



NOVA SCOTIA CIVIC ADDRESS FILE WEB EDITOR USERS GUIDE

Version 1.0
March 24, 2014

Table of Contents

Introduction.....	1
What's New?.....	2
Starting the NSCAF Web Editor.....	3
Search Window.....	4
Civic Search (Free Style).....	4
Civic Search (Drop Down).....	6
Key Search.....	9
Finding a Property using a PID.....	10
Finding an Entity using NSCAF Keys.....	10
Finding a Street Segment Using NSRN Keys.....	11
Screen Layout.....	12
Map Window Contents.....	12
Printing.....	14
Navigating in the Map Window.....	15
Map Tools.....	15
Cursor Rollover.....	16
Using the Ortho Layer.....	17
Using the Measuring Tool.....	18
Displaying Feature Attributes.....	19
Showing Information about a Civic Address.....	19
Showing Information about a Road Segment.....	19
Showing Information about a Property.....	20
Editing Street Information.....	23
Adding a Street Name.....	23
Adding a Street Alias.....	26
Adding a Street.....	26
Updating Street Attribute Data.....	29
Updating Segment Information.....	31
Updating Address Range Information.....	32
Editing a Street Name.....	33
Deleting a Street Name.....	34
Editing a Street Alias.....	35
Reversing Street Entity Direction.....	35
Editing Civic Information.....	36
Collecting Civic Number Data.....	36
Adding a Civic Addressable Point.....	37
Reassigning a Civic to a Different Street Segment.....	43
Updating Civic Point Attributes.....	44
Moving a Civic Point.....	51
Deleting a Civic Point.....	52
Database Status.....	54
New Points Never Assigned Information.....	54
Points with a Civic of Zero.....	54
Points Connected to Segment.....	55
Troubleshooting.....	56

Table of Contents

Cannot Find Address.....	56
Working with Wildcards.....	56
Refining Search Options	57
Cannot Select Feature on Map.....	59
Nothing Shown Below Map Window.....	59
User Feedback.....	60

Introduction

The Civic Address Web Editor is the main conduit for updating the Nova Scotia Civic Address File (NSCAF). This tool is designed for municipalities, First Nations communities, and Transportation and Infrastructure Renewal (TIR) to add and modify point and addressed road features and their attributes.

Updating the NSCAF provides automatic notification Emergency Management Office (EMO), municipalities, first Nations, and other designated organizations are notified daily of civic addressing changes via the NSCAF nightly email notification system. This automated notification system which reduces the previous effort required by the users to fax or mail notification to multiple agencies.

Note The NSCAF nightly notification system has been available to NSCAF source providers, stakeholders, and groups/organizations since June 2011. If you are interested in receiving nightly notifications please contact geoinfo@gov.ns.ca for more information.

Updates to the NSCAF are also immediately available to all users, providing a more timely maintenance of the system. This ensures that the E-911 call takers at the Public Safety Answering Points (PSAPs) and other emergency service providers always have access to the most up-to-date information.

The NSCAF Web Editor interface features a mapping component and a database component. This reflects the structure of the underlying NSCAF database, as described in the NSCAF Schema document. The NSCAF links all records back to either a polygon (community boundary), line (road), or point (buildings, and other addressable locations) feature on the map. These links are accomplished through the relational database structure of the NSCAF and are maintained internally by Oracle applications.

What's New?

Several enhancements have been made to this version of the Maintenance Tool. These enhancements commence with the application being renamed to NSCAF Web Editor. A portion of the free style civic search page is now dedicated to showing the different components of a civic number. The search window contains two new search options. You can now search by Assessment Account Number (AAN) or by TIR Authority Number (ANUM). The free style civic search result window now includes the alias street names, which are displayed in grey. One can navigate to a specific street or civic number by double click on the E-911 street name or the alias street name. The 'Add New Civic' window contains two new entry fields. The first new entry field is called civsuffix. This field is included as an individual identifier, which can be used to distinguish between multiple structures that share a single civic number. The second new entry field is called Civic Number Posted and is in the form of a dropdown pick list. The civic point edit window now contains a field entry called Civic Number Suffix. This field has been added to accommodate the inclusion of alpha numeric civic numbers in the NSCAF. The street information in the Street/Civic Attribute box now shows the MUN_ID alongside the Str_Key. The Google map section has also been enhanced. The NSCAF selection is displayed in Google Map using a red transparent circle. NSCAF users can now go directly to Google Street View from the NSCAF Web Editor.

Most of the changes come as a result of the Single Address Initiative (SAI) Project, which was an undertaking amongst multiple organizations (i.e., SNSMR, PVSC and Municipalities) to improve the data transfer mechanism from source provider, and sharing accurate civic and mailing addresses between multiple organization, stakeholders and clients in Nova Scotia, and feedback from NSCAF users. Please direct any comments on this new version to geoinfo@gov.ns.ca.

Starting the NSCAF Web Editor

The Web Editor is password protected and each user is only permitted to edit communities for which they have permission. Municipal and First Nation data providers can only edit features in communities within their respective jurisdiction. All users can view data from across the province.

To access the data, you require an Internet connection, Internet Explorer 7.x, and a NSCAF Web Editor account. If you do not have an account, contact geoinfo@gov.ns.ca.

STEP 1

Make sure that your computer is connected to the Internet. Start Internet Explorer by double clicking on the Internet Explorer icon on your Windows desktop, task bar, or Start Menu.



STEP 2

Specify the address of the NSCAF applications by typing <http://nscaf1.nsgc.gov.ns.ca/civicmain/> in the address window of Internet Explorer. Click on “NSCAF Maintenance” from the list of options and another window will open.

STEP 3

Log on to the viewer using your login name and password. Each user is given a unique Login Name and Password to access the system. It is obviously important to protect this information, since it allows anyone with this information to gain access to the data in the system. Enter your user information and click on the Log In button.



NSCAF Web Editor



Member Login

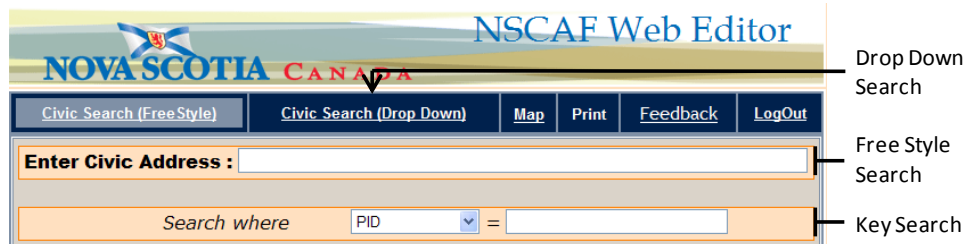
User Name

Password

Search Window

When you log in, you are presented with a search window. From here you can begin to navigate to your area of interest by searching for a civic address or jumping directly to the map. If you are adding a new road, you can search for a road name in the general area. Likewise, if you are adding a new civic point, you can search for an existing civic nearby. To skip the search functions and go directly to a map of the province, click on the Map menu option.

There are three methods of searching for a civic address or street name from this window - Free Style, Drop Down, and Key Search. Each of these methods are described in the following sections.



Note This is the most effective search option if the road name is known but the community is not. You can return to the search screens at any time by clicking on these options at the top of the screen.

Civic Search (Free Style)

This is the default search method. You enter the civic number &/or street name directly in the edit box after 'Enter Civic Address:'. If searching for a civic address, type the civic number and street name; for a street name, simply type the name of the street. If a road name contains a number as the leading character (i.e.: 7021 Rd.), enter a space before the name. Otherwise, the number is interpreted as a civic number.

NOVA SCOTIA CANADA NSCAF Web Editor

Civic Search (FreeStyle) Civic Search (Drop Down) Map Print Feedback LogOut

Enter Civic Address : 24 mi

- 24 Micmac Dr, Dartmouth, Halifax County (E911)
- 24 Middle St, Dartmouth, Halifax County (E911)
- 24 Middle Cross Rd, Marshalltown, Digby County (Alias)
- 24 Middle Island Rd, Cheticamp Island, Inverness County (Alias)
- 24 Middle Lake South Rd, Vaughan, Hants County (E911)
- 24 Midyat Crt, Eastern Passage, Halifax County (E911)
- 24 Miles Ave, North Sydney, Cape Breton County (E911)
- 24 Milford Rd, Whyoccomagh, Inverness County (E911)
- 24 Mill Ave, Amherst, Cumberland County (E911)
- 24 Mill Crt, Bedford, Halifax County (E911)
- 24 Mill Rd FK, Mount Uniacke, Hants County (E911)
- 24 Mill Rd, Inverness, Inverness County (E911)
- 24 Mill Rd, Mount Uniacke, Hants County (E911)
- 24 Mill Run, Kentville, Kings County (E911)
- 24 Mill Pond Crt, Musquodoboit Harbour, Halifax County (E911)
- 24 Miller Dr, Bridgewater, Lunenburg County (E911)
- 24 Miller Rd, Salmon River, Colchester County (E911)
- 24 Million Dollar Lane, Port Howe, Cumberland County (E911)
- 24 Mills Dr, Goodwood, Halifax County (E911)
- 24 Millstone Terr, Yarmouth, Yarmouth County (E911)
- 24 Millview Ave, Bedford, Halifax County (E911)
- 24 Milview Dr, Sydney, Cape Breton County (E911)
- 24 Millville Hwy, Millville, Cape Breton County (E911)
- 24 Millville Rd, Millville, Cape Breton County (Alias)
- 24 Millwood Dr, Middle Sackville, Halifax County (E911)

1474-A, Unit 1, Chemin Riverside Rd South, New Edinburgh, Municipality of Clare, Digby County, Bow 3T0

1474	Civic Number	South	Direction
A	Civic Suffix	New Edinburgh	Community
Unit 1	Unit Number	Municipality of Clare	Municipality
Chemin	Street Prefix	Digby County	County
Riverside	Street Name	B0W 3T0	Postal Code
Rd	Street Suffix		

Search where PID =

Enter Civic Number &/or Street Name

Drag down slider to see more possible matches

Components of a civic address

Hint It is often unnecessary to type the entire street name, since the system will provide a list of possible matches as you type.

When the address appears in the list, double-click on the address in the list to display it on a map.

NOVA SCOTIA CANADA NSCAF Web Editor

Civic Search (FreeStyle) Civic Search (Drop Down) Map Print Feedback LogOut

Enter Civic Address : 24 mi

- 24 Mica Cres, Halifax, Halifax County (E911)
- 24 Micmac Dr, Dartmouth, Halifax County (E911)
- 24 Middle St, Dartmouth, Halifax County (E911)
- 24 Middle Cross Rd, Marshalltown, Digby County (Alias)
- 24 Middle Island Rd, Cheticamp Island, Inverness County (Alias)
- 24 Middle Lake North Rd, Vaughan, Hants County (E911)

Double click on road name or alias road name

If searching for a specific address, type the civic number followed by a street name. The street type (e.g. Avenue) is typed as an abbreviation (e.g. Ave) with no period after the

abbreviation. As the address is typed, a list of matching civics is displayed.

If the list is too long to find the required address, or to further refine the choice, the community name can also be included. Type a comma immediately after the street name abbreviation, followed by a space, and then the community name.

Hint A comma can be a useful way to control searches for numbered highways. For example a search for Highway 1 will list Highway 1, but also Highway 101, Highway 125 and any other 100 series highway. Placing a comma immediately after Highway 1 (i.e. Highway 1,) will limit the search to just sections of Highway 1.

Wildcards can be very helpful to search for street names or communities where the exact spelling is not known. The use of wildcards is explained in the [Working With Wildcards](#) section at the end of this document.

Punctuation in street names is discouraged, but it still occurs in a small number of cases. When searching street names it is useful to keep this in mind, since a search for “A. Y. Jackson Crt” will not return a match as the street name is “A Y Jackson Crt” (no punctuation). This particular case can also be helped with the use of a wildcard, since a search for “%Jackson Crt” would return any combination of punctuation (as well as any other street name ending with Jackson Crt, such as “Samuel Jackson Crt”).

