Saskatchewan Civic Address Registry

Civic Addressing and

Road Naming

Information Guide

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1.0 INTRODUCTION

One of the driving forces behind the desire for a common addressing system, especially in the rural communities, is the movement towards the establishment of 9-1-1 systems to cover the province, providing protective services dispatch services. A simple and concise method of providing a location to the 9-1-1 operator is required. This method includes adopting an addressing system that leverages the use of seven addressing best practices; user friendly, predictable, unique, static, code-able, linked to location on the ground and visible.

As such, the Saskatchewan Civic Address Registry was developed as a province-wide standardized system of identifying and locating properties by establishing a unique property access point location. This is a voluntary provincial program that enables community authorities to manage address location and information in a geographic database through an online interactive mapping website (www.saskaddress.ca). See appendices for more information on training opportunities and checklists.

1.1 Purpose

The purpose of this document is to provide information on each of the types of addressing systems in Saskatchewan along with additional supporting documents.

Section 3.0 Rural Addressing, describes the Saskatchewan standard system of addressing that can be applied in the rural areas of the province, including the use of the numbered Township Grid Numbering System, for example. Additional examples include addressing along rural numbered roads, provincial highways, and locally common named roads. This standard was adopted by SARM resolution No. 7-05M at the 2005 mid-term convention of the Saskatchewan Association of Rural Municipalities.

Section 4.0 Urban Addressing, presents a set of rules and guidelines mainly for the assignment of civic addresses in those urban areas of the province that have not yet adopted civic addressing or who may wish to improve existing addresses. The information has been adapted from a variety of sources including *Addressing Systems: A Training Guide/ or 9-1- 1* published by the National Emergency Number Association, Coshocton, Ohio; *Civic Addressing in New Brunswick - Standards and Guidelines* published by New Brunswick 9-1-1; *Canadian Address Standards* published by Canada Post Corporation. The information has been adapted to meet Saskatchewan's specific needs.

1.2 Civic Address Registry Facts

❖ The Civic Address Registry database was compiled using address information provided by communities and addresses that were derived for rural communities where no previously assigned civic addresses existed.

❖ The geographic location of the addresses is based on the driveway access to a building, such as a residence or business.

❖ A rural civic addresses system leverages the use of township and range road network for assigning civic addresses.

- ❖ If you do not live in an urban community such as a town, village or hamlet etc., the use of rural civic addresses is encouraged when calling 911.

- ❖ Without community participation, addresses will not be current in the 911 call-taking system. This may impact the efficiency in the ability to locate an emergency and to dispatch emergency response in a timely manner.

1.3 Frequently Asked Questions

Who has the authority to name streets and assign civic numbers?
According to the Municipalities Act 17(1), a municipality may name streets or roads or areas within its boundaries and may assign a number or other means of identification to buildings or parcels of land.

Is the civic address in the registry be used as a mailing address?
No, the civic address registry does not contain names or postal codes, and as such, currently it may not provide sufficient information for mail delivery. Your current Canada Post mailing address will not change.

What are the benefits of using civic addresses over a legal land description location?
A legal land description identifies the general quarter section on which a building is located. A civic address provides a more defined method to locate the building as it identifies the access location along a road to the building as opposed the centre of the quarter section. This additional detail can prove critical in emergency response situations, especially when there are multiple residences that share the same quarter section.

1.4 Naming Street or Road Legislation

- ❖ A municipality may *name streets or roads* or areas within its boundaries and may *assign a number* or other means of identification to buildings or parcels of land.

- ❖ A municipality may require an owner or occupant of a building or a parcel of land to *display the identification* assigned to it pursuant to subsection (1) in a manner established by bylaw.

(Municipality Act – Section 17(1)(2); Cities Act -Sections 5(3) and 16(1); Northern Municipalities Act, 2010 -Sections 5(3) and 17(1))

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2.0 ADDRESSING BEST PRACTICES

The following seven points describe the best practices when developing and assigning civic addresses to facilitate locational discovery especially in emergency response situations.

