



UPDATE AND DISTRIBUTION FOR HOUSE NUMBER DATA

Department	Administration	Policy No.	0340-33
Section	Information Technology	Date Approved by Board	June 14, 2001
Repeals		Board Resolution #	RD/01/6/28

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
----------	--	--------------------	--

1. Purpose

2. Scope

3. Definitions

3.1 *Emergency Services:* Police, ambulance, and fire departments.

4. Policy

4.1 Emergency Services

- a) Mapping and data will be provided at no charge, directly to emergency services for their use to support the 9-1-1 emergency system.
- b) As necessary, the house numbering data and maps will be reviewed and updated, as follows:

In 2001:	November		
In 2002:	April	August	December
In 2003 and thereafter:	May	November	

4.2 Telus and Northwest Tel

- a) Pursuant to the agreement with Telus for 9-1-1 services, the PRRD will maintain and update the Master Street and Address Guide (MSAG).
- b) Mapping in the form of digital print files (.PRT) may be provided to Telus at no charge, for support of 9-1-1 services.



- c) The PRRD will maintain and update a Master Street and Address Guide (MSAG), for the Northwest Tel service area of the region and provide the information to Northwest Tel and Telus.
- d) Mapping in the form of digital print files (.PRT) may be provided to Northwest Tel at no charge, for support of 9-1-1 services.
- e) As necessary, the house numbering data and maps will be reviewed and updated, as follows:

In 2001:	November		
In 2002:	April	August	December
In 2003 and thereafter:	May	November	

4.3 Utility Companies – Telus, Northwest Tel, BC Hydro, Pacific Northern Gas, BC Gas

- a) Utility companies requesting house number mapping or data, for purposes not directly in support of 9-1-1, shall pay the list price for such products.
- b) The PRRD may provide utility companies with house number data at no charge, excluding mapping, for the purpose of updating customer service addresses.
- c) The PRRD shall hold no obligation for issuing updates for mapping or data, distributed pursuant to this section.

4.4 Ministry of Transportation and Infrastructure

- a) As provided by statute, the Ministry of Transportation and Highways holds authority over all rural roads and highways, including the naming of roads.
- b) To maintain the MSAG, the PRRD will maintain a regional road network map base, which is to be verified and confirmed correct by the Ministry of Transportation and Infrastructure.
- c) The PRRD will work with the Ministry of Transportation and Infrastructure and share data in appropriate formats in order to maintain a current road network map base.
- d) Copies of the North Peace Road Network Map with Address Grid, South Peace Road Network Map with Address Grid, and Road Name Index may be provided to the Ministry of Transportation and Highways at no charge.



4.5 BC Assessment Authority

- a) Data necessary to update the assessment roll may be provided to the BC Assessment Authority at no charge.
- b) As necessary, the house numbering data will be reviewed and updated, as follows:

In 2001:	November		
In 2002:	April	August	December
In 2003 and thereafter:	May	November	

- c) Mapping may be provided to the BC Assessment Authority through a data sharing agreement or by direct purchase. The PRRD shall hold no obligation for issuing updates for mapping distributed pursuant to this section.

4.6 Other Government Agencies

- a) House number mapping and data may be made available to other government agencies through a data sharing agreement or by direct purchase.
- b) The PRRD shall hold no obligation for issuing updates for mapping or data, distributed pursuant to this section.

4.7 General Public Sales

- a) The products available for general sale are limited to those listed in the House Numbering Product Price List.
- b) For custom products, the Manager of Information Services will determine an estimate of the product cost. The customer will provide a 50% non-refundable deposit for custom products before work commences.
- c) The PRRD shall hold no obligation for issuing updates for mapping or data, distributed pursuant to this section.

4.8 First Nations

- a) First Nations will be encouraged to communicate to the PRRD on a monthly basis, any new construction on reserves, that will require a house number.
- b) The PRRD will issue new house numbers to First Nations on an as required basis.



- c) The PRRD will also survey First Nations twice yearly, in May and November, to ascertain the need for new house numbers.

4.9 Changes, Corrections and New House Numbers

- a) On an ongoing basis the PRRD will review requests for address changes, investigate and make address corrections, and issue new house numbers.
- b) Where changes, corrections and new house numbers are assigned, the PRRD will archive the new information in order to update the house number data and mapping on the established schedule.
- c) On a bi-monthly basis, Telus, Northwest Tel, and the BC Assessment Authority will be advised regarding new house numbers, changes and corrections.

Product	Hard Copy	Print File (.PRT)
Road Network Maps		
North Peace Road Network Map with Address Grid	\$50.00	\$37.50
South Peace Road Network Map with Address Grid	\$50.00	\$37.50
Road Name Index	included	included
Fire Protection Area House Number Maps		
Charlie Lake Fire Protection Area	\$20.00 each	\$15.00 each
Fort St. John Rural Fire Protection Area		
Taylor Rural Fire Protection Area		
Dawson Creek Rural Fire Protection Area		
Pouce Coupe Rural Fire Protection Area		
Tomslake Fire Protection Area		
Arras Fire Protection Area		
Chetwynd Rural Fire Protection Area		
Moberly Lake Fire Protection Area		



First Nations Blueberry River First Nations Doig River First Nation Halfway River First Nation Saulteau First Nations West Moberly First Nations	\$10.00	\$7.50
House Number Detail Maps North Peace (216 sheets) South Peace (250 sheets) Note: For a complete set of hard copy, the fee is: North Peace - \$1,620.00 South Peace - \$1,875.00	\$10.00/sheet \$10.00/sheet	\$7.50/sheet \$7.50/sheet
Road Name Concordance List Booklet	\$10.00	\$10.00