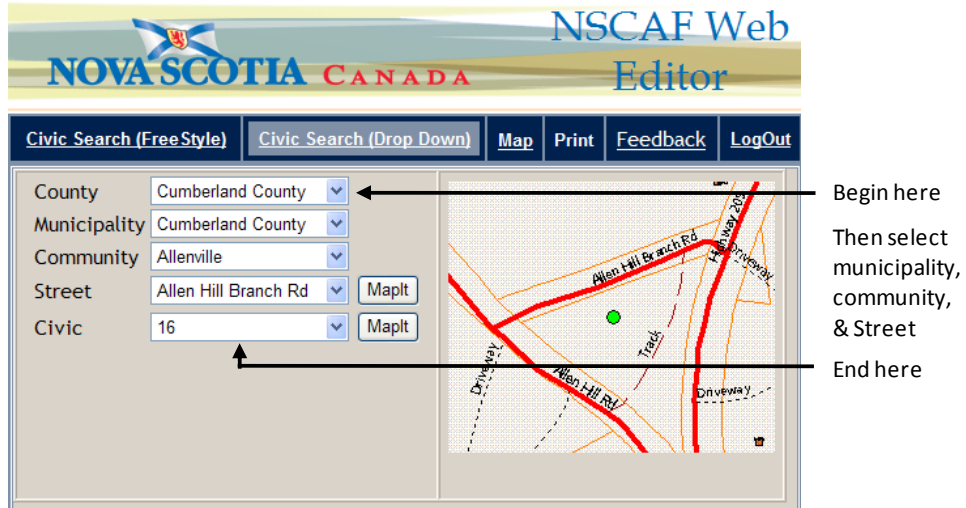
Civic Search (Drop Down)

This search method uses a progressive set of drop down lists to select the county, municipality, community, street name, and civic number. This method is most effective when an exact civic address is known but a feature ID is not. At each stage, a small key map shows a sample for the current area.

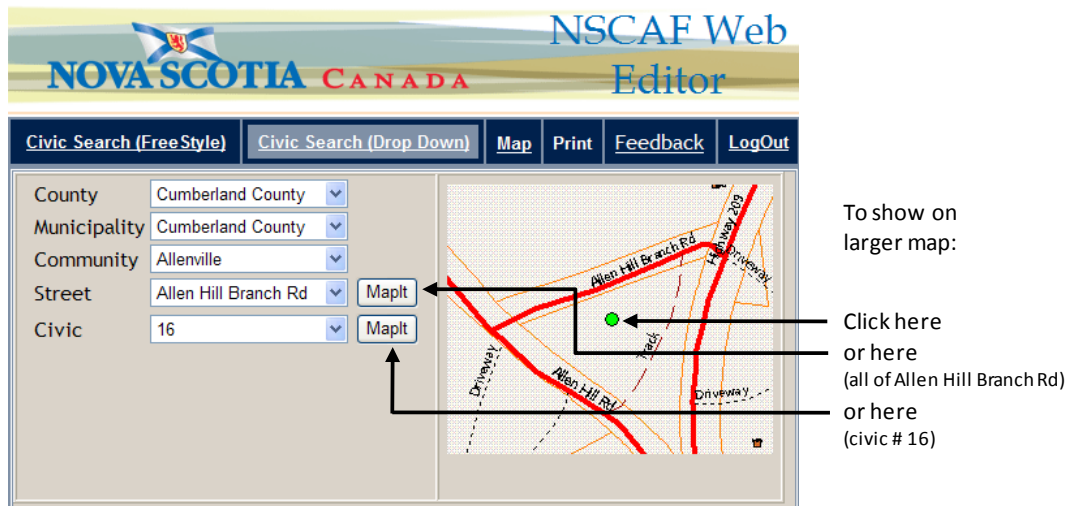
Begin by clicking on the “Civic Search (Drop Down)” option at the top of the screen.

The screenshot displays the NSCAF Web Editor interface. At the top, there is a header with the Nova Scotia logo and the text "NOVA SCOTIA CANADA" and "NSCAF Web Editor". Below the header is a navigation bar with buttons for "Civic Search (FreeStyle)", "Civic Search (Drop Down)", "Map", "Print", "Feedback", and "LogOut". The main content area is divided into two sections. On the left, there are five drop-down menus for "County", "Municipality", "Community", "Street", and "Civic". The "County" menu is set to "Annapolis County", "Municipality" to "Annapolis County", "Community" to "Albany", "Street" to "Adams Rd", and "Civic" to "500". To the right of these menus is a map showing a green circle indicating the location of the selected address. Below the map is a "Civic Address" field. On the right side of the interface, there are several annotations with arrows pointing to specific elements: "Click here to begin" points to the "Civic Search (Drop Down)" button; "Drop down menus for selecting address" points to the "County", "Municipality", "Community", "Street", and "Civic" menus; "Maps current selection" points to the map; and "Key Map Window" points to the map area.

Select the County, and the Municipality drop down list will be updated with a list of all municipalities in that County. In the example below, there is only one municipality in Halifax County, so we can skip the next menu and use the Community drop down list to select the community and then progressing through each menu until we select the civic number. (Once a community has been selected, the street list will be populated with all unique street names, including aliases, for that community. Once a street has been selected, a list of unique civics, including individual units, is produced for that street within the specified community.) At this point the key map will highlight the civic address location as a green circle.



To show the map in a larger window, click on the MapIt button next to the civic number. Clicking on the MapIt button next to the street name will highlight the entire street. It is also possible to show a larger map by clicking on the location in the key map.



By moving the cursor around on the key map, the civic address at the current cursor location will be displayed in the yellow band beneath the map, as shown below.

The screenshot shows the NSCAF Web Editor interface. At the top, there is a navigation bar with 'Civic Search (FreeStyle)', 'Civic Search (Drop Down)', 'Map', 'Print', 'Feedback', and 'LogOut'. Below this, search filters are set to: County: Cumberland County, Municipality: Cumberland County, Community: Allenville, Street: Allen Hill Branch Rd, and Civic: 16. A map on the right shows a green cursor pointing to a location on Allen Hill Branch Rd. Below the map, the civic address is displayed as '16 Allen Hill Branch Rd , Allenville, Cumberland County (E911)'. Arrows point from the text 'Cursor Location' to the green dot on the map and from 'Address for current cursor location' to the address text.

Clicking on this location in the key map will show a larger map of this civic address. This can be useful if the drop down search is used to find a civic address in the general vicinity and to then select a nearby address.

Key Search

Search where	PID	=
	PID	
	PNTID	
	SEGID	
	STR_KEY	
	IDS	
	AAN	
	ANUM	

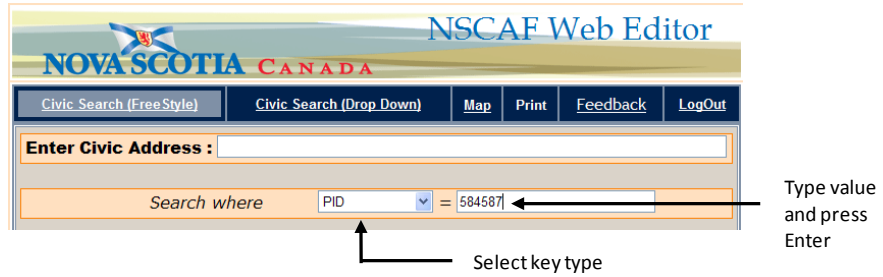
The final method for searching uses keys to locate features. This is the quickest method to navigate to a specific location. Keys are numeric values that uniquely identify properties, civic points, street segments, street names, assessment account number, and authority numbers. From the main search screen, select the key type from the drop down list and type the value in the edit box. Press Enter on the keyboard and the location will be shown in the map window.

Hint After entering the key in the edit box, you can click the mouse anywhere outside the box to initiate the search, rather than pressing Enter.

Finding a Property using a PID

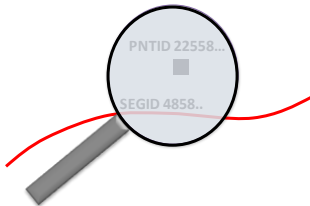


The PID and AAN search are used to locate a property. This can be useful if there is no civic address associated with the property. The other key types are used to search for NSCAF civic locations (centroids), street segments, and street names.

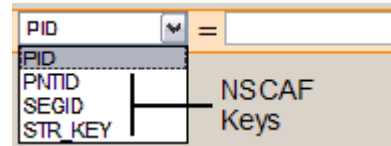


Note If a PID or AAN are not found, the system will provide an error message that the Parcel ID is not valid, and revert to a map of the entire province.

Finding an Entity using NSCAF Keys



Street names, road segments, and addressed points displayed on the map are identified by a numerical key. These keys are used in the background to manage the data in the NSCAF. The most useful are road segment IDs (SegID) and addressed point IDs (PntID). Once recorded, they can be used to search for and return to a given feature on the map.



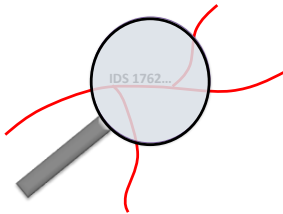
The PntID and SegID keys are sequential numbers uniquely identifying each entity (civic point or road segment). The Str_Key values uniquely identify a road name within a community. Roads extending through two or more communities will have different Str_Keys for each community.

Once assigned, the keys are usually static, but there are exceptions. If a road segment is split, the original SegID is retired, and two new keys assigned. Also, if a geographic

entity such as a civic point or road segment is retired, the key is also retired. Changing the attributes of an entity, or moving a point entity will not normally result in a change in the key.

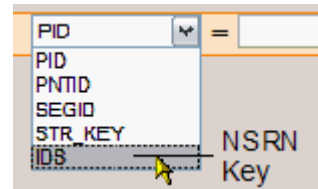
Select the appropriate key type from the drop down list below the map window or on the default search screen and enter the key value in the box next to it. Press enter and the map will display the appropriate entity.

Finding a Street Segment Using NSRN Keys



The Nova Scotia Road Network (NSRN) is the foundation road centreline file for the NSCAF road network. A detailed explanation of the NSRN is available on the NSGC web site

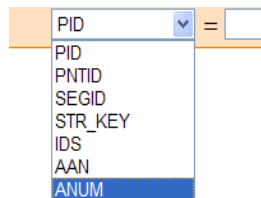
(<http://nscaf1.nsgc.gov.ns.ca/civicmain/docs.aspx>).



The IDS keys are not normally referenced by NSCAF users, but the ability to search on IDS keys is provided for users working with the NSRN. An IDS key uniquely identifies a NSRN road segment.

The NSRN includes the segmentation of the NSCAF (e.g. at community boundaries and road intersections) but has additional segmentation for changes in attributes such as surface type and number of lanes. As a result, multiple NSRN road segments often comprise a single NSCAF segment.

A new search key is introduced in the NSCAF Web Editor. The authority number (ANUM) key. This key is not a key that would normally be searched on by NSCAF data providers. It's more likely to be used for NSCAF service providers and by Transportation and Infrastructure Renewal (TIR) staff.