1. The primary purpose of an address is to provide a *user-friendly* means of describing to another person a location that they are to go to, whether that other person be a visiting friend, a pizza delivery person, a mail delivery person, or an ambulance or fire truck driver.

2. Addresses should be *predictable*. A person who is nominally familiar with the addressing system should be able to figure out how to get from where they are to a given address. This means, for example, that numerical addresses (house number, civic numbers etc.) should increase in a predictable manner and not be randomly assigned or be assigned in a manner that requires detailed knowledge of the address designation system.

3. Addresses must be *unique*. A single address should refer to a single location. Having multiple locations with the same address will only cause confusion and defeat the purpose of assigning addresses. (Note that it is possible to have multiple addresses on the same location, however.)

4. Addresses should be *static*. The address for a particular location should not change over time. Doing so will only cause confusion amongst the persons using the address information. While it is not possible to guarantee that addresses will not change it is possible to design the address system to minimize the number of changes that may occur.

5. Addresses need to be codable. That is, it must be possible to load the address into a computerized data base. This implies some regularity to the form of the address and no special cases that are not handled by the address designation system.

6. Addresses need to be *linked to locations on the ground*. This means that it must be possible to assign a coordinate to the location that the address refers to and link that location to the address. This, and the previous, requirement are functions of the emergence of computer aided dispatch systems and automated vehicle location systems that are based on maps and coordinates.

7. Addresses must be *visible*. It is important that roads be signed, and buildings marked with their address to let persons know what address they are currently at and determine whether it is the location they are looking for. If it is not the predictability aspect discussed above will let them determine what direction to go to get to the correct location.

3.0 RURAL ADDRESSING

Civic addresses are a combination of the civic number and the road name assigned by the community. This section describes how each of these components are derived for rural civic addressing.

3.1 Civic Numbers

The Saskatchewan Civic Address Registry for rural addressing consists of the following civic numbering principles. There are some unique circumstances that are the exception but are not described in this document.

1. The road is divided into 40m lot intervals, starting at the most southern and eastern location

2. Even numbers are assigned on the West or South side of road

3. Odd numbers are assigned on the East or North side of road

4. Civic numbers generally increase in a northerly and westerly direction

5. If there is a single access to multiple properties, a unit number (sub-address) can be included to describe the address

6. It is recommended that country residential or lakefront properties with no pre-existing civic addresses follow an urban addressing system model. See Section 4.0 Urban Addressing.

3.1.1 Addresses long Township and Range Roads

Civic numbers for properties with access along numbered Township and Range roads, use the Township Grid Numbering System in combination with a 40 metres lot number to provide a consistent and sequential civic number throughout the province, using the principles described above.

Each section on either side of a one-mile segment of road, is subdivided into approximately 40 lots with each being 40 metres wide and of an indeterminate depth. The lots are numbered from 1 to 80 with the numbers increasing in a northerly direction on range roads and in a westerly direction on township roads. Even numbers for properties on the south or west side of a road and odd numbers for the opposite. Lot numbers may exceed 80 if there are diversions in the road that increases its length within the section.

For properties with access along Township Roads, their civic numbers are a combination of the Range Road number to the east of the access location, (regardless if the range road exists or has a different assigned road name) and the lot number by which the access is located along the section. For example, the address 313464 Township Road 281, the civic number is 3134 (Range Road number to the east) and lot number 64 (access location) is appended at the end. See Figure 3.2.1A.

