

CIVIC ADDRESS SIGNAGE POLICY

Section 17 of *The Municipalities Act* gives a municipality the authority to name streets or roads or areas within its boundaries and to assign a number or other means to identify buildings or parcels of land. With respect to the new Civic Addressing System, a municipality must adopt by resolution the numbering system developed by the Province of Saskatchewan.

Once adopted, the municipality may require a bylaw that an owner or occupant of a buildings or a parcel of land display the identification number it has been assigned. A municipality, therefore, has the jurisdiction to determine the format and placement of civic number signs within its boundaries. The specifications will be noted in Bylaw No. 165-21 and said Policy.

A standardized system for civic address signage will make navigation in rural areas easier for the traveling public and, most importantly, emergency personnel.

1. Civic Number Display

The owner of a building or parcel of land shall keep posted on the lot or building the civic number assigned by the Ministry of Government Relation in the following manner:

- (1) Civic numbers shall be posted in a location that is not obstructed from the view when viewed from the closest place on the traveled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- (2) Civic number shall be posted within 4.572 meters (15 feet) of the traveled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- (3) Civic numbers shall face towards the roadway upon which the lot or building is situated and which forms part of the civic number for the lot or building except that double-signed signage may be used, in which event the civic number, shall be on both sides of the sign and perpendicular to the roadway;
- (4) The bottom of the numerals should be a minimum of 1.2 meters (4 feet) above grade;
- (5) Civic number shall be in Swiss 924BT Text;
- (6) The color of the numerals shall be white and reflective or illuminated;

- (7) The height of the numerals shall not be less than 4”

- (8) The color of the background upon which the numbers are display will be blue
- (9) The signs on which the civic numbers are displayed shall be 35 x 30 cm Rectangle shape Rural Signs.

2. Civic Number Maintenance

- (1) The owner of the property shall maintain the civic number for the property in good order.

3. Prohibited Postings

- (1) An owner shall not post or permit to be posted any part of a civic address which is not assigned to the property;
- (2) An owner shall not display on a property any number which is not the assigned civic number with the exception of a lot number, unit number or number which is clearly part of a business name;
- (3) No lot number, unity number or suit number shall be posted without the word “lot”, “unit” or “suite” preceding the posted number.

4. Adoption

Reeve

Administrator

Adopted this 9th day of
March, 2021

Motion #54-21