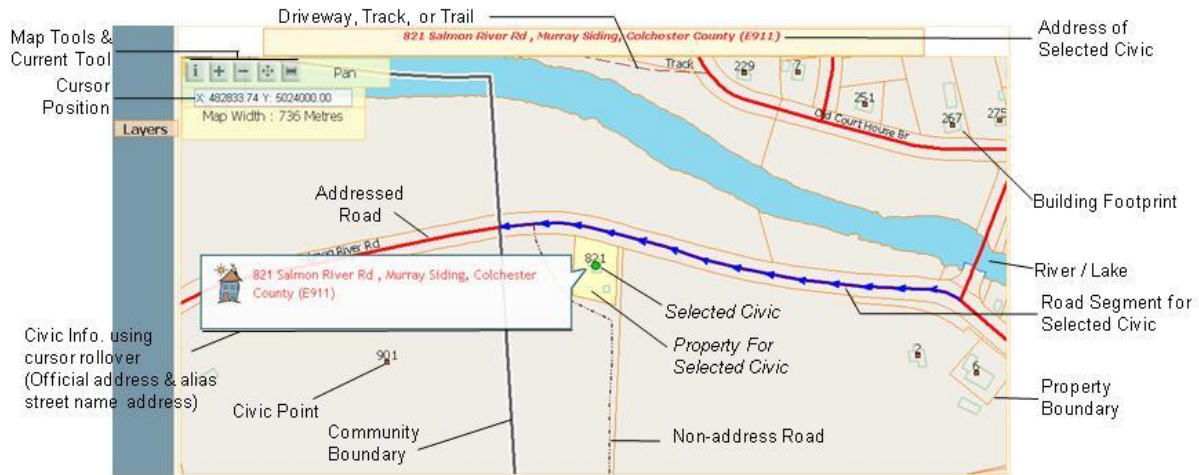


Screen Layout

The results of the search operations are displayed on a map. Located below the screen will be information related to the selected entity, such as property ownership, community name, civic number, building type, and road segment information such as street names and address ranges. We can return to the search screens at any time by clicking on the search options at the top of the screen.

Map Window Contents

The type of information shown in the map window will vary depending on the zoom level and layers that are chosen. Below is a typical view when zoomed in. Civic information is displayed in a translucent box when the cursor is placed over a civic point (Cursor Rollover).



Cursor Position XY coordinates - UTM Zone 20, NAD 83.

The **building footprints** show the outline of the buildings as they appear from above and are provided, where available, for context only. Footprints are collected by various means which results in different levels of spatial accuracy. The **civic centroids** are shown as small red squares, and usually represent a point within the outline of the building (where available). In the NSCAF, the civic number and building type are linked to these centroids. The currently selected civic is shown highlighted as a green circle.

Note Cursor Position XY coordinates - UTM Zone 20, NAD 83.

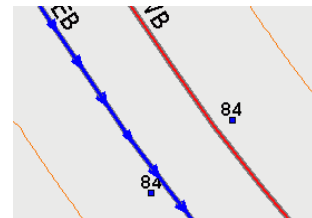
Civic points are labelled with their **civic numbers**. In cases such as duplexes where there are more than one civic per building centroid, only one civic is shown on the map. Once a point with multiple civics is selected, information about each unit is displayed both in the yellow bar above the map and in the unit information windows below. If there are multiple civic numbers assigned to the point, each one will be listed in the yellow bar above the map; if there are multiple unit numbers, the yellow bar will show the civic number followed by '(Multi Unit)'. In either case, the information window below the map will list all civic and unit number information.

Note Not all internal unit numbers are currently available. Unit numbers are often used to distinguish separate external entrances on the same civic number or individual units in an apartment building.

Roads are depicted as solid or dashed lines. The solid lines are addressed roads and these have road names and other attributes associated with them. Roads that may provide vehicle access but do not have a name associated with them (non-addressed roads such as tracks, trails, and driveways) are shown as dashed lines. Information about non-addressed roads is not available, nor can they be selected by the identify tool.

When a segment of road is selected, it is highlighted with blue arrows indicating the direction in which the line was digitized. It should agree with the direction in which civic numbers increase along the road.

In addition, on 100 series highways, distance markers are depicted on the map as small blue squares. These signs along the edge of the highway show the highway number, direction, and distance and are a useful reference for reporting emergencies on a highway. Placing the cursor over the symbol will display the associated information.



Note Installation of highway distance markers in the field is incomplete and this is reflected in the data.

The **property boundary** data are extracted from the Nova Scotia Property Records Database (NSPRD) and are shown as orange lines. Properties associated with a selected civic point or selected through a PID search are highlighted in yellow. Individual property polygons can also be selected using the identify tool to reveal limited NSPRD attribution.

Community boundaries are shown as heavier grey lines with a white highlight. Community name labels are shown as white text in brown boxes.

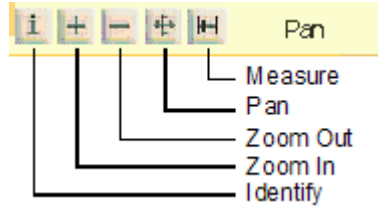
Printing

The current map contents can be printed using the Print option on the blue menu bar above the map window. A new Explorer window will open with the map and the civic information displayed at the bottom. To print the map, select File, then Print... from the Explorer menu and select the desired printer and print options. Close the window by selecting File, then Exit from the Explorer menu to return to the maintenance tool window.



Navigating in the Map Window

Map Tools



The map tools in the upper left corner of the map allow you to move around in the map window, zoom, and get information about objects by clicking on them. Click on the tool button to activate and the cursor changes to represent each tool type.

Hint The text to the right side of the map tools identifies what tool is currently selected (above, it shows the Pan tool).



The **Pan** tool allows you to click on a location to re-centre the map. It is also possible to pan by clicking and dragging the map while holding down the mouse button. The map is redrawn when the mouse button is released.



The **Zoom Out** tool is used to view a larger area of the map. Click on a location on the map and the map will redraw centred on that location and showing more of the surrounding area. You can click on the map repeatedly to continue to zoom out. As you do so the level of detail changes and fewer layers of information are shown; this prevents the map from becoming too cluttered.



The **Zoom In** tool is used to view a smaller portion of the map to focus on a local area. Click the map on the area of interest and the map will redraw centred on that location and showing more detail. Alternatively, click, and while holding the button down, draw a box in the map window. The map will zoom to the highlighted area.



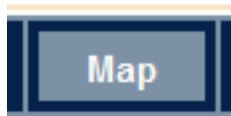
The **Identify** tool is used to select civic points, addressed roads and property polygons from the map and display information about that feature. For example, click on a civic point and it will be highlighted as a solid green circle. The information related to the point will be displayed above and below the map. Selected roads are highlighted with bold blue arrowed lines. The selection

function is scale dependent. Beyond a certain scale, only roads and property polygons are selectable.

Hint Civic points can only be selected when roll-over display is active.



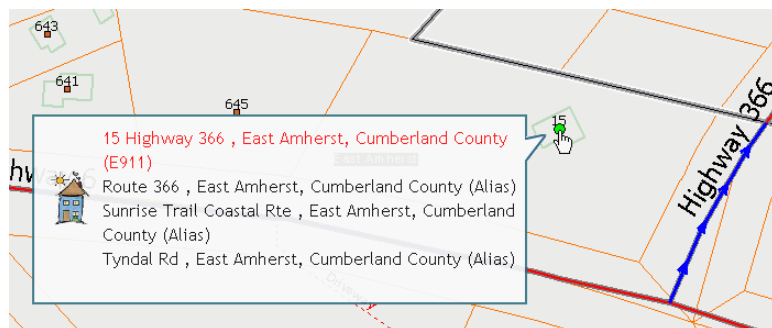
The Measure tool is used to measure distances on the map. Click on the starting point to measure and as the cursor is moved, the distance between the last point and the cursor position is displayed. By clicking at multiple locations, the cumulative distance is also displayed. This can be very useful in determining distances between features, lengths of roads, and in calculating civic numbers as explained in [Using the Measuring Tool](#).



The Map option in the top right corner of the screen allows the user to zoom out to the full extent of the province. This can be useful for showing the context of the selected address relative to the province. Click on this option and a map of the province will be shown, with the selected point highlighted as a green circle.

Cursor Rollover

At a scale where the map window width represents roughly 1,500 metres on the ground and depending upon the number of points in the map window (less than 100), as the cursor passes over a civic point on the map, it causes a box to be displayed with information about the address. Information about individual units will be displayed for multi-unit buildings. This can provide a convenient way to display the full civic address when searching for a civic within the current map window.



In this case, holding the cursor over a civic point on Highway 366 identifies it as 15 Highway 366 in East Amherst; this section of highway is also known by the aliases of Route 366, Sunrise Trail Coastal Route, and Tyndal Road. Searching for this civic under any of these names will find the same location.

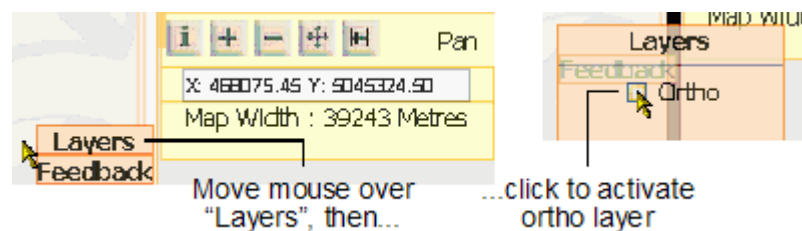
Hint The cursor roll-over will not work if the map is zoomed out too far or if too many points are displayed on the screen. If this occurs, try zooming in more.

Using the Ortho Layer

For many areas of the province, the NSCAF tool provides access to colour or black and white orthophotos that are displayed as a background for the NSCAF map data. These images can be very helpful to provide a context for the map data to show land use, land cover, and infrastructure.

The ortho layer is only displayed when the map is zoomed to an appropriate level. If the map is zoomed in very close (map width < 100 m) the ortho layer is turned off. Likewise, when zoomed out to view a larger area of the province, the ortho layer is replaced by a digital elevation map (DEM) background.

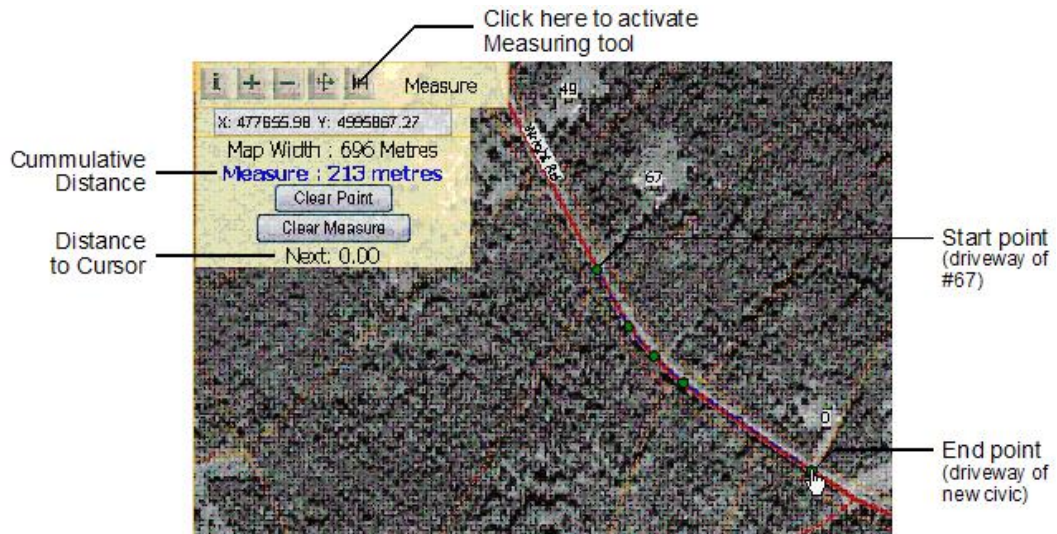
To activate the Ortho layer, hover the mouse over the Layers box on the left of the map. A larger box will open and then click on the Ortho check box to activate the layer.



Note The orthophoto layer will not appear immediately. It is necessary to pan, zoom in, or zoom out to force the map to redraw and display the ortho.

Using the Measuring Tool

The measuring tool can be very helpful for calculating civic numbers when field measurements are not available and the driveway is visible on the orthophotos. In the example below, the measuring tool is used to measure from the driveway of civic #67 to the unknown civic point in the lower right. The distance of 213 m is used to calculate that the new civic is #109 based on a 10 m increment.