Figure 3.2.1A: Township **28** Range **13** West of the **Third** Meridian
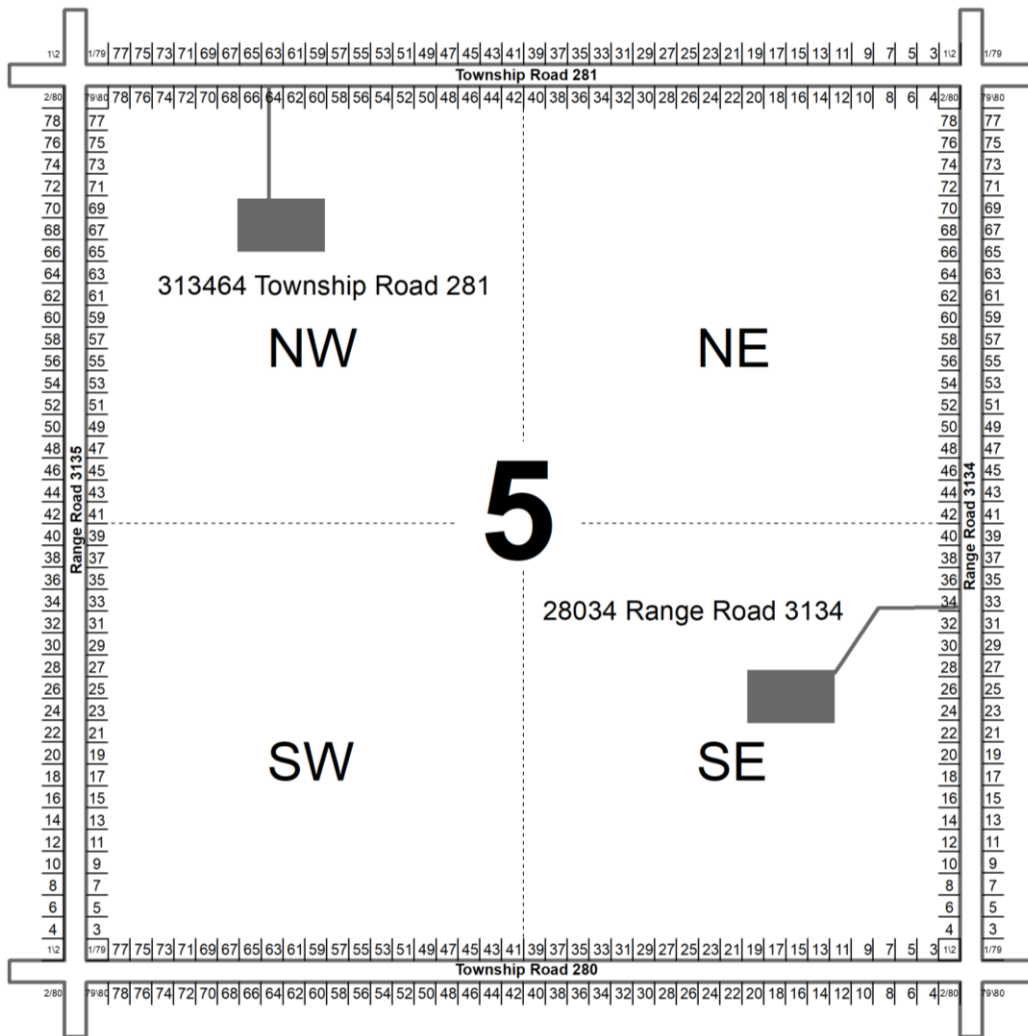
For properties with access along Range Roads, their civic numbers are a combination of the Township Road number to the south of the access location, (regardless if the township road exists or has a different assigned road name) and the lot number by which the access is located along the section. For example, the address 28034 Range Road 3134, the civic number is 280 (Township Road number to the south) and lot number 34 (access location) is appended at the end. See Figure 3.2.1A.

Table 3.2.1A and Table 3.2.1B can be used as a measurement reference to determine lot numbers along the section mile.

