents in the process is another way to create awareness of and support for a civic addressing initiative.



Establishing a local civic addressing committee to lead the work associated with the initiative is another way that Council can create awareness about civic addressing and involve interested residents in the project.

Most importantly, a community government needs to do outreach with community residents to explain the purpose of the new civic addressing scheme, allow people the time to understand it and the opportunity to ask questions, and ensure that all affected property owners are aware of the implementation date and their individual responsibility for compliance.



Letters to advertise the addressing changes, including a map and any associated mapping files detailing the scheme, should be sent to all interested parties in the community such as the RCMP, Fire Department, Health Care Services, Indigenous governments, local housing organization, utility providers, local businesses and the GNWT. Both an internal and external distribution list of interested parties should be developed. A map of the community addressing scheme should be available at the community office for residents to review. Ensuring a wide publication of the community's new addressing system will help residents and service providers to become familiar with it.

Administration

The community government should produce and retain an accurate record detailing the process of developing the addressing system. Minutes should be kept of any council meetings at which the civic addressing initiative is discussed. If the community government creates a local civic addressing committee to lead the project, the minutes of any committee meetings should also be recorded. If the community government seeks public input, a record should also be kept of the comments received¹.



Once the new civic addressing scheme is approved and implemented, the new street names and assigned building numbers should be updated on a base map. The updated information should also be provided to the NWTCG at the earliest opportunity for inclusion in the GIS dataset.

Also, keep a list of the expenses incurred in the project. The purchase of the road signs and house numbers, and any consulting fees, will most likely form the bulk of the project cost. Periodic maintenance and upgrades may be required if new roads or public facilities like a community hall or arena have been built. Annual maintenance costs for the civic addressing system should be included in a community's budget.

Enforcement

It is important to enforce the requirements of the civic addressing bylaw or policy as it directly relates to public safety. For example, if a particular resident does not have their house number posted properly or the number is incorrect or not visible from the street, they should be notified and given 30 days to comply. Information about any compliance requirements should be communicated to residents as part of the overall information package prepared for the public and should be provided well in advance of any enforcement measures. People should be advised as early as possible that failure to comply may result in a monetary fine, as detailed in the bylaw/policy.

Council may want to include provisions establishing a fine to recover the cost of any road or building signs that have been willfully damaged by an individual. This is recommended to reduce the burden on the municipality (street signs) and homeowners (number signs) in case of vandalism.

¹ See the companion guide in this series, *Best Practices for Municipal Public Engagement*, for further guidance on documenting the public engagement related to a community civic addressing initiative.

Community Civic Addressing Process

When initially considering the scope of any community civic addressing initiative, it is important that Council identify the budget associated with the project, which will include the costs for the purchase and installation of new street signs and numbers and should consider annual maintenance costs. Should Council wish to retain the services of a professional community planner or other staff to assist with the project, this cost should also be budgeted.

The length of time required to develop and implement a civic addressing system will depend on local circumstances, including the degree of community support for the initiative and the effort put into the project by Council or an appointed local civic addressing committee.

It is recommended that planning for a civic addressing initiative begin at least one year in advance of implementation, to allow adequate lead time for the development of a civic addressing system and engagement with residents. A spring/summer/early fall start time in year 1 of the project will help facilitate implementation during the warmer months of year 2. People are more likely to be compliant if they are asked to install new civic addresses during better weather conditions.

The following are suggested steps and tasks that support the development of a community addressing system:

- Step 1: **Needs Assessment:** Council identifies the need to develop a new civic addressing scheme or amend the existing addressing system. Council determines if the assistance of a professional community planner or other personnel is required and establishes a budget for the project.
- Step 2: **Establish Local Civic Addressing Committee, Retain Consultant and Obtain Maps/Data:** Council, at its discretion, establishes a local civic addressing committee. Council passes a motion or BCR initiating the civic addressing project and establishing the committee. Council identifies approach to hiring personnel to support the project at its discretion. The community government or the planning consultant obtains the most up-to-date community maps/data by contacting the NWTCG by email at GEONWT@gov.nt.ca or checking their website.
- Step 3: **Public Engagement:** Committee develops a communications plan for the project which includes a plan for multiple public engagement opportunities and how information is provided to residents. Committee engages with residents on road naming and a numbering scheme.
- Step 4: **Develop Civic Addressing Guidelines:** Committee develops a community's civic addressing guidelines, based on community input and with Council endorsement.
- Step 5: **Devise and Implement a Road Naming/Numbering Scheme:** Committee devises a road naming and numbering scheme based on the guidelines, including trails, parks and public buildings, as desired, and applies it to all roads and properties.