Displaying Feature Attributes

Showing Information about a Civic Address

When displaying the results of a search, or when clicking on a civic centroid with the identify tool, the point is highlighted in green and information associated with the civic is displayed below the map window.

Property Information	
Owner Name	CANADIAN IMPERIAL BANK OF COMMERCE
PID	15046055
AAN	04386744
Address	28 ASPEN GROVE HOWIE CENTRE

Community Information	
Community Name	Howie Centre
Municipality	Cape Breton Regional Municipality
County	Cape Breton County
Community ID	709
Community MuniD	709

Street Information	
Str_Key (mun_id, name, namesource, posted	70900077 (70900077), Aspen Grove, , TIR name , other

Unit 1 Information	
Parcel Identifier (PID)	15046055
Segment Identifier	70900012
Civic Number	28
Civic Number Suffix	
Unit Number	
Postal Code	B1L 1C4
Building Use	Residential - Single Unit Dwelling - Detached -
Building Posted	Residential
Building Name	
Civic Number Source	Municipality
Civic Number Posted	other
Additional Info (Permit #s, etc.)	
Keep PID up to date with Point	Y
MUN_ID	70900100

Note The address field in the Property Information section is drawn from a separate database and does not always display the same civic address as the NSCAF address.

Showing Information about a Road Segment

The attributes associated with a road segment can be displayed by clicking on the road segment on the map with the Identify tool. The road segment will be highlighted as a blue arrowed line, and the road name and aliases will be listed above the map window.

In addition, the address range values and other information will be shown below the map. The street information lists the ‘official’ (E-911) name highlighted in yellow, each alias

name, the source of the name, and whether the name is posted on a street sign.

Community Information	
Community Name	Howie Centre
Municipality	Cape Breton Regional Municipality
County	Cape Breton County
Community ID	709
Community MuniID	709

Street Information	
Str_Key (mun_id), name, namesource, posted	70900077 (70900077), Aspen Grove, TIR name, other
	70900070 (70900070), Aspen Grove Road, TIR name, not posted

Segment Information	
SEGID	70900012
Owner	TIR (Transportation and Infrastructure Renewal)
Authority Number	CB0808
Range Value Generator	Automated Linear Interpolation
Traffic Direction	Two-Way
DATE REV	20071217
Additional Info (Permit #s, etc.)	
MUN_ID	70900012

Left		Right	
From	25	From	26
To	31	To	32
Parity	odd	Parity	even
Range Increases With Arc Direction		Range Increases With Arc Direction	

Segment Note	
Segid	70900012
Note	OVERLAP between seg#70900109

Showing Information about a Property

Property information is displayed when a civic point or property polygon is selected. The property is highlighted in yellow when selected using the Identify tool to click on the property or when searching by PID. The information displayed is from the NSPRD and may contain a (civic) address that conflicts with that stored for a related civic point in NSCAF.

Property Information	
Owner Name	HER MAJESTY THE QUEEN CANADA
PID	25043985
AAN	00140562
Address	VICTORIA STREET WEST AMHERST

Note There are times when discrepancies between a NSCAF civic address and a civic address in the property information box may exist. Civic address issues in the property mapping address field can be resolved by contacting your local LRO and requesting a civic address change for that specific PID/AAN.

The main difference between the NS Address Finders and the NSCAF Web Editor applications is the ability of the NSCAF Web Editor to add, delete, and change data. The main edit functions are accessed from the **What do you want to do today** drop down menu, in concert with the edit buttons that appear below the map window.

What do you want to do today	Add Civic Point	Add Road Segment
<input type="text"/>	to Highway 366	to the community of East Amherst

Note The edit section shown above is only visible when an object is selected. Zooming, panning, and other operations may also cause this section to disappear; in this case, reselect the entity with the Identify map tool.

All edit operations begin by selecting an object. Because all features, including road/street names, are linked within the database to a specific community, it is necessary to select a feature in a community where an edit is about to take place in order to make that community “active”. A civic point or addressed road may be selected using the Identify tool in the map window. Graphic information (new roads or civic points) can then be added to the map, or attribute information (e.g. civic number, building name, building use) can be added or updated.

As noted in the Introduction, the NSCAF uses a relational database structure. One consequence of the relational structure and the use of map objects is that some operations must be completed in a particular order. For example, a civic point must be associated with a segment of road in order for the civic point to acquire a street name as part of its civic address.

For this reason, the road names and segments must be added before the civic points can be added. Once the civic points are added, they can be edited to alter the civic number, unit number, building use, and other data associated with the location.

The NSCAF structure actually provides efficiencies for the storage and maintenance of the data. When adding a new

civic point, it is only necessary to select the relevant road segment to create a linkage to the community and all assigned street names / aliases.

The following sections provide the steps required to conduct the common editing functions.

Note It is necessary to use the search functions and map tools to navigate to the area you will be working in before starting an edit operation. You may need to search by street name, PID, or a nearby civic address to find the desired location.

Note Edit functions will not be available until an entity is selected. Using a search function or selecting an entity with the Identify tool will activate the community containing the entity for subsequent editing operations.

Once a user begins an edit operation on a NSCAF feature; that feature and associated records are locked for all other users. Successful completion of the edit operation is required before the feature is unlocked. When the application malfunctions or is inappropriate termination of an edit operation, the record remains locked. If the user wishes to cancel an edit operation, click one of the "Cancel Edit" or "Exit" buttons available in the various edit windows. Never click on the browsers back button. Contact nscaf_maintenance@gov.ns.ca to unlock inadvertently locked records.

Editing Street Information

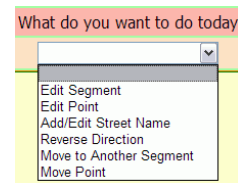
A typical street editing operation is the addition of a new street. This is accomplished by first adding the name of the street to the database, then adding any alias names, and subsequently creating the graphic street segments and linking the names to the segments. Each of these operations are described below.

Adding a Street Name

Streets names are first added to a community's street name list, and only then are available to assign to street segments. For streets that cross a community boundary, the process of adding and assigning the street name must be repeated for each community.

STEP 1

Begin by using the search functions to locate the community or areas where you will be working. Using the identify tool, select a point or road segment in the target community. The Add/Edit Street Name will appear in the **What do you want to do today** drop down menu.



Note The list of options you see in the **What do you want to do today** drop down menu will change depending on the type of entity currently selected and your edit privileges. If a road segment is selected, the menu will not contain 'Edit Point' or 'Move Point'.

Note If you do not have edit permission for the selected community, the **What do you want to do today** section will not be available. You will also not be able to see it if no entity is selected, or you searched by road name; in this case use the Identify tool to select a civic point or road segment.

Hint If you cannot successfully select an entity with the Identify tool, try zooming in and try again.

STEP 2

Select the Add/Edit Street Name option and a separate window will open

to allow you to enter the new street name. The Current Names list shows all street names currently assigned in the selected community. Note that the street type (e.g. Lane, Road, etc.) is added separately, and a French street type (Prefix) can also be accommodated. Use further suffixes available in the Street Direction drop down list ONLY if they appear in the actual street name. These words are NOT used to indicate direction of travel. Type the new name in the Street Name edit box, and select the street type from the drop down list.

Note Street Type is a required field. Even in cases such as 100 series highways, where no suffix is used, a street type of 'Hwy' is still selected. This suffix will be suppressed by the system if required, so that only the proper name will be used for labelling and searching, rather than use, e.g. Highway 104 Hwy.

Note: As part of the Single Address Initiative the following fields are now mandatory entries or SAI required when adding new or editing street names to the NSCAF. The mandatory fields are: Street Prefix (when applicable), Street Name, Street Suffix, and Street Direction (when applicable).

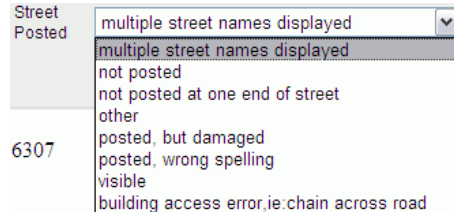
The Name Code field drop down list allows you to identify the source of the name. For example, if the name is assigned by a municipality, you would select “Municipal Unit Name”.

The MunID field serves as a link between a municipal database and the NSCAF. Municipalities can assign a unique

key of their own to the new street segment. This field will help ensure that the relationship the two fields (i.e. MunId and SEGID) will be retained until municipality notifies the Geomatics Centre of any change.

STEP 3

Select the Street Posted option from the drop down list. This identifies whether and how the street name appears on the local street sign. There are a number of options that indicate the potential condition of street signage. If the existence or condition of the street sign is not known, then leave this option set to Not Posted. If there are no issues with the posted sign, then select Visible.



STEP 4

Click on the Add button to enter this street name into the NSCAF. At this point, the name is merely available for use, but is not assigned to a particular street.

The system will notify you immediately if you attempt to add a street name that already exists in the NSCAF for that community. In addition, the system will notify you if a similar name exists anywhere in the county. In the example below ‘Noel Road’ was added to a community that already contained the name ‘Noel Lane’.



The system provides a warning that a similar name exists. While it is acceptable to have duplicate names within a county (but not within a community), it is desirable to avoid duplication. If you still want to add the name, you can click the Continue button; otherwise you can cancel the add operation with the Cancel button.

The application will respond with a message indicating the road name has been added, and a reference number (REF#) will be provided in case you need to refer back to this edit at some point in the future. Close this window by clicking on Back to return to the main application window.

Adding a Street Alias

A street alias is an additional name that is used to identify the street. Scenic Trails are an example of a street alias. Any number of aliases can be added.

Alias names are added in the same manner as other street names. For each name that is added, the source of the name is identified using the Name Code field.

Adding a Street

Streets are added to the map using “heads-up digitizing”. This provides an approximate location for the road and is used as a placeholder until the road can be collected with higher accuracy. If you have the road available in a digital format, you can contact nscaf_maintenance@gov.ns.ca to discuss options for loading the data directly into the NSCAF.

It is not necessary to break roads where they intersect existing roads. This will be done by NSGC staff. All that is required is that the full length of each new road is digitized and properly ranged. The only exception is to stop digitizing new roads at community boundaries; select a feature on the other side of the community boundary to make that community active before resuming adding new road features. It will also be necessary to add the road name to the other community street name list if it is not already listed.

Note When a road is split into two new sections, the old SegIDs are retired and new SegIDs assigned. This may have implications for users who rely on these reference numbers to link to their own datasets. Likewise, when a temporary road is replaced with a GPSed road, the existing SegID may be retired and a new number assigned.

STEP 1

Navigate to the location where the road is to be added using the search functions or map window. Zoom in to an appropriate level so that the area where the street will be added is visible. Ensure that a feature in the target community is selected using the identify tool.

Note Edit functions will not be available until an entity is selected. Using a search function will activate the community containing the entity. Selecting an entity in the map using the Identify tool will also make that community active for editing in subsequent steps.

STEP 2

Click on the highlighted text beneath the Add Road Segment heading below the map.