Table 3.2.1A: Township Road 40m Lot Assignment Numbers

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Distance from East boundary of Section (m)	North side Lot Number	South side Lot Number	Distance from East boundary of Section (m)	North side Lot Number	South side Lot Number
0-40	01	02	801-840	41	42
41-80	03	04	841-880	43	44
81-120	05	06	881-920	45	46
121-160	07	08	921-960	47	48
161-200	09	10	961-1000	49	50
201-240	11	12	1001-1040	51	52
241-280	13	14	1041-1080	53	54
281-320	15	16	1081-1120	55	56
321-360	17	18	1121-1160	57	58
361-400	19	20	1161-1200	59	60
401-440	21	22	1201-1240	61	62
441-480	23	24	1241-1280	63	64
481-520	25	26	1281-1320	65	66
521-560	27	28	1321-1360	67	68
561-600	29	30	1361-1400	69	70
601-640	31	32	1401-1440	71	72
641-680	33	34	1441-1480	73	74
681-720	35	36	1481-1520	75	76
721-760	37	38	1521-1560	77	78
761-800	39	40	1561-1600	79	80

Table 3.2.1B: Range Road 40m Lot Number Assignment

Distance from South boundary of Section (m)	East side Lot Number	West side Lot Number	Distance from South boundary of Section (m)	East side Lot Number	West side Lot Number
0-40	01	02	801-840	41	42
41-80	03	04	841-880	43	44
81-120	05	06	881-920	45	46
121-160	07	08	921-960	47	48
161-200	09	10	961-1000	49	50
201-240	11	12	1001-1040	51	52
241-280	13	14	1041-1080	53	54
281-320	15	16	1081-1120	55	56
321-360	17	18	1121-1160	57	58
361-400	19	20	1161-1200	59	60
401-440	21	22	1201-1240	61	62
441-480	23	24	1241-1280	63	64
481-520	25	26	1281-1320	65	66
521-560	27	28	1321-1360	67	68
561-600	29	30	1361-1400	69	70
601-640	31	32	1401-1440	71	72
641-680	33	34	1441-1480	73	74
681-720	35	36	1481-1520	75	76
721-760	37	38	1521-1560	77	78
761-800	39	40	1561-1600	79	80

On the rare occasion whereby, there are two access points within the same lot interval on the same side of the road, an alpha character (A, B, etc.) can be appended to the end of the civic number.

Roads that do not follow road allowances or section lines (i.e., Township or Range roads that are numbered with an A or are named) are not considered in determining access numbers. Only the "regular" roads following road allowances or section lines are used.

For information regarding the Township Grid Numbering System, go to Section 3.3.

3.1.2 Addresses along Provincial Numbered Highways

Civic numbers for properties which access provincial highways and rural numbered roads are calculated using 40m lot intervals for the full length of the road, starting from the eastern/southern location, in relation to the south or east boundary of the province. A 15% variance is also incorporated to account for any directional changes or additions to the road. If a highway or rural numbered road diverts or becomes a secondary road to a primary road, the lot intervals within this portion is still taken into consideration. For example, portion of Highway 21 (secondary) follows Highway 44 (primary). The civic addresses assigned is calculated by the full length, including the overlap. *The civic number does not use the Township Grid Numbering System*.

How to calculate a new Highway or Numbered rural road address:

1. Locate the closest existing addressed property along the same highway or grid road and note its civic number. Number A

2. Using the CAR Website or Google Maps, calculate in meters the distance from the approach of the property you are adding to the existing property's approach. Number B

3. Divide the value calculated, Number B, by 40m lots, then multiply by 2 (as you can have two civic addresses on either side of the road at any point along the road). Number C

4. Using the new calculated value, Number C, add or subtract that value from the civic number of the existing addressed property, Number A. If the new property is south or east of the existing property, you would subtract (Number A - Number C = Number D). If the new property is north or west of the existing property you would add (Number A + Number C = Number D).

5. The final resultant number would become the civic number for your new property. Number D.

3.1.3 Addresses along Rural Common Named Roads

Civic numbers for properties which access common named roads are determined based on its location in any municipality, regardless to its relation to the provincial boundary. The civic numbers are calculated using 40m lot intervals, starting from the most southerly/eastern part of the road and increasing in a northerly or westerly direction for the full length of the road. *The civic number does not use the Township Grid Numbering System*.

