

PRMS Webmap Tutorial for Civic Address Update

Municipalities are responsible for updating civic addresses when they are changed or created.

Provincial Legislation exists in relationship to the numbering and naming of roadways and parcels. Section 58(1) of Municipal Government Act grants municipalities the authority to

“...name roads or areas within its boundaries and may assign a number or other means of identification to buildings or parcels of land.”

Why is it important to keep civic addresses up to date?

PRMS updates AMDSP (Alberta Municipal Data Sharing Partnership) with civic address changes.

- 1) AMDSP promotes the creation and sharing of accurate and standardized municipal data for the betterment of emergency, public and private Industry applications throughout the Province of Alberta. Albertans are safer and more secure with updated data that makes it easier for emergency and first responders to find out where they need to go in the event of an emergency. Incorrect or missing data can result in extended response time that can have dire consequences.
- 2) The PRMS Webmap is used by municipal staff, safety codes, public and municipal planners every day. Civic Address is a quick way to search for a parcel to verify parcel size, landowner name, and Land-Use District. It can be time consuming when addresses are missing or incorrect and cause errors in applications, permits, and important planning documents.

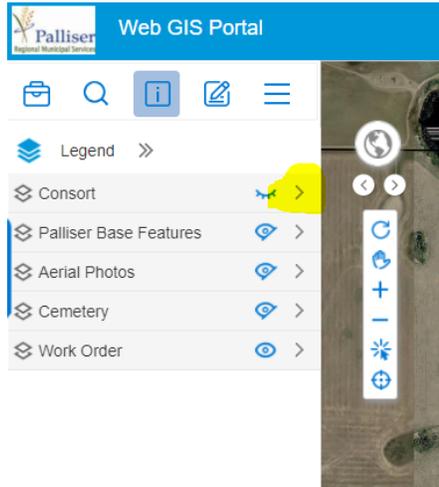
PRMS has developed a quick and easy solution for you to record civic address changes in your municipality using the Palliser Webmap. The following is a Step by step guide.

1) Login:

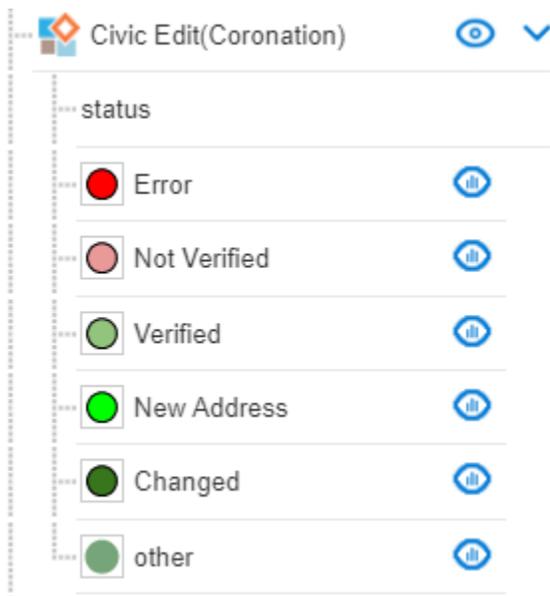
- a. Email cdmcnair@palliserservices.ca and tell him that you will be doing a civic address update. He will ensure that your Webmap login is enabled for editing. If you don't have a login or don't remember your password, he can make a new one for you.
- b. Go to <https://mobile.palliserwebmap.ca/logon.aspx> and login.

2) Turn on The “Civic Edit” Layer:

- a. In the legend expand your municipal layer group by selecting the dropdown arrow beside it.



- b. Turn on the layer “Civic Edit”   and then expand the symbology legend for the layer by clicking the arrow 



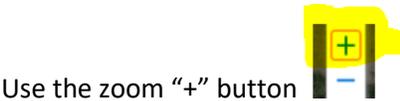
3) View the current Address:

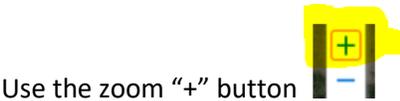


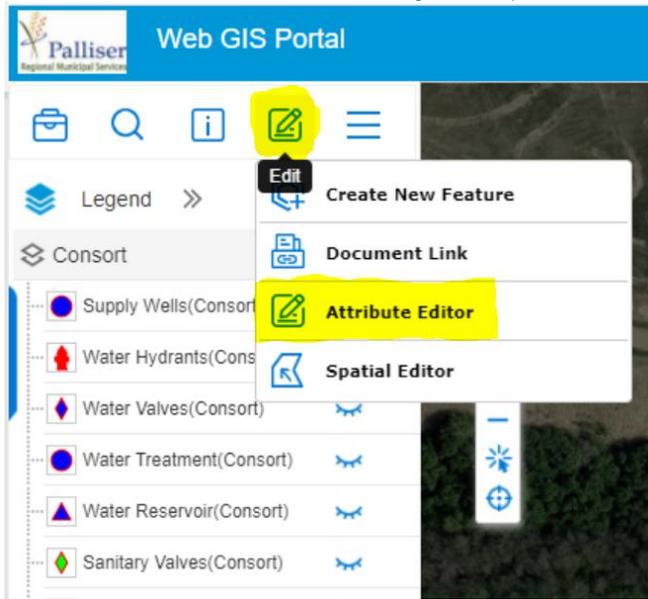
- a. Use the  to zoom in until the addresses appear in bright yellow text OR type “1000” into the current scale box and hit “enter” on your key board. This will automatically zoom the map to a scale of 1:1000



4) Turn on

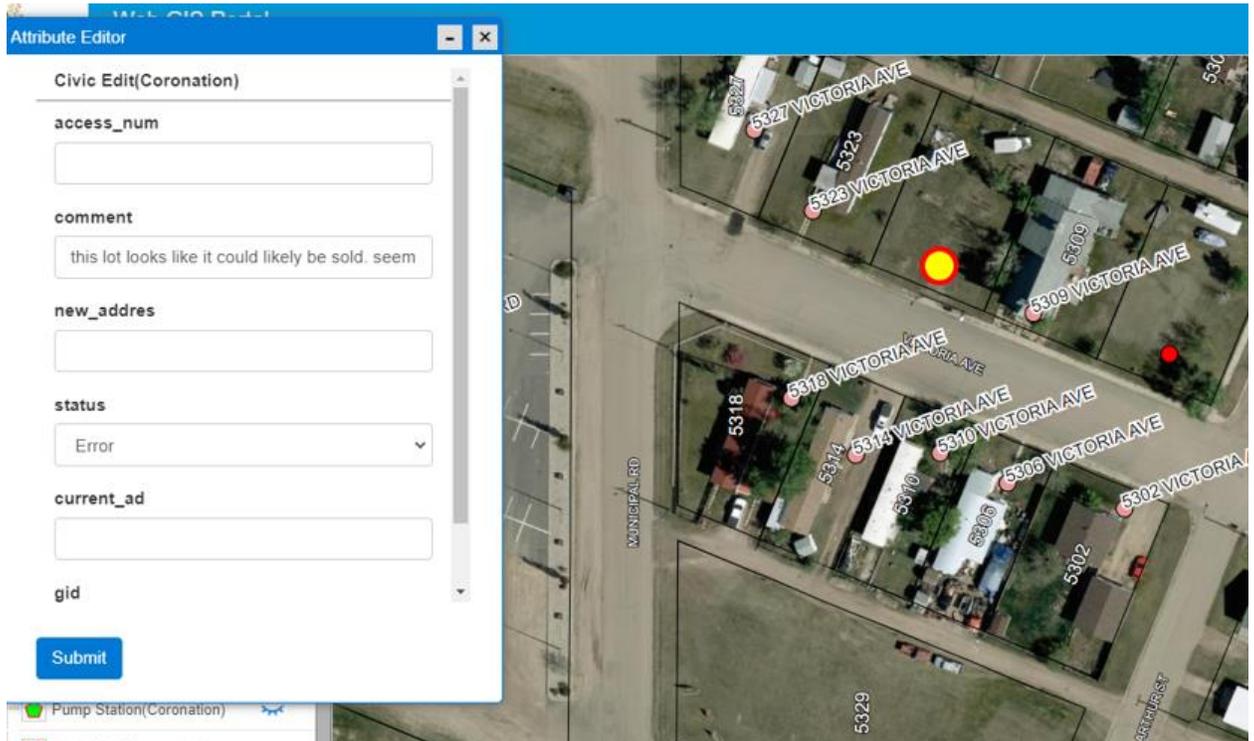


- a. Use the zoom “+” button  to zoom to the area where you want to start validating or editing civic addresses.
- b. In the toolbar select the edit button  then left click “attribute Editor”



5) Use Attribute Editor to Validate Address

- a. Using your mouse hover over the desired address point and left click. The attribute editor window will open