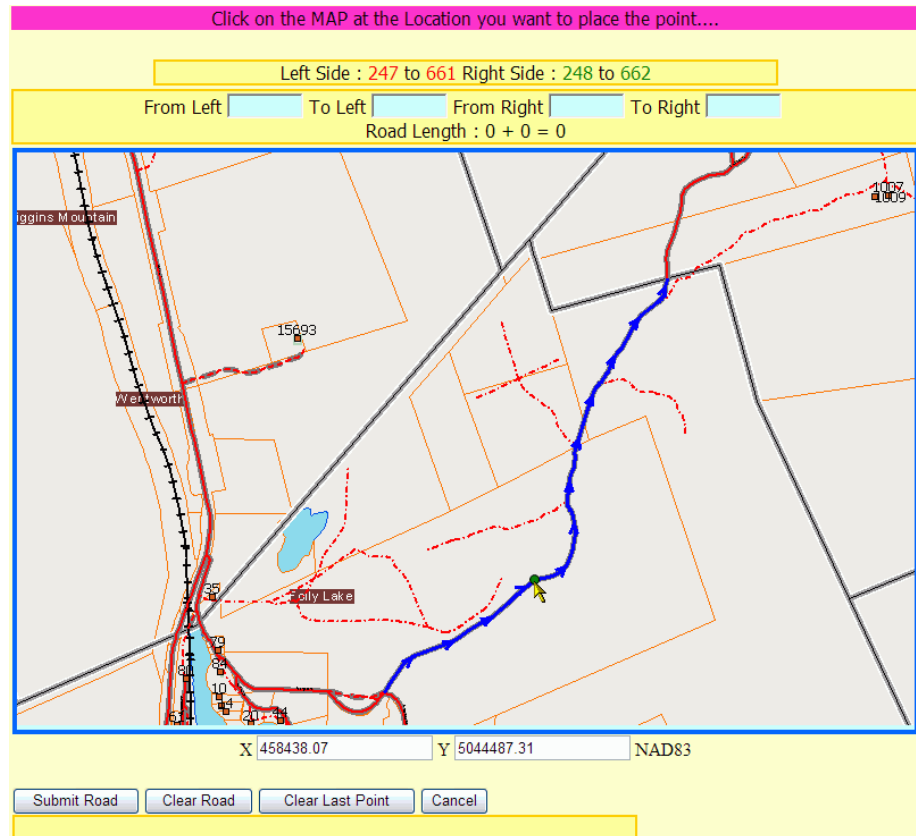
What do you want to do today	Add Civic Point	Add Road Segment
<input type="text"/>	to Lafarge Lane	<u>to the community of Folly Lake</u>

An edit window will open to allow the new road segment to be added.

Hint Be sure to zoom in adequately before selecting this option, as the edit window for adding the new road does not have zoom or pan options available.

STEP 3

Place the crosshairs on the map at the location that you want the street to start. This will typically be at the junction with an existing road. Click the mouse button to anchor the start of the street.



Place the crosshairs on the map at the location that you want the street to start. This will typically be at the junction with an existing road. Click the mouse button to anchor the start of the street.

STEP 4

Click on the locations where each vertex should be added and the system will place green dots and connect the dots with a dashed blue line. If a vertex is placed incorrectly, you can use the Clear Last Point button to remove vertices, or you can start over and remove the entire road by clicking on the Clear Road button.

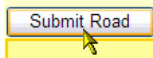


As each vertex is placed, the yellow section above the map will report the current length of the new segment, and the calculated address range (based on a 10 m interval).

From Left	1	To Left	111	From Right	2	To Right	112
Road Length : 557 + 0 = 557							

Note Remember that it is not necessary to break a new road where it will intersect another segment.

STEP 5

When all vertices for the current segment have been added, click on the Submit Road button  beneath the map window. The system will show a confirmation dialog, and you can continue by clicking the Back text at the bottom of the dialogue window to return to the main map window.

STEP 6

From the main map window, ensure the new road segment is selected (highlighted blue with arrows); if not, use the Identify tool and click on the new segment to select it.

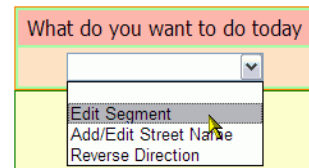
STEP 7

At this stage, we have added new road segment geometry, but the segment has minimal attributes. We now need to assign a road name and review the address range values and other attributes for the segment. These procedures are explained below in [Updating Street Attribute Data](#).

Updating Street Attribute Data

STEP 1

When a segment is created in the addressed roads layer it is given a temporary name of NEWROAD (+ Date Stamp) Road. After selecting the newly digitized segment, select 'Edit Segment' from the **What do you want to do today** drop down menu to add a pre-existing name to the segment.



Note The street name must be present in the NSCAF before it is assigned in the next step. If it has not been added, refer to Adding a Street Name before selecting the Edit Segment option.

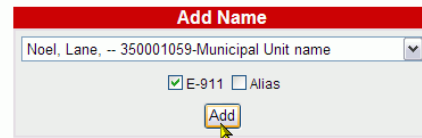
STEP 2

The Edit Segment option opens a window with multiple sections. The top



section lists currently assigned names. The name highlighted in yellow (if any) is the official name used for E-911 services. In this case, only the temporary name is assigned to the segment, and no E-911 name has been identified.

Before we can remove the temporary name, we need to assign a proper name to the segment. From the



Add Name section, select the name of the segment. If this is the E-911 name, click on the E-911 checkbox; otherwise click on the Alias name checkbox. When done, click on the Add button to assign this name to the segment. A confirmation dialogue will appear with a reference number. Click the Back text to return to the main map window.

STEP 3

At this stage we have assigned a new name to the segment, but we still have the temporary name assigned. To remove the temporary name, repeat the process to edit a segment by selecting Edit Segment from the **What do you want to do today** drop down menu. The Edit Segment screen will appear.

STEP 4

Click on the checkbox next to the temporary name and then click on the Remove Name button. This will



remove the name from this segment, although the name will

still reside in the pool of street names available for this community. It may be necessary to refresh the map by panning or re-selecting the edited feature in order to see the latest edits.

STEP 5

If we are removing the temporary name, or if the assigned name is no longer valid in this community, we will also need to remove the name from the list of available names as described in [Deleting a Street Name](#).

Updating Segment Information

Below the street name section of the Edit Segment window is the Segment Information section. It contains ownership and directionality fields, among other data. Note that the Authority Number

Segment Information	
SEGID	54100023
Owner	TIR (Transportation and Infrastructure Renewal) ▼
Authority Number	NS0030
Range Value Generator	Automated Linear Interpolation ▼
Traffic Direction	Two-Way ▼
Additional Info (Permit #'s, etc.)	
MUN_ID	0

field will be greyed out for users other than TIR; this is an example of how access to the data is controlled by the maintenance tool through the privileges associated with the user name.

Note The Owner field identifies who owns the road segment. In the past, private roads have often had a (P) suffix after the road name; this is not necessary when the owner field is set to Private, and the use of this suffix is being discontinued.

The Range Value Generator identifies the method used to calculate the address range associated with the segment. The maintenance tool will automatically calculate the range of a segment using the length of the segment and a 10 m interval (Automated Linear Interpolation). If the address ranges were calculated using field measurements, then Collected in Field is used. Otherwise, a value of Unknown is used.

Traffic direction provides valuable information on access and traffic flow. Most of the values are self-

Two-Way ▼
None
Impassable
One-Way against Arc Direction
One-Way with Arc Direction
Restricted
Seasonal
Two-Way

explanatory. One-way traffic flow has two possible values depending on the direction of traffic flow relative to the digitized direction of the road segment. The digitized direction of the segment can be determined by selecting the entity and observing the direction of the blue arrows that highlight the segment.

Note Traffic direction field also helps identify accessibility. Roads that are not accessible to emergency vehicles in winter can be flagged Seasonal. Users are strongly discouraged from adding “impassable” roads. The “restricted” category applies to roads legally used only by emergency vehicles.

The Additional Info. field can be used to hold a municipal document reference ID or similar information. The field is limited to 20 characters. The Mun_ID field is an optional field that can hold a key to allow a link to a municipal centreline database.

Updating Address Range Information

When a new road is added “heads up”, the address range values are initially populated automatically based on the length of the new road and a 10 metre interval. Typically, the odd range is on the left and the even range is on the right, with the “from” and “to” even range values being one higher than the corresponding odd values. However, any other combination can occur. Left and right sides are designated relative to digitized direction as illustrated by the arrow symbols when a segment is selected.

Address Ranges			
Left		Right	
From	<input type="text" value="1"/>	From	<input type="text" value="2"/>
To	<input type="text" value="119"/>	To	<input type="text" value="120"/>
Parity	<input type="text" value="odd"/>	Parity	<input type="text" value="even"/>
Range Increases	<input type="text" value="With"/> Arc Direction	Range Increases	<input type="text" value="With"/> Arc Direction
<input type="button" value="Submit"/>		<input type="button" value="Delete"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Reset"/>	

The address range data assigned to the segment has been revised to separate the parity for the left and right sides. This simplifies the number of possible parity combinations in the Parity drop down list.

It is also important to know how the address range values increase relative to the segment direction. While the

preference is to have the range increase with the arc direction, there are unusual cases where the opposite occurs.

Editing a Street Name

If the information assigned to a particular street name changes or is incorrect, the data can be edited using the following procedure.

Note Editing a street name will affect all segments in that community that have that name assigned.

STEP 1

Begin by locating the street by typing the name into the Free Style search window, or by using another search option. Select Add/Edit Street Name from the **What do you want to do today** drop menu. The street name edit window will appear.

STEP 2

Click on the desired street name in the Current Names list, then click on the Edit button. A confirmation dialog will ask if you want to edit the street name. Click on OK to continue.

STEP 3

The street name edit window will be redisplayed, and now the selected street name will be populating the fields on the right side of the window. Correct or change the street name, street type, or any other information. This is useful if, for example, the name was spelled incorrectly in the database, or if the condition of the posted signage changes.

Edit Street Name	
Current Names	Prefix <input type="text" value="None Selected"/>
Blueberry, Lane, : Municipal Unit name : 310500008 (0)	Street Name <input type="text" value="Blueberry"/>
Dean Back, Road, : Municipal Unit name : 310500004 (7392)	Street Type <input type="text" value="Lane"/>
Highway 336, : MSAG Alias : 310500003 (10454)	Street Direction <input type="text" value="None Selected"/>
Lemmon Hill, Road, : Municipal Unit name : 310500005 (8014)	Name Code <input type="text" value="Municipal Unit name"/>
Route 336, : TIR name : 310500007 (0)	Street Posted <input type="text" value="visible"/>
School House, Road, : Municipal Unit name : 310500006 (8636)	MunID <input type="text"/>
St Marys, Road, : Municipal Unit name : 310500001 (10909)	
Stewiacke, Road, : TIR name : 350000693 (0)	
Swinimer, Road, : Municipal Unit name : 310500009 (0)	
West Mountain, Road, : Municipal Unit name : 400004688 (0)	
<input type="button" value="Edit"/>	
	Note: When adding names for Private roads, please do not include (P) in the name. Instead set the Owner field to Private when attaching the name to a segment.
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Note: As part of the Single Address Initiative the following fields are now mandatory entries or SAI required when adding new or editing street names to the NSCAF. The mandatory fields are: Street Prefix (when applicable), Street Name, Street Suffix, and Street Direction (when applicable).

STEP 4

Click on the Submit button to update the NSCAF. The application will respond with a confirmation message and a reference number (REF#) will be provided in case you need to refer back to this edit at some point in the future. Click on the Back text to close this window to return to the main application window.

Deleting a Street Name

If a street name is no longer used, it can be deleted from the NSCAF. If the street name is assigned to a street, additional steps are required to avoid leaving the street with no name. As well, the steps must be repeated for each community that contains the street. The name is deleted using the following procedure.

STEP 1

Begin by locating the street by typing the name into the Free Style search window, or by using another search option.

STEP 2

If there is only one name associated with a street, it must be an E-911 name. This ensures that it can always be located for 911 services. To delete the E-911 name for a street, it will first be necessary to assign another E-911 name as described in [Updating Street Attribute Data](#).

STEP 3

At this point, it is assumed that the street name is no longer associated with a street. Select Add/Edit Street Name from the **What do you want to do today** drop menu. The street name edit window will appear. A separate window will open to edit the name information.

STEP 4

Highlight the name in the Current names list and press the Delete button below the list. You will be prompted to ensure you want to delete the name. After confirming, the application will respond with a message indicating the road name has been deleted, and a reference number (REF#) will be provided in case you need to refer back to this edit at some point in the future. Close this window to return to the main application window.

If the street name is associated with a street on the map, the application will respond with an error message noting that the name cannot be deleted. Refer back to Step 2 for resolution. Remember that the name must be removed from all segments that comprise the street.