To calculate:

1. Measure the distance in meters starting from the most southerly or easterly location on the road, to the address you want to add

2. Divide the value by 40m (for 40m lots)

3. Multiply by 2 (you can have 2 addresses on either side at any given point)

4. Determine if it should be an odd or even number dependent on which side of the road the property resides. Odd for north or east side, even for south or west side

5. Civic numbers increase as you go north or west along a road.

For example, if your address was 1000m from the start of the road "Johnson Road" on the south side the civic number calculation would be 1000m/40mx2=50 Johnson Rd. If the property was on the north side, it would be 49 Johnson Rd.

3.2 Unit Numbers

In certain circumstances more than one property structure will be served by the same access road. This would occur, for example, when two farm homes share a common access road or in a rural subdivision. In these circumstances unit numbers or "sub-addresses" need to be added to the address to uniquely identify each property.

3.3 Road Names

3.3.1 Township Grid Numbering System

An understanding of how rural roads are numbered using the Township Grid Numbering System, is a large component in understanding rural civic addressing. Leveraging this road numbering system ensures that there are no two roads that have the same name.

Township Roads run in an east-west direction, following either road allowances or section lines. The township road number is a combination of the Township number in which the road exists and the distance in miles from the southern township boundary. There are six miles within each township giving six possible mile values (0, 1,2,3,4 or 5) which resets into the next township. For example, Township Road 62 which is located within Township 06, is 2 miles north of Township Road 60 which is also the southern boundary of the township. Township Road 65 is also within Township 06, but the township road to the North of it would be Township Road 70, not Township Road 66 as it exists in Township 07, and so on and so forth. See Figure 1 and 2.

Figure 3.3.1A: Application of the Road Naming system in the
First and Second Systems of Survey (Meridian)