This will involve having a small team of people who will go out and physically allocate civic addresses using the interval method and assign those addresses to buildings, documenting each address that is assigned to an existing building.

Step 6: Update Maps and Produce Text for Bylaw/Policy: Update, review, and approve address maps. Council will need to prepare and adopt a Civic Addressing Bylaw/Policy. Provide the updated information to NWTTCG so that they can update the NWT GIS addressing dataset.

Step 7: Installation and Follow-up: Purchase and install road signs and deliver/install house numbers. Conduct follow-up to ensure that community residents are installing their new addresses correctly. Note smaller communities in the NWT may provide greater levels of support on the implementation of the addressing system, including purchasing the home and building numbers.

Step 1: Needs Assessment

Prior to commencing a civic addressing initiative, Council should review existing addresses in the community to determine the extent to which the existing system is compliant with civic addressing guidelines.

For example:

1. Do numbers run sequentially on each street or are they out of order? Property numbers that are out of sequence may confuse service providers or emergency responders when urgently trying to find a building.
2. Are odd numbers found consistently on one side of all streets and even numbers consistently on the opposite side? Or are odd numbers and even numbers mixed in on the same side of a street? Again, odd and even numbers mixed in on the same side of a street may confuse responders when they are searching for a particular house number.
3. Are numbers available to assign to structures yet to be built on vacant lots, or will a suffix be added to the address (e.g. 46A). It is recommended that only whole numbers are used in these circumstances to avoid opportunities for error.
4. Is the numbering of properties consistent throughout the community? Address numbers should increase in a predictable manner from the 'start' of the road to the end. As well, all numbers should increase in the same direction.
5. Do duplicate or similar-sounding street names exist, such as Maple Street and Maple Road, or Ocean Lane and Oceanview Lane? Are some street names currently causing confusion with emergency responders?

Answers to these questions will help Council determine the extent of the civic addressing initiative it wishes to embark on. If Council wishes, they can engage in early public consultation to determine if the community wishes to implement civic addressing.

In communities with existing physical addresses, Council may decide to re-number all streets, because of numbering inconsistencies scattered throughout the community, or to provide new civic addresses and street signs with the new image to all residents.

Where significant sections of the community have existing addresses that meet the standards set out above, Council may wish to focus only on re-addressing problem areas, leaving addresses that are clear and consistent unchanged.

Where Council elects to retain existing addresses that have not previously been mapped out, it is recommended that these areas be included in the mapping exercise recommended under Step 6, to ensure the previously unmapped addresses also make it into the authoritative addressing dataset maintained by NWTCG.

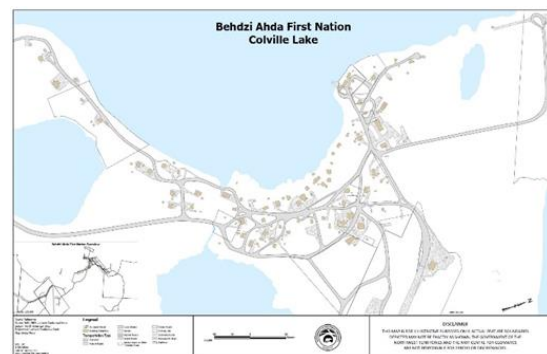
At this early stage, Council should also establish a budget for the project and determine if any professional consulting services are required.

Step 2: Establish a Local Civic Addressing Committee, Retain Consultant and Obtain Maps

Council can undertake the work to develop and implement a civic addressing system on its own, or it can choose to establish a local addressing committee by bylaw/policy. The committee will be responsible for leading the project and reporting to Council as necessary.

Residents can be invited to participate on the local addressing committee based on guidance provided by Council. Council should also determine which of its own members will serve on the committee. The committee could also invite other interested parties, such as:

- Indigenous Governments or Indigenous Organizations
- RCMP
- local business representatives
- local emergency service personnel (e.g. Fire Chief)
- local utility providers (Northwestel, NWT Power Corporation, etc.)
- local historical society; and
- any other interested people or organizations including school, Youth and Elders.



If Council determines that professional consulting services are desirable, a professional Community Planner may be an option. The committee members will meet with the consultant to begin planning how the civic addressing project will proceed. Council should be prepared to advise the committee of its expectations, including the scope of the project, the anticipated timeline for completion, any specifics related to public engagement, budgetary limitations, and how frequently/when the committee should report to Council.

Step 3: Public Engagement

The addressing system must easily identify all locations in the community and will be used by all service groups, emergency workers, RCMP and most importantly the residents, so it is vitally important to include the public in the decision-making process.