The operation could not be completed for the following reason: This record cannot be deleted because it is linked to another record in the SEG_LINK table.

[Close Window](#)

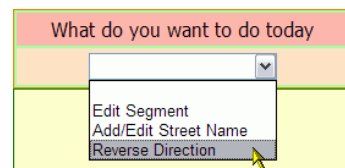
Editing a Street Alias

Street aliases are edited in the same manner as street names. Refer to the steps in [Editing a Street Name](#).

Reversing Street Entity Direction

When a street segment is selected, it is highlighted with a chain of blue arrows indicating the direction in which the line was digitized. This normally conforms to the direction in which civic numbers increase on the street. Otherwise, range based addressing systems will not plot the addresses correctly, and some street network applications may not function properly (although this situation can be documented in the Arc Direction fields in the segment editing window).

If the arrows appear in the wrong direction, select Reverse Direction from the **What do you want to do today** drop down menu. You will be given a confirmation prompt to ensure you want to proceed, and then the entity will be reversed.



Editing Civic Information

Note When editing information, use the Cancel button where available to abort an edit operation rather than closing a window with the red “X” in the upper right corner of the edit windows. Improperly closing the edit windows can lock the records and prevent subsequent edit operations. If this occurs, contact <mailto:geoinfo@gov.ns.ca>.

Collecting Civic Number Data

Municipalities and First Nations communities are responsible for assigning civic number addresses. These are typically collected as part of the building permitting or subdivision approval processes. It also occurs when the public call to have civic numbers assigned to existing structures such as camps or cottages that may require an address for insurance purposes.

Two pieces of information are required; the civic number and the geographic location that it is assigned to. The civic number is usually calculated by measuring the distance along the street from a neighbouring driveway or the beginning of the street to the driveway of the new civic point. This is discussed in detail in the Civic Address Users Guide or the Best Practice for the Maintenance of Spatial Civic Address Data.

The other piece of information is the location of the civic point to be plotted on the map. This may be available from a location certificate, site survey, or location sketch. The civic point shown in the NSCAF does not have to be at the same location (such as the driveway) used to calculate the civic number.

Arrange with the building inspector to collect the distances to adjacent reference points and adjacent civic numbers during a field inspection visit. If no plan of the site is available showing the building in relation to the property or adjacent structures, request that the inspector also provide a sketch of the building location.

A handheld GPS is a useful tool for collecting field data. While it may not be able to collect civic points to the

accuracy required by the NSCAF, it may be as accurate as and faster than other methods used to collect field data for calculating civic numbers. Whatever method is used, it is important to specify the collection method when entering the data into the NSCAF. Data that are not within the NSCAF accuracy will be recollected during separate data collection programs to ensure that it conforms to the required positional accuracy. If using a GPS, collect the coordinates of the adjacent driveways or other reference points, along with the coordinate of the new civic point.

Note Ensure that the GPS unit is set to collect data as projection coordinates for UTM, Zone 20 using the NAD83 or WGS84 datum. WGS84 is equivalent to the NAD83 datum for our purposes.

The Civic Address Users Guide provides detail on the methods for calculating civic numbers based on field measurements.

Adding a Civic Addressable Point

The maintenance tool can be used to add new civic points to the database. A civic addressable point usually represents a building, recreational field, or other discrete location of regular activity (refer to Civic Address Users Guide for more information). Civic points are added in a multi-step process. As with roads, these steps must occur in a particular order. A civic point must be associated with a street to acquire its street name, and thus the street must be present before the civic point is added. The point is created on the map, and then the attributes are assigned to the point.

Civic points can be added to the map using “heads-up digitizing”. This provides an approximate location for the civic point and is used as a placeholder until the building or other addressable location can be collected with higher accuracy. The point can also be entered by specifying its UTM projection coordinates.

If you have the building outline or civic point available in a digital format (see GPS Collection appendix in Civic Addressing Users Guide), you can contact nscaf_maintenance@gov.ns.ca to discuss other options for loading the data directly into the NSCAF. High accuracy

points can be added using the Maintenance Tool, but this may be time consuming for adding a large number of points.

If the civic point is not accurate to the NSCAF standard, it will be recollected in future with the required accuracy. It is still important to place the point with the highest available accuracy for interim use and to assist in finding the location when the point is recollected.

Note When a temporary point is replaced with a GPSed point, the existing PntID and CivnID are retired and new numbers assigned. This may have implications for users who rely on these reference numbers to link to their own datasets. Therefore, the move point function can be used (using the UTM projection coordinates) instead of deleting the temporary point and replacing it with the GPSed point. See Reassigning a Civic to a Different Street Segment

STEP 1

Navigate to the location where the civic point is to be added using the search functions or map window navigation tools. Zoom in to an appropriate level so that the area where the property and adjacent road is visible.

STEP 2

Select the street segment to which the civic point will be addressed using the Identify tool. The civic point acquires its street name by associating it with the street segment in the map. Ensure that the correct segment of street is selected, since the civic number that you will assign is checked against the address range of the street segment, and you will not be permitted to add the civic number if does not fit within the address range assigned to the segment. The selected street segment will be highlighted in blue.

STEP 3

The civic number you are assigning must fit within the address range for this segment of street. When the segment is selected, the address range, street name, community name

and other attribute data are retrieved and presented at the bottom of the main window.

Scroll down to examine the Segment Information section, which will show the current address range assigned to the segment. Also note the parity. The civic number must match the odd/even pattern specified in the Parity fields. The left/right sides of a segment are relative to digitized direction as illustrated by the arrows when a segment is selected.

Community Information	
Community Name	Folly Lake
Municipality	Municipality of the County of Colchester
County	Colchester County
Community ID	2631
Community MunID	0

Street Information	
Str_Key (mun_id, name, namesource, posted	263100006 (0), Lafarge Lane, Municipal Unit name, visible

Segment Information	
SEGID	400030365
Owner	Private
Authority Number	
Range Value Generator	Automated Linear Interpolation
Traffic Direction	Two-Way
DATE REV	20110511
Additional Info (Permit #s, etc.)	
MUN_ID	0

Left		Right	
From	247	From	248
To	661	To	662
Parity	odd	Parity	even
Range Increases With Arc Direction		Range Increases With Arc Direction	

If the civic number you are assigning does not fit within this address range, once the number is confirmed, it may be necessary to adjust the range. Adjusting the address ranges on road segments can be a time-consuming process and requires meticulous care for streets with multiple segments. Not only must address ranges accommodate the civic numbers accessed from a given segment, there must be no address range gaps or overlaps with ranges on previous and subsequent segments on the same street. If a range or parity adjustment is necessary, refer to the steps in [Updating Street Attribute Data](#).

STEP 4

Click on the street name below the “Add Civic Point” text next to the **What do you want to do today** drop down menu.

What do you want to do today	Add Civic Point	Add Road Segment
<input type="text"/>	to Noel Lane	to the community of Folly Lake

STEP 5

A new window will open to allow you to enter the location of the new civic point. The civic point can be entered by specifying its UTM projection coordinates (x,y), or interactively by clicking on a location on the map.

Click on the MAP at the Location you want to place the point....

Left Side : 93 to 387 Right Side : 94 to 388

Civic Number	<input type="text"/>	X	<input type="text"/>
Civic Suffix	<input type="text"/>	Y	<input type="text"/>
Unit Number	<input type="text"/>	MunID	<input type="text"/>

X | 476736.43 Y | 5016139.09 NAD83

Building Use

SELECT BUILDING USE ▼

Address Location

SELECT ADDRESS LOCATION ▼

Civic Number Posted

SELECT Civic Number Posted ▼

Note: As part of the Single Address Initiative the following fields are now mandatory entries or SAI requirements when adding a new point to the NSCAF. editing street names to the NSCAF. The mandatory fields are: Civic Number, Civic Suffix (when applicable), and the Unit Number.

STEP 6

Enter the civic number (Civic Suffix number and unit number, if required) in the appropriate fields above the map window.

Note. The Civic Suffix should only be used in situations where existing multiple structures share a number, and are currently using an alpha numeric civic number format (e.g., 147-A Main St.). In situations where new multiple structure developments are occurring, unique civic numbers should be assigned and if unit numbers are required, they should be assigned as described in Section 4.4.10 to Section 4.4.10.9 of the Nova Scotia Civic Address Guide

Note A Unit Number should be used when assigning new civic numbers to new multiple unit buildings which require a unit number (e.g. when assigning a civic number to apartment buildings, semi-detached/duplex dwellings, strip malls, etc). Refer to Section 4.4.10 to Section 4.4.10.9, Nova Scotia Civic Address Guide.

STEP 7

If the UTM location of the civic point is known, it can be entered directly in the X and Y boxes above the map. Otherwise click on the location for the civic point on the map.

Note The system will check to ensure that the civic number matches the parity and address range. If you place the civic on the wrong side of the street or it is not within the segment range, a dialog box will notify you of the error.

The coordinates must be UTM, Zone 20 projection coordinates on the NAD83 (or WGS84) datum. A UTM coordinate has six digits for the easting and seven digits for the northing (e.g. 701457, 5015809).

Hint If the easting (X coordinate) is seven digits long, you likely have an MTM coordinate. This will not plot properly and will place the civic point somewhere between the Azores and the coast of Africa.

If adding the civic point interactively, place the cursor on the map at the location that you want to add the civic point. As discussed in the Civic Address Users Guide and Best Practice for the Maintenance of Spatial Civic Address Data, civic numbers are usually calculated based on driveway location, but the point on the map is placed at the location of the building. Use the property lines, surrounding buildings, and roads for orientation to decide where to place the point. Click the mouse button and the coordinate will be transferred to the edit boxes at the top of the window.

STEP 8

The Building Use drop down list allows you to assign uses to each individual civic address. This is a mandatory field. Select the description that most accurately represents the nature of the civic address. Note that the options list progressively more detail. For example there is a Residential option, and beneath this is Residential - Single Unit Dwelling, and beneath this is Residential - Single Unit Dwelling - Apartment.

Note Building Use is a misnomer. It actually represents the nature of the civic address, not necessarily the entire building. If a ten unit apartment building has only one NSCAF civic address (i.e. no units listed), then the building use would be Residential-Three or More Units-Apartment Building. However, if each unit is listed separately in the NSCAF, then each unit is coded as Residential-Single Unit-Apartment. Ask yourself, "What does this civic address represent?".

STEP 9

The Address Location drop down list allows the user to identify what the civic point location is intended to represent (e.g. building centroid).

STEP 10

The Civic Number Posted drop down allow the user specify whether the civic number is posted, the visibility and the status of the sign.

STEP 11

When the civic number, civic suffix, unit number, location have been identified, click the Submit Civic button below the map to update the NSCAF. The system will provide a confirmation dialog, and clicking on the Back text will return the system to the main screen.