Township **6** Range **29** West of the **First** Meridian
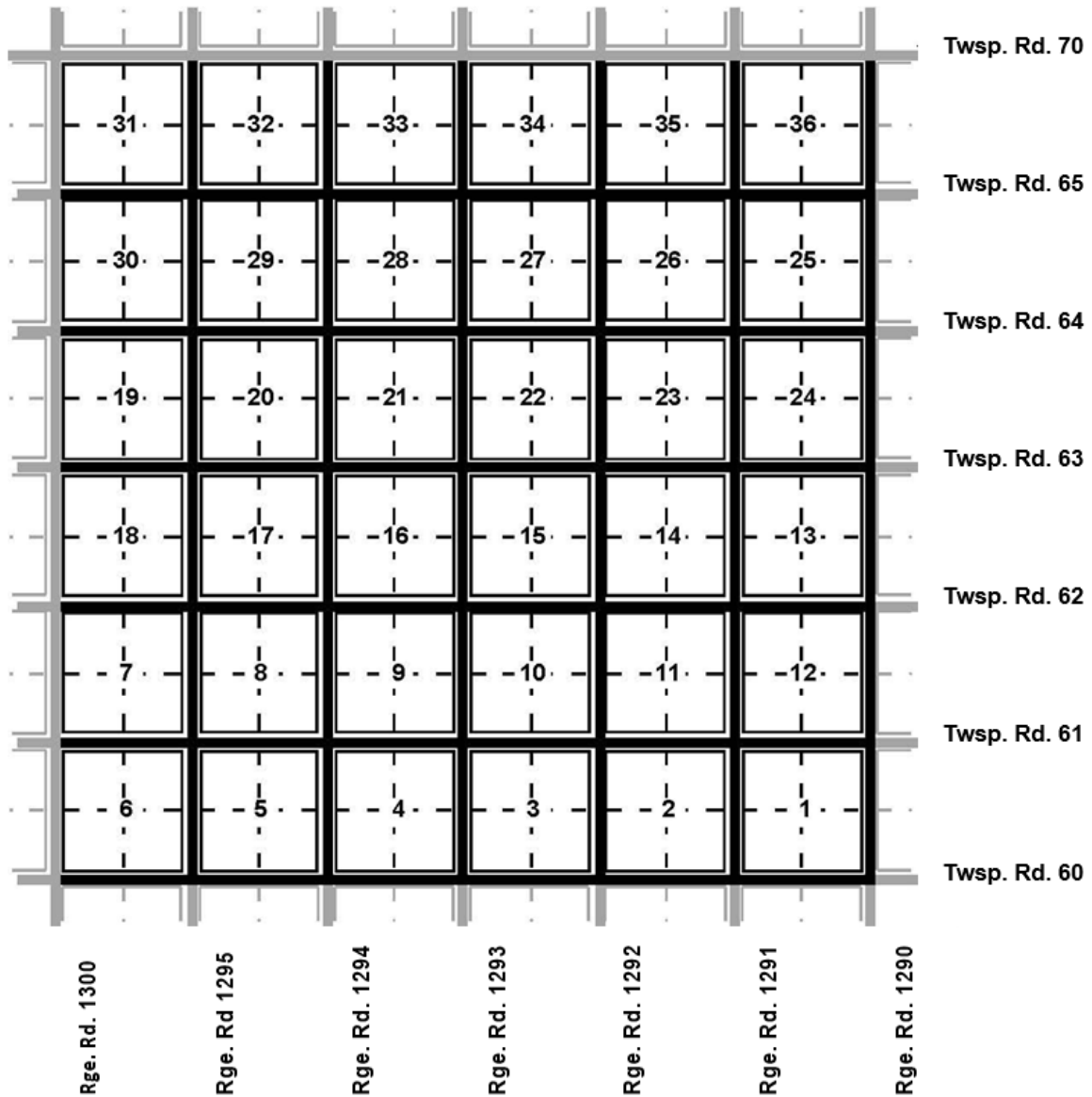
Range Roads run in a north-south direction following either road allowances or section lines. The range road number is a combination of the meridian, range number and distance in miles from the east township boundary. There are six miles within each Township giving six possible mile values (0, 1,2,3,4 or 5) which resets into the next Township. For example, Range Road 1295 is located within the 1st meridian, Range 29 and is 5 miles from the Township eastern boundary. The next Range Road to the

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west of this road would be Range Road 1300 as it resides in Range 13 at the 0 (zero) mile. See Figure 1 and 2.

Figure 3.3.1B: Application of the Road Naming system in the
Third System of Survey (Meridian)