At the earliest opportunity, Council may wish to engage with residents and other community partners to seek input on whether to undertake a civic addressing initiative. If Council has made the decision to proceed, early engagement should focus on explaining why Council has decided to embark on a community civic addressing system. Discussions should address:

- Improving service delivery.
- Emergency response time.
- Standardizing road and numbering system.
- Increasing public safety.
- The role of residents in the process.
- How community input will be obtained as the project proceeds.



Further public engagement can be managed by the committee with the guidance of a consultant or personnel retained by the community government. The committee should develop a communications plan, for review by Council, that identifies how Council will engage with residents on the civic addressing project.

Photo credit: Fotenn Planning + Design

The communications plan should include as much public outreach as possible and consider the use of local radio and tv, letters, public notices, public meetings, how written public input can be provided, and translation services for unilingual Indigenous language speakers. This is an opportunity for the community government to be creative and to build community support for civic addressing. For example, Council could consider holding a public contest to determine any design or theme for the new street signs.

It is recommended that the committee use maps during public engagement sessions as a visual aid for participants. As previously noted, community base maps can be obtained for this purpose from NWTCG. In addition to raising awareness and seeking input on community civic addressing, community meetings can be used to decide roads names and names for parks and trails and public buildings, if desired. The community addressing process can be an exercise in **placemaking** and is an opportunity to provide culturally relevant names for roads, parks, trails and buildings in the community.

The naming of trails, parks, and buildings in a community is something easily done and, if based on community input, can build support for a new civic addressing scheme. Pick names that will stand the test of time and provide a sense of pride for your community. Not every public building needs to be named, but if residents are used to referring to parks, trails, or buildings by a particular name, this is the perfect opportunity to formalize or change the name.

Placemaking

Placemaking is a multi-faceted approach to the community planning, design and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that improve community vitality and promote people's health, happiness, and well-being.

Source: [Wikipedia](#)

Step 4: Develop Community Civic Addressing Guidelines

Once the committee has sufficient public input, the next step is to produce a document that details the standards and guidelines that they recommend to Council for the civic addressing system. Topics may include:

- Where road names start and stop.
- Where the numbering sequences will begin and end.
- What sides of the street the even and odd numbers will be on.
- What interval distance should be used for allocating civic addresses.
- Any specifications/prohibitions relating to the naming of roads, parks, trails or buildings.
- What signage standards will be employed (e.g. size, colour, theme/design, etc.).

It is key for the committee to create these guidelines ahead of implementing the addressing system so that the chosen standards (i.e. number size) and preferences can be applied to the project.

At this stage, the committee should also be investigating companies that produce road signs and house numbers to get a sense of the procurement and lead time required before delivery and to compare costs. Some communities have ordered customized number plate designs to be mass produced with respective numbers, other approaches to getting numbers may be considered though bulk purchasing options and or other local options such as working with the school and students.

Step 5: Devise and Implement Road Naming and Numbering Scheme

At this point in the process, the committee will apply the Council approved guidelines.

The committee should finalize their determination of where each road starts and stops. This will provide direction to the field team regarding where to start measurements when applying the interval method. Allocated and assigned civic addresses and roads names should be documented in the field and used to update maps in the next step.

The committee can use the public's ideas and suggestions to name each road and determine the suffix for the most appropriate type of road (i.e. street, avenue, lane, or court, etc.) based on its design layout. The committee may wish to keep a list of road names that were approved but not used, for future subdivision developments. Similarly, a list of names that were rejected should be kept for future reference.



Once the road naming and numbering scheme is implemented, the committee will be able to finalize and order the street signs and house numbers.

Step 6: Produce Maps and Text for Bylaw/Policy

Now that the street naming and numbering system is completed, it is time to create the final maps of the addressing plan. It is important to keep meticulous field notes so that decisions made during implementation are reflected on the final maps. The updated maps should include all the named streets, identifying where each begins and ends, the allocated and assigned building numbers and the new names of any trails, parks, or public buildings.

At this point, text should be drafted for the bylaw or policy adopting the new civic addressing scheme. This is another place where the assistance of a professional community planner can be helpful.

The wording of the bylaw should be as specific as possible to minimize any confusion between the document text and the maps. The updated maps should form part of the bylaw or policy. As previously noted, because this is a matter of public safety, the community government may wish to include fines or fee schedules for individuals who have failed to display and/or maintain their house or building number or for individuals who wilfully damage civic addressing signage.