Reassigning a Civic to a Different Street Segment

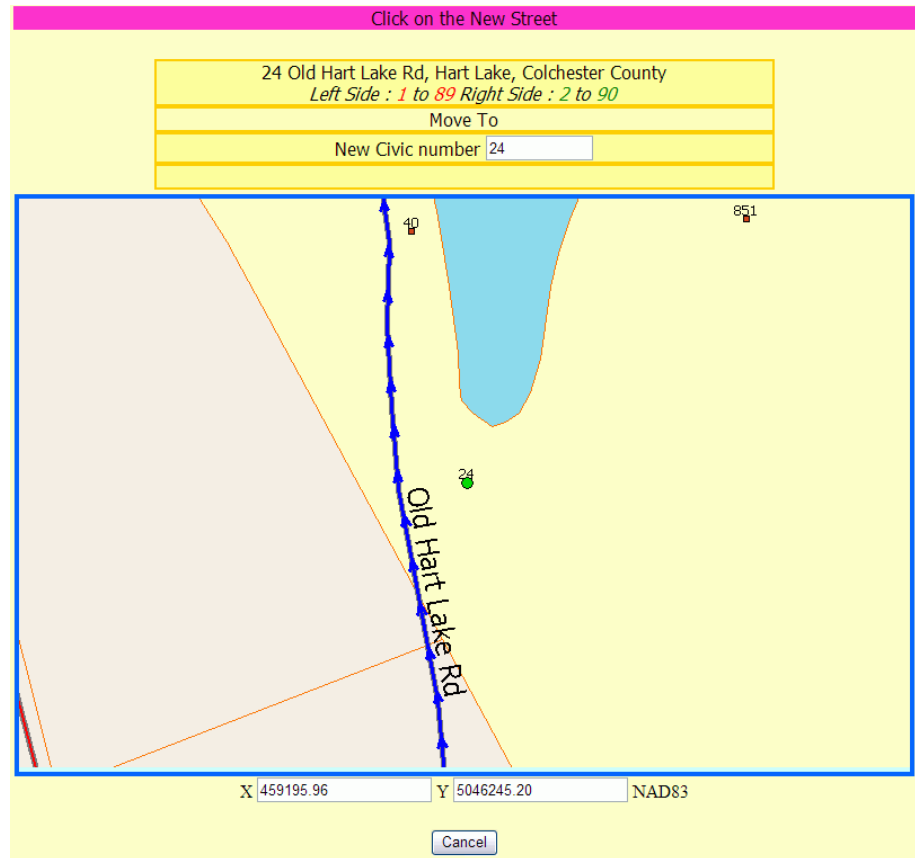
It is sometimes necessary to reassign a civic point to a different street segment. This can occur if a named private road reverts to a driveway and the buildings are readdressed from the adjoining road. This can also occur on corner lots when the civic point is assigned to the wrong segment.

STEP 1

Use the Identify tool to select the desired civic point in the map window. The point will be highlighted with a solid green circle and the associated road segment and property will also be highlighted.

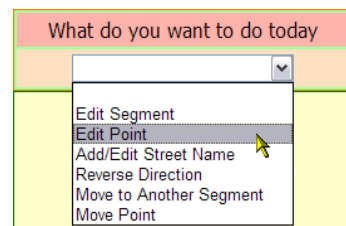
STEP 2

From the **What do you want to do today** drop down menu, select Move to Another Segment. A new edit window will open in which the user is invited to select a different segment. If the newly selected segment has an address range that will not accommodate the civic number on the point, the user is notified, the range on the target segment is reported and the transfer does not occur. The user can then attempt another segment. An input window located above the map can be used to renumber the civic point. Care should be taken to ensure the reassignment occurs only on appropriate segments and that only valid confirmed civic numbers are assigned.



Updating Civic Point Attributes

As a civic point is created, it is populated with an initial civic number, street name and community name. The NSCAF is able to associate multiple civic numbers / unit number to a civic point. This would occur if there were multiple Units or a basement apartment associated with the location. The NSCAF can also associate civic numbers/civic suffix (i.e. alpha or numeric)/unit number. This would come about where multiple standalone buildings share a common civic number and may have sub-units within. As well, there are other attributes required for the maintenance of this point, and cases where a civic number or other data have changed.



STEP 1

Begin by locating the civic using the search functions and if necessary, select the civic using the Identify tool. The point will be highlighted with a green circle and the associated road segment and property will also be highlighted.

STEP 2

From the **What do you want to do today** drop down menu, select Edit Point. A separate window will open showing the current attributes associated with civic point.

STEP 3

The Segment information section at the top is for information only. If there are issues in this section they are updated as described in [Updating Street Attribute Data](#).

Segment Information	
SEGID	263100006
Owner	Private
Authority Number	
Range Value Generator	Automated Linear Interpolation
Traffic Direction	Two-Way
Additional Info (Permit #'s, etc.)	
MUN_ID	0
Left	
From	885
To	1329
Parity	odd
Range Increases With Arc Direction	
Right	
From	886
To	1330
Parity	even
Range Increases With Arc Direction	

STEP 4

The next section shows the information associated with the first civic (Unit 1).

Unit 1	
Parcel Identifier (PID)	20434411
Segment Identifier	268300064
Civic Number	148
Civic Number Suffix	
Unit Number	
Postal Code	B0N 1C0
Building Use	Residential - Single Unit Dwelling - -
Building Posted	Unknown
Building Name	
Civic Number Source	Municipality
Civic Number Posted	not posted
Additional Info (Permit #s, etc.)	
Keep PID up to date with Point	<input checked="" type="checkbox"/>
MUN_ID	
<input type="button" value="Save Civic Edit"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/>	

In situations where infilling would not allow a unique civic number to be assigned to a structure, a civic suffix could be used (e.g., if there are two buildings on one parcel and both are assigned the same number, one of these buildings could be assigned a civic suffix in order to obtain a unique number). If there are multiple units, the Unit Number can be added to distinguish each civic number. An alpha numeric civic number should not be used when assigning to new civic numbers. New civic numbers which require unit numbers should be assigned as discussed in Section 44.4.10 to Section 4.4.10.9 of the Nova Scotia Civic Addressing Guideline should be followed.

If there are multiple units, the Unit Number can be added to distinguish each civic number. The Building Use drop down list allows you to assign individual uses for each civic address associated with a single civic point. It contains listings for various types of uses including “Residential - Single Unit Dwelling” and “Residential - Two Unit Dwelling” (i.e. Duplex). The codes are able to define the building use to varying levels of detail. Coding should provide as much detail as possible. The building use for individual units within a multiple unit structure (represented by a single civic point) should describe the use of the unit and not the building configuration. In the case of an

apartment building, where information is being reported for individual units, each unit should have its use coded "Residential - Single Unit Dwelling - Attached". It is important that as much information be reported for individual units as possible.

The Building Posted drop down list contains various non-residential building uses as indicated on any name signage posted on the building. The full text of the signage can be included in the Building Name field. The Civic Number Source describes the information source for each NSCAF civic number.

The Civic Number Posted field is used to indicate the nature of the civic number sign and the status of the posted civic number. Civic numbers that are absent or not properly posted can be identified. As well, if the resident posts the incorrect number or it is incorrectly assigned and this causes an obvious discrepancy in the parity or sequence of the address, this can be identified here.

The checkbox to Keep PID up to date with Point is normally left checked. However, there may be cases where this is not desirable. If documentation indicates that the point should actually be associated with a property other than the one it physically resides on, this box should not be checked. When the box is manually unchecked, the PID field at the top of this section becomes editable. This allows you to override the PID displayed in the input window at the top of this section and assign the correct value. If the PID override is used, a property polygon other than the one the civic point is located on will be highlighted when the point is selected.

Click on the Save Civic Edit button to record these data in the NSCAF and return to the main screen.

Note Each section in the attribute editing window is updated (saved) independently, and only one section can be updated at a time.

STEP 5

Repeat Step 2 to return to the point attribute edit window. The Add New Civic Address To Point section allows you to add additional civic numbers and/or unit numbers to the location. This occurs when there are multiple addresses as in

the case of basement apartments or Units in a strip mall. It also allows you to add a Civic Suffix to the location. A Civic Suffix could be added to an apartment complex containing more than one stand-alone building.

Add New Civic Address to Point	
Parcel Identifier (PID)	<input type="text" value="20434411"/>
Segment Identifier	268300064
Civic Number	<input type="text"/>
Civic Number Suffix	<input type="text"/>
Unit Number	<input type="text"/>
Postal Code	<input type="text"/>
Building Use	-UNKNOWN Land Use Code - - -
Building Posted	Unknown
Building Name	<input type="text"/>
Civic Number Source	Unknown
Civic Number Posted	Unknown
Additional Info (Permit #s, etc.)	<input type="text"/>
Keep PID up to date with Point	<input checked="" type="checkbox"/>
MUN_ID	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Reset"/>	

For each address, enter the civic number, civic suffix, unit number, and other associated information as described in Step 4. Press the Add button to record each address, and repeat from Step 2 for multiple addresses. Once each address is added, an additional Unit section will appear in this window during subsequent edit sessions.

Click on the Add button to record these data in the NSCAF and return to the main screen.

Note Each section in this window is updated (saved) independently, and **only one section can be updated at a time.**

STEP 6

The Point Information section at the bottom contains information about the point geometry.

Point Information	
Point ID	263100009
Number of Units	1
Feature Code	BLCP
Civic Accuracy	1-3 metres
Address Location	Building Centroid
Product Type	Nova Scotia's Enhanced Topographic Database
Scale	5001-10000
Collector	GeoNet
Capture	Original Data
Revision Type	Original civic address point - No Revisions
Check PID with QC App	<input checked="" type="checkbox"/>
PID	20419305
Compile	All data collection satisfactory
Additional Info (Permit #'s, etc.)	
<input type="button" value="Save Point Edit"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Reset"/>	

Point Note	
Note	
<input type="button" value="Add Note"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Reset"/>	

The Number of Units identifies the number of separate addressable units associated with a point. A default value of one is assigned to new points added in the NSCAF. In those cases where a single point has multiple units, the user must go back and edit the Number of Units manually. For example, a single unit dwelling is normally assigned a value of one, but if the user adds a basement apartment as a unit, the Number of Units should be populated as two. An apartment building or commercial building should have its Number of Units value equal to the number of internal apartments, businesses, offices, etc. In cases where a Municipality maintains a civic number on a vacant lot or public space (i.e., no built structures), it is recommended that the user change the Number of Units count to zero.

The Civic Accuracy field relates to the method used to collect the civic point. Estimates of GPS accuracy can be

based on tests with the usual method used to collect data. Most GPS systems have an inherent accuracy and you must also consider the ability of the user. Repeated measurements at a known location can be useful in providing a measure of accuracy. If data derived from other sources cannot be qualified, an accuracy statement of "unknown" is appropriate.

The Address Location identifies what the point on the map represents; while the point typically indicates a building centroid, other locations such phone booths or centroids of vacant lots can also be represented. As discussed previously, the civic address is calculated based on the driveway, but the point on the map typically represents the location of a building or other addressable point.

The Product Type will generally be “Municipal Unit Database”, for information from a municipal or First Nations database. Scale can be left to the default of “if scale is unknown” (unless the point location is derived from a map, in which case the scale of the source map would be included here).

The Collector identifies the municipality, First Nations community or field collection representative that collected the coordinate location. The Capture code identifies the method used to collect the civic point location. Data collected by municipal or First Nation partners using GPS equipment will be coded "GPS Municipal".

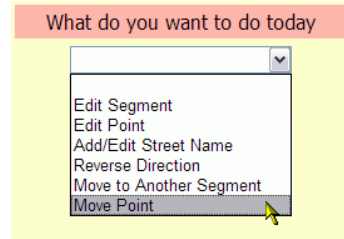
If there are no issues with the point, select “all data collection satisfactory” from the Compile drop down list. Otherwise, specify the problem, since this is a useful flag to note any residual issues associated with the location.

Click on the Submit button to record these data in the NSCAF and return to the main screen.

Note Each section in this window is updated independently, and only one section can be updated at a time.

Moving a Civic Point

If a “heads up” point has been placed in the wrong location on the map, it can be moved to a new location.

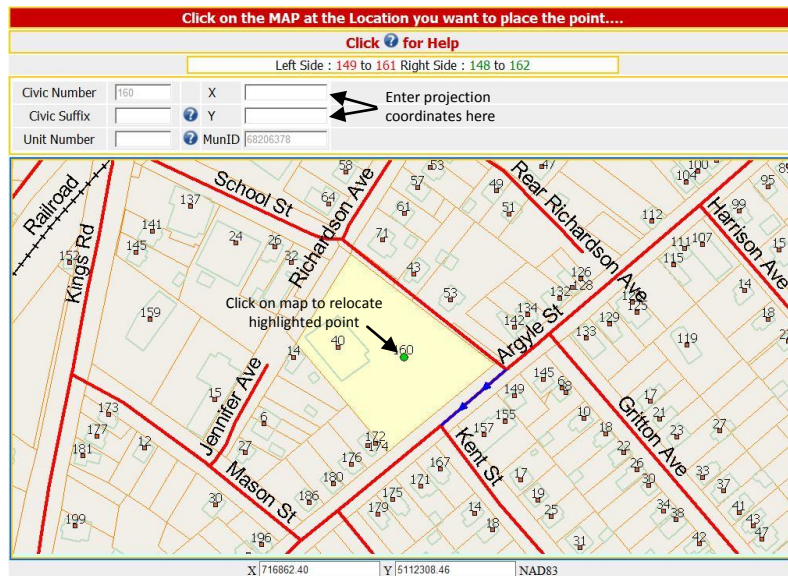


STEP 1

Use the search functions and Identify tool to select the desired civic point in the map window. The point will be highlighted with a green circle and the associated road segment and property will also be highlighted.