Township **35**, Range **5** West of the **Third** Meridian
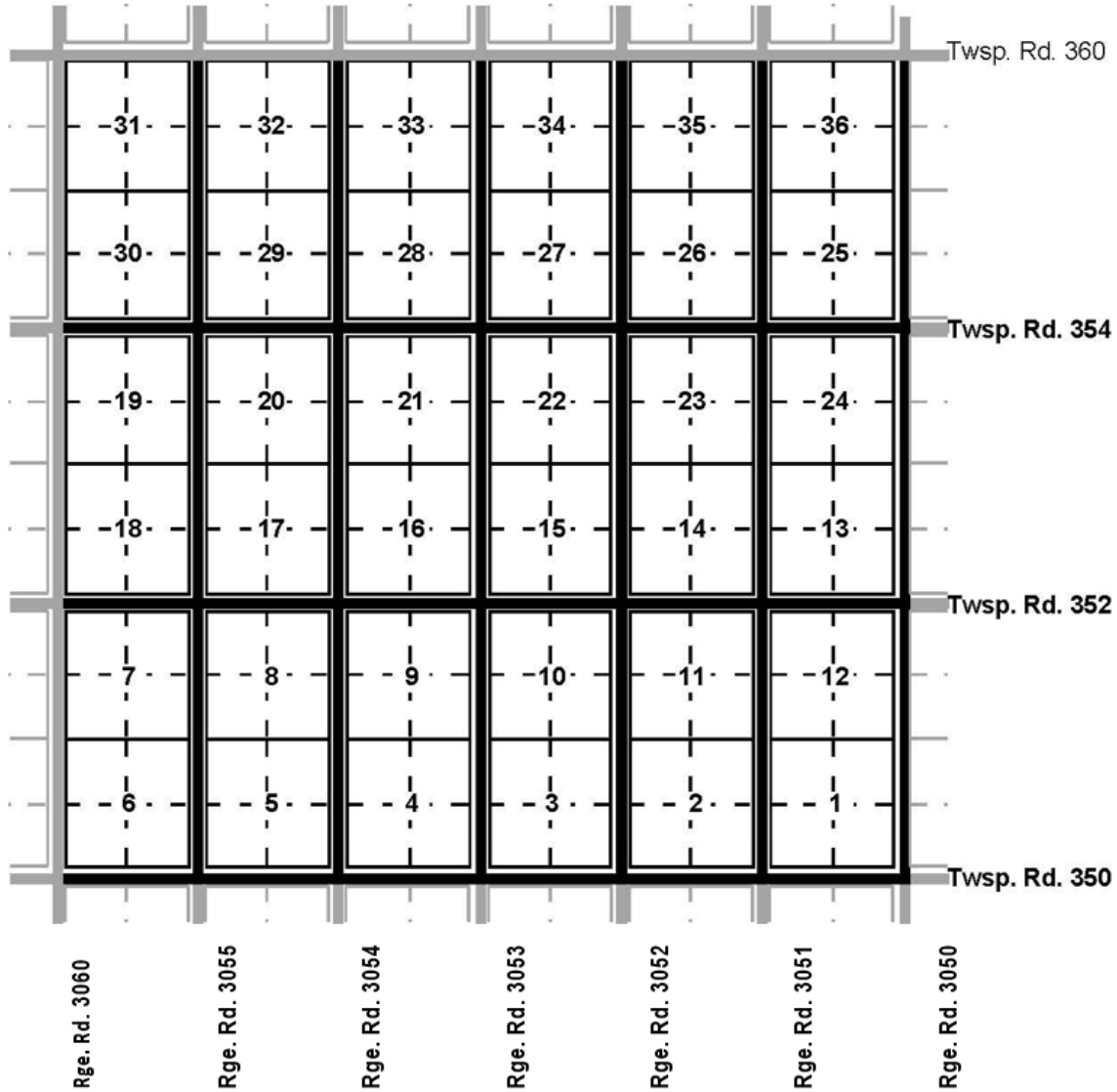
3.3.2 Other Roads

The roads lying between numbered township or range roads, and still run in a north-south or east-west direction, are to be numbered using the number of the road to the south or east of the road with the

letter A, B, C, etc. appended to it. For example, Range Road 2043A would be a north-south road to the west of Range Rd 2043 and east of Range Road 2044. Conversely, Township Road 350A would be an east-west road to the north of Township Road 350 and Township Road 351 to the south. This situation is shown in Figure 3.3.2A.