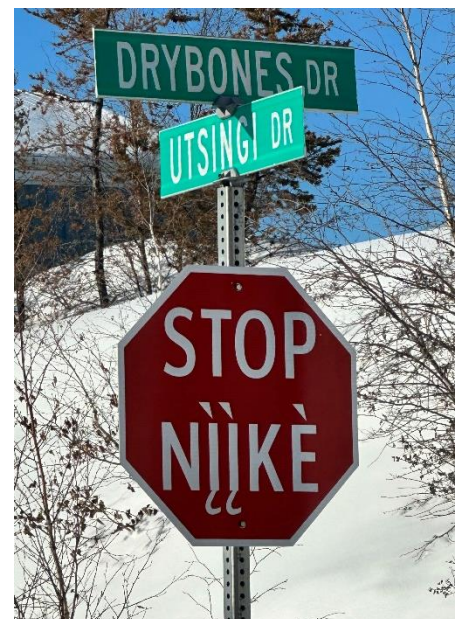
Again, information used to document the new civic addressing scheme should be provided to the NWTCG, to enable them to update the NWT civic addressing dataset in GIS. This includes copies of all geographical information system (GIS) map files (in any format) used to document the new addressing scheme, along with any maps or other files used to list the addresses to specific places (e.g. Excel files of civic addresses linked to surveyed lot, block, plan information) If you have a consultant helping with the GIS work, use that as a deliverable and keep a copy for your own records. It may be necessary to have a series of conversations with the NWTCG, as the community's updated civic addressing information is entered into the NWT civic addressing dataset, to ensure it matches correctly with what the community has decided.



Step 7: Purchase, Installation and Follow-up

Council may want to consider developing a plan for the installation of street signs and for the procedure to install house numbers, depending on the community. While some communities may provide for the arrangements to assist residents with the installation process of

It is a responsibility of homeowners and businesses to maintain the visibility of the numbering system. It is recommended that residents be given a set period of time to install their house numbers. Council should then follow-up to ensure that numbers are posted and follow-up with residents and businesses that have not posted their signs.



Contacts

For obtaining community base maps or GIS data please visit the [website](#) or contact the NWT Centre for Geomatics by email at GEONWT@gov.nt.ca or through MACA's community governance unit.

For additional information or help with questions on the *NWT Community Planning Framework* or its associated guides, please contact the Regional Superintendent with Department of Municipal and Community Affairs:

MACA Regional Offices:

North Slave	1-(867)767-9167
South Slave	1-(867)-872-6531
Deh Cho	1-(867)-695-7220
Sahtu	1-(867)-597-7105
Inuvik	1-(867)-777-7120

Additional Resources:

1. The Town of Inuvik's [Civic Address Standards and Guidelines](#) is a great resource to reference when developing your own community addressing system.
2. Community Civic Addressing - Guide to Best Practices v4.0
 - This document provides guidelines for civic addressing assignment standards, attribution and data format, and covers both urban and rural addressing in Canada.

<https://resources.esri.ca/the-community-map-of-canada/community-civic-addressing-guide-to-best-practices-v-4-0-2>



FREQUENTLY ASKED QUESTIONS:

Compiling NWT Civic Addresses in a digital dataset (*GIS/map format*). Working with communities to ensure the data is correct, current, and properly maintained.

What is civic addressing?	Civic addressing includes both a civic/house number and road name
What are some benefits to having civic addressing?	• Improved public safety/emergency services • Easier navigation • Supports service delivery (ex. utility providers, online purchasing, insurance, etc.)
Who is responsible for addressing?	Communities are responsible for Civic Addressing. MACA's community governance division offers support through the review process. It is often combined with community land use plan reviews.
What do we mean by digital dataset/GIS format?	The goal is to create one dataset for all NWT civic addresses (NWT communities with addressing) in a mapping compatible format (to be used in a map creation software, called GIS – geographic information system), data includes the location and a table with address information.

Why does GNWT want this dataset?	• To improve public safety and emergency response • To integrate with other systems, including emergency dispatch systems like 911 and next generation 911
How would communities benefit from participating?	• Publicly/Openly available data - Easy access for communities, contractors, governments - Easily harvested by navigation companies like google and apple maps • Annually updated pdf maps of each community with the addresses available for download • The NWT Centre for Geomatics would produce a 'find my address' application where public can find their address (interactive map viewer) • Addresses would be included in existing maps/viewers like ATLAS map viewer
What tools are available to assist communities with creating & maintaining civic addressing?	MACA can assist by providing draft addressing guide, bylaw/policy templates, examples of what other communities have done, blank maps, or maps of what we currently have for addressing.
What do we need from communities right now?	The NWT Centre for Geomatics are hoping to have communities who have addresses, to review the addresses we've compiled so far, by reviewing a map, and let us know of any corrections.
How will this data be kept up to date over time?	The NWT Centre for Geomatics plan on providing both a place for public feedback, and for communities (as the addressing authority) to submit when something is wrong, or when there are updates, including the ability to send files (ex. GIS files from consultants, pdf's etc.)