STEP 2

From the **What do you want to do today** drop down menu, select Move Point. A separate map window will open showing the current location of the civic point. The civic point can be moved by specifying its new projection coordinates, or visually by clicking on a new location on the map.



Note The "Move Point" OPTION IS NOT AVAILABLE FOR points derived from the Nova Scotia Topographic Database or that were captured by GPS. Contact nscaf_maintenance@gov.ns.ca if the location of an original data point is suspect.

The new location must be within the current map window, and if the civic point is moved from one side of the road to the other, the civic number must match the parity for the new side of the road.

If entering the coordinates manually, they must be UTM, Zone 20 projection coordinates on the NAD83 (or WGS84) datum. A UTM coordinate has six digits for the easting and seven digits for the northing (e.g. 701,457, 5,015,809.) The coordinate must be within the current map window.

The system will verify parity and location as soon as you attempt to reposition the point. It also verifies the civic number to the associated segment address range.

STEP 3

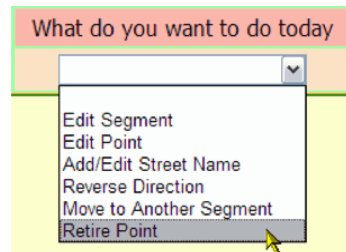
Click on the Submit Civic button to complete the move operation.

STEP 4

If the new coordinates were captured using GPS, change the value in the Capture field in the point attributes - typically to "GPS Municipal".

Deleting a Civic Point

Civic points representing buildings or other address features that no longer exist or that were added in error can be removed from the system. When this operation is performed, the point will disappear from the map and the PntID and other searches will no longer show the civic address. If at some future time it is desired to restore the point, it can be accomplished



manually by contacting nscaf_maintenance@gov.ns.ca since retired data still reside in the system but are not displayed.

STEP 1

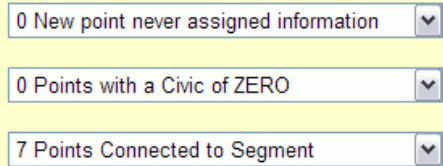
Use the search functions and Identify tool to select the desired civic point in the map window. The point will be highlighted by a solid green circle and the associated road segment and property will also be highlighted.

STEP 2

To delete the civic point, select Retire Point from the **What do you want to do today** drop down menu. If there are multiple civics and/or civic suffixes and/or units associated with the point, the system will provide a warning stating the number of civics, civic suffixes and units, and requesting a confirmation of whether the point should be deleted. To continue with the deletion, click OK and the point will be deleted.

Database Status

The Maintenance Tool provides a component for cleaning up the data in each community. When shown, it appears in the yellow box below the map window.



The screenshot shows three dropdown menus stacked vertically, each with a yellow background and a downward arrow on the right. The first menu displays '0 New point never assigned information'. The second menu displays '0 Points with a Civic of ZERO'. The third menu displays '7 Points Connected to Segment'.

These provide a quick means of assessing the data in the community. Selecting an item from the drop down list selects the entity and repositions the map to show the location of the entity.

New Points Never Assigned Information

These occur when a civic point is added, but no data are assigned. After selecting one of the points, use the procedure described in [Updating Civic Point Attributes](#), beginning at Step 2 to add the required information.

Points with a Civic of Zero

If no civic number was observed during the initial creation of the NSCAF, or if the civic number was otherwise not known, a value of 0 was placed in the Civic Number field. This may also have occurred for remote camps that may be valid addressable points, but have had no civic number assigned by the municipality or First Nations community.

If the municipality or First Nations community has a valid civic number for the location, then the attributes should be updated. Edit the Unit and other necessary section of the attribute records as described in [Updating Civic Point Attributes](#), beginning at Step 3.

Note If the point was assigned a civic of zero because no civic number was posted, remember to update the Civic Number Posted field.

Points Connected to Segment

As noted in [Adding a Civic Addressable Point](#), the civic points are associated with a particular street segment to acquire their street name as part of their civic address. This item in the Status section is simply a list of all the points assigned to the selected street segment, and the civic number of each point. It can be used to check what civic numbers are assigned, or to quickly navigate to one of these locations.

Troubleshooting

Cannot Find Address

If you are confident that an address exists, but you cannot find it using the search features, there are a number of items to check. Ensure that:

- The Street Name spelling is correct. Try using wildcards, as explained in the Working with Wildcards section below;
- The Street Type is correct (try leaving this field blank and all civic addresses with the specified street name, regardless of street type, will be returned. For example searching on 3 Prince may return 3 Prince Street and 3 Prince Lane);
- For a Drop Down search, that the correct County is selected.

Working with Wildcards

Wildcards are a powerful addition to the search capability for street names. The “%” sign is used in place of one or more characters in the street name and helps increase the likelihood of finding a correct match.

The wildcard character can be used at the start, middle, or end of a name, and multiple wildcard characters can be used in a single search. If the exact spelling is known, a wildcard is not necessary, and can sometimes be a nuisance since it may produce a long list of possible matches and increase the search time. But used appropriately, it is a valuable tool.

Let’s look at a couple of examples. In Nova Scotia, “Mac” and “Mc” are common name prefixes that are sometimes used in street names. If we do not know



what prefix to use when searching for MacDougall Street, we could search using M%Dougall and the system will search for both MacDougall and McDougall.

With multiple wildcards in a single name, the search can be broadened further. As with the examples above, if we are not sure if the name is

MacDonald,
MacDonnell,
McDonald, or
McDonnell
you could
search using
M%Don% and
all forms of
the names
would be
returned, as
well as any
others that
match the

Enter Civic Address :	m%don% lane
	MacDonald Lane, Bayswater, Lunenburg County
	MacDonald Lane, Bras d'Or, Cape Breton County
	MacDonald Lane, Fourchu, Richmond County
	MacDonald Lane, Glace Bay, Cape Breton County
	MacDonald Lane, James River, Antigonish County
	MacDonald Lane, Middle River, Victoria County
	MacDonald Lane, Mira Road, Cape Breton County
	MacDonald Lane, Port Howe, Cumberland County
	MacDonald Lane, Rivulet, Inverness County
	MacDonald Lane, Westville Road, Pictou County
	MacDonald Lane, Whiteside, Richmond County
	MacDonalds Lane, Beaver Cove, Cape Breton County
	MacDonalds Lane, Big Bras d'Or, Victoria County
	MacDonalds Lane, Dominion, Cape Breton County
	MacDonalds Lane, Mira Gut, Cape Breton County
	MacDonalds Lane, Westville, Pictou County
	MacDonell Lane, Mabou, Inverness County
	Macdonald Lane, Brule, Colchester County
	Macdonald Lane, Lochaber Mines, Halifax County
	Macdonald Lane, Musquodoboit Harbour, Halifax County
	McDonalds Lane, Glace Bay, Cape Breton County
	McDonalds Lane, Glace Bay, Cape Breton County
	Mildon Lane, Weymouth, Digby County

pattern. The search can be further refined by including the street type, as in the case here to limit the list to those with a street type of 'Lane'.

Note Some street names use a period after the initial of a person's name (e.g. A.Y. Jackson Crt). It can be difficult to anticipate how the periods and spaces are used. In this case it is suggested that two wildcards be used i.e. %Jackson% to search for all combinations.

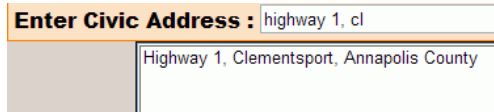
Refining Search Options

In addition to wildcards, other search options can help when using the freestyle search option. The use of a comma to separate the street name from the community name can be helpful to limit the search to a particular community. This must be used cautiously, since it will expect everything before the comma to contain the street name and abbreviated street type.

For example, a search of Highway 1 produces a long list of possible matches since the highway runs through a large number of communities, and the search term also matches any highway name beginning with “1” such as Highway 1, Highway 101, and Highway 162.



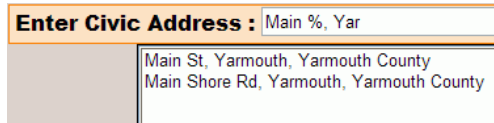
We can refine the search by adding a comma after the highway number to limit the search to just Highway 1. This still produces a long list since the highway passes through multiple communities. If we were interested in the section of Highway 1 that passed through Clementsport, we could type the community name after the comma. The search term is now “Highway 1, Clementsport”. It is not necessary to type the entire community name, as the list of options drops to one after typing just the first two letters of the community name.



Note A space must be included after the comma. If no space is used after the comma separating the street name and community name, no results will be shown.

Hint To search for a numbered street (such as 7002 Rd), place a space before the road name to ensure the system recognizes the number as part of the name rather than as a civic number.

When using this technique, the street type abbreviation is used. For example, “St” is used rather than “Street”. To simplify this search, it is suggested that a wildcard be used instead of the street type, followed by the comma and community name. For example to find Main Street in Yarmouth the search term shown above could be used. Notice that the wildcard matches any street name beginning with “Main ”, so two choices in Yarmouth are shown.

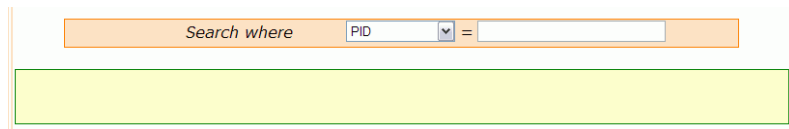


Cannot Select Feature on Map

The Identify tool is used to manually select an object on the map. Only some features, such as civic points and addressed road segments are selectable. At times, clicking on an object doesn't work, and this is typically caused by not being zoomed in far enough. A good practice is to position the cursor over a civic point and see if the civic data appears in a window next to the point (see [Cursor Rollover](#)). If the cursor rollover does not work, the map is likely not zoomed in far enough. Try zooming in further and repeating the select operation.

Nothing Shown Below Map Window

The **What do you want to do today** drop down menu, and the attribute fields below the map window are only shown after an entity is selected.



Normally, a search result will be highlighted on the map and the sections below the map window will be visible. Occasionally, the map will show the correct location, but nothing will be highlighted. In this case, use the Identify tool to manually select the entity and then the sections below the map will appear.

Note If "What do want to do today" is still not available, even though a feature is selected in a given community, the user may not have edit permission for that community. Please contact nscaf_maintenance@gov.ns.ca for assistance with permission problems.

User Feedback

There is a form available on the left side of the map window for users to provide feedback. Any comments or suggestions you have are welcome. The system can only continue to improve with your help. If you would like to see extra search options, different map displays, or modified procedures, please let us know.



The image shows a screenshot of a web form titled "Feedback". The form has a light orange border and a white background. Inside the form, there is a text input field with a light gray background and a vertical scrollbar on the right side. The text inside the field reads: "It would be helpful if seasonal roads were shown in a different colour or line style." Below the text input field, there is a button with a light gray background and a dark gray border, labeled "Submit Feedback".

In addition to being used for feedback. The feedback button can now be used to report any issues with NSCAF data. Clicking on the Submit Feedback button will send any comment(s), suggestion(s), or issue(s) directly to NSCAF Maintenance email address nscaf_maintenance@gov.ns.ca.