If the current civic Address is correct select the dropdown under “status” and select “Verified”

status

Verified ▼

Changed

New Address

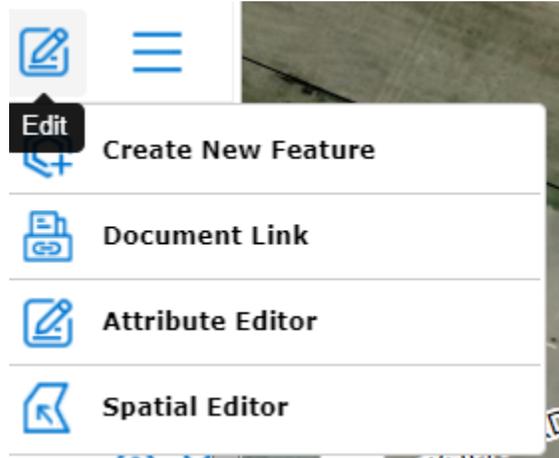
Not Verified

Verified

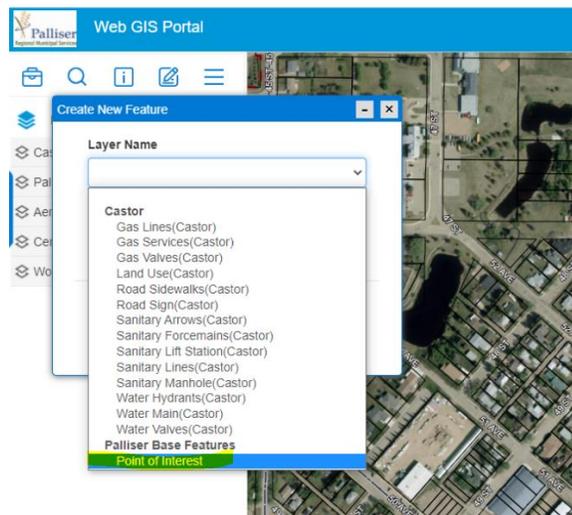
b. then select  and the color of the point will change to green (verified)

6) Use Create new feature to Create A New Address

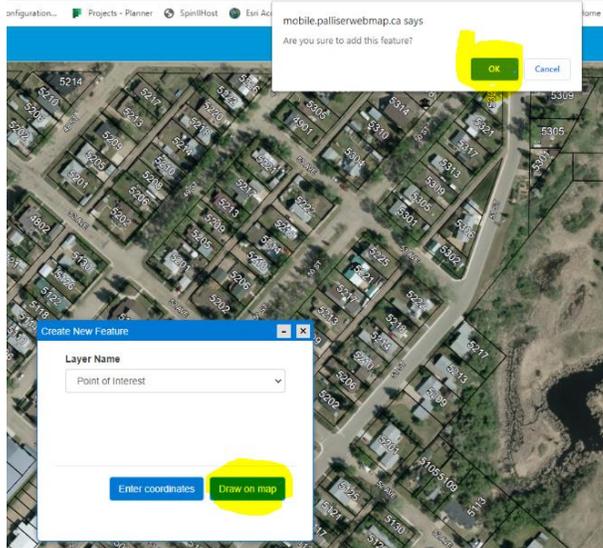
a. Move mouse over the edit button and select “create New Feature”



b. Select “civic edit”



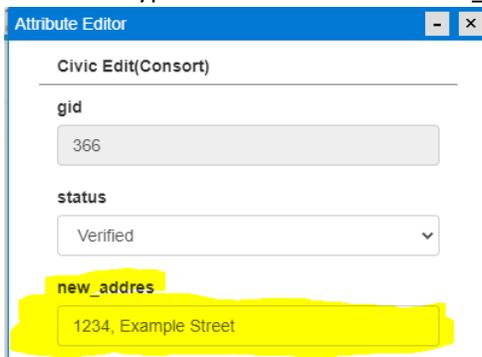
c. Select Draw on map. Then zoom into the area you want and use the mouse to place the point on the map by clicking. A window will pop up “are you sure to add this feature?” click ok



d. select “New Address” under “status”



e. and then type the address under “new_address”



Submit

f. And then select

7) Use Attribute Editor to Change an incorrect Address

a. If the existing address is incorrect select “changed” and type the new address under

“new_address” and select . The parcel color will change.

8) After editing is complete

a. After you have completed your editing notify Cody by email

cdmncnair@palliserservices.ca and let him know that you are finished with the editing so that he can review the changes and set up a final meeting to go over all edits.



- b.** If you have any question call or email Cody 1-877-854-3371 ext 203.