



704C  
Town of Olds Civic Addressing Policy

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Prepared By: Planning and Development  
Effective Date: Immediately  
References: Re-write of Policy 3001  
Function: Strategic

Council Approval Date: January 22, 2018  
Council Resolution No.: 18-34  
Previous Revision Date: April 14, 2003  
Supporting Procedure:  
Town of Olds Civic Addressing Administrative  
Procedure 704P

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**POLICY STATEMENT**

A comprehensive and cohesive addressing system creates a base organizational system for the municipality. It enhances the ease with which property records may be accessed. Further, it facilitates municipal, emergency services, and public access to the physical lands.

Therefore, the Town of Olds desires to maintain a civic address system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town.

**PURPOSE**

To form a comprehensive and perpetual civic addressing system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town.

To ensure all buildings, properties, units, open spaces, roadways, and other amenities have a formalized address that conforms, to the closest extent possible, with this policy.

**SCOPE AND GUIDELINES**

This policy applies to the Town of Olds Council, and staff.

**RESPONSIBILITIES**

Council has authority over addressing.

For the purpose of efficiency, the authority over addressing is delegated to administration as follows:

Authority over addressing:

- As designated by Council, the Planning and Development Department shall have the authority over addressing.

Authority over road name selection:

- As designated by Council, the Municipal Planning Commission shall have the authority regarding road naming approval.