Figure 3.3.2A: An example of roads that do not follow the Township System and are numbered and lettered
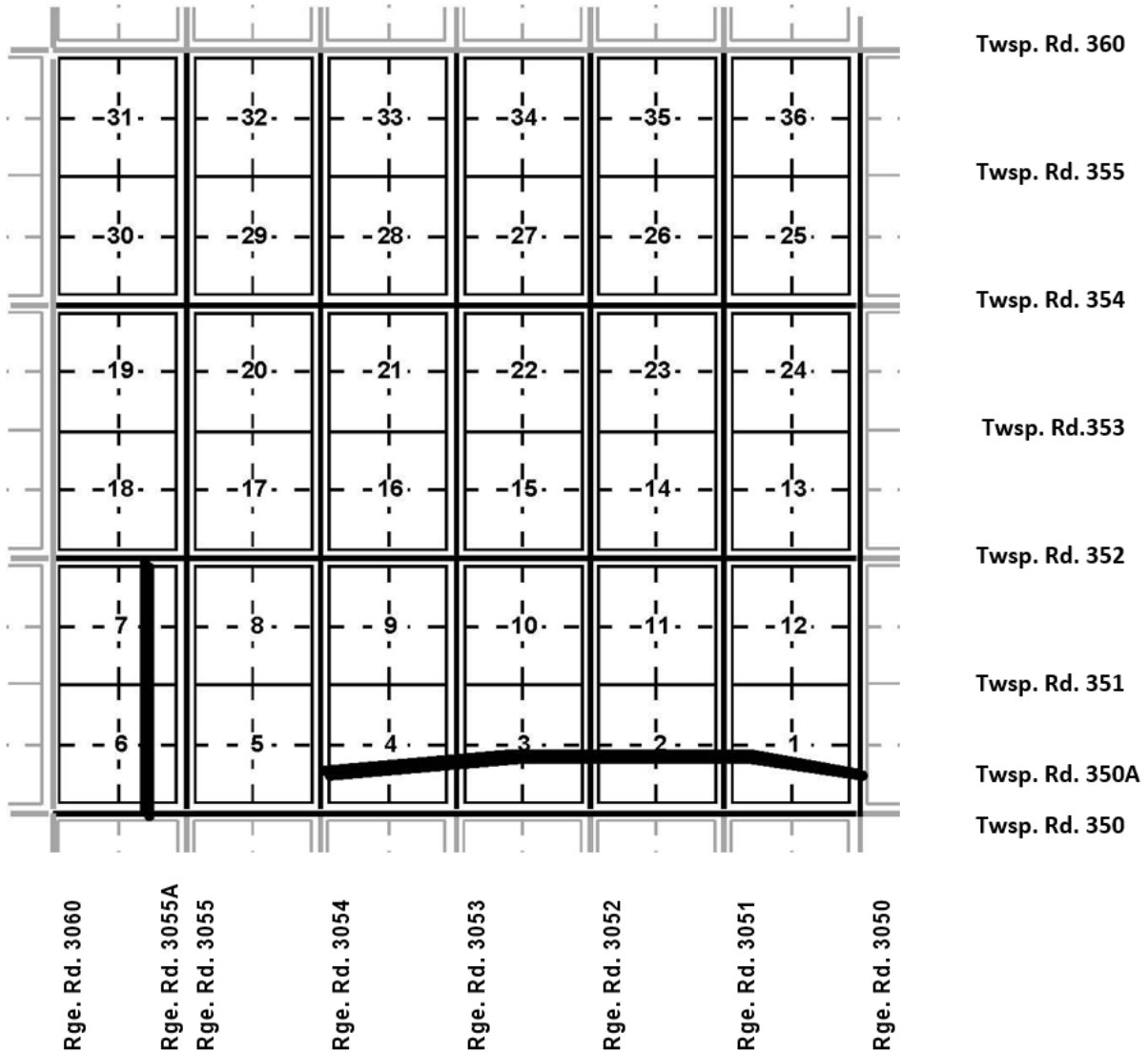
The second situation of roads not following the road allowances, are roads that run "cross-country". These roads may cross several range and township roads (or road allowances) and are built according to the topography (lakes, valleys, hills etc.). It is not possible to fit these roads to use the Township Grid

Numbering System. They can be assigned a 'common' name and should have a start and end point when its characteristics visibly change. This type of change could include crossing a major intersection, or changes between an urban and rural environment, etc. When naming roads that passes through more than one municipality, agreement should be solicited from all municipalities involved prior to finalizing the name. See Figure 3.3.2B.

Figure 3.3.2B: An example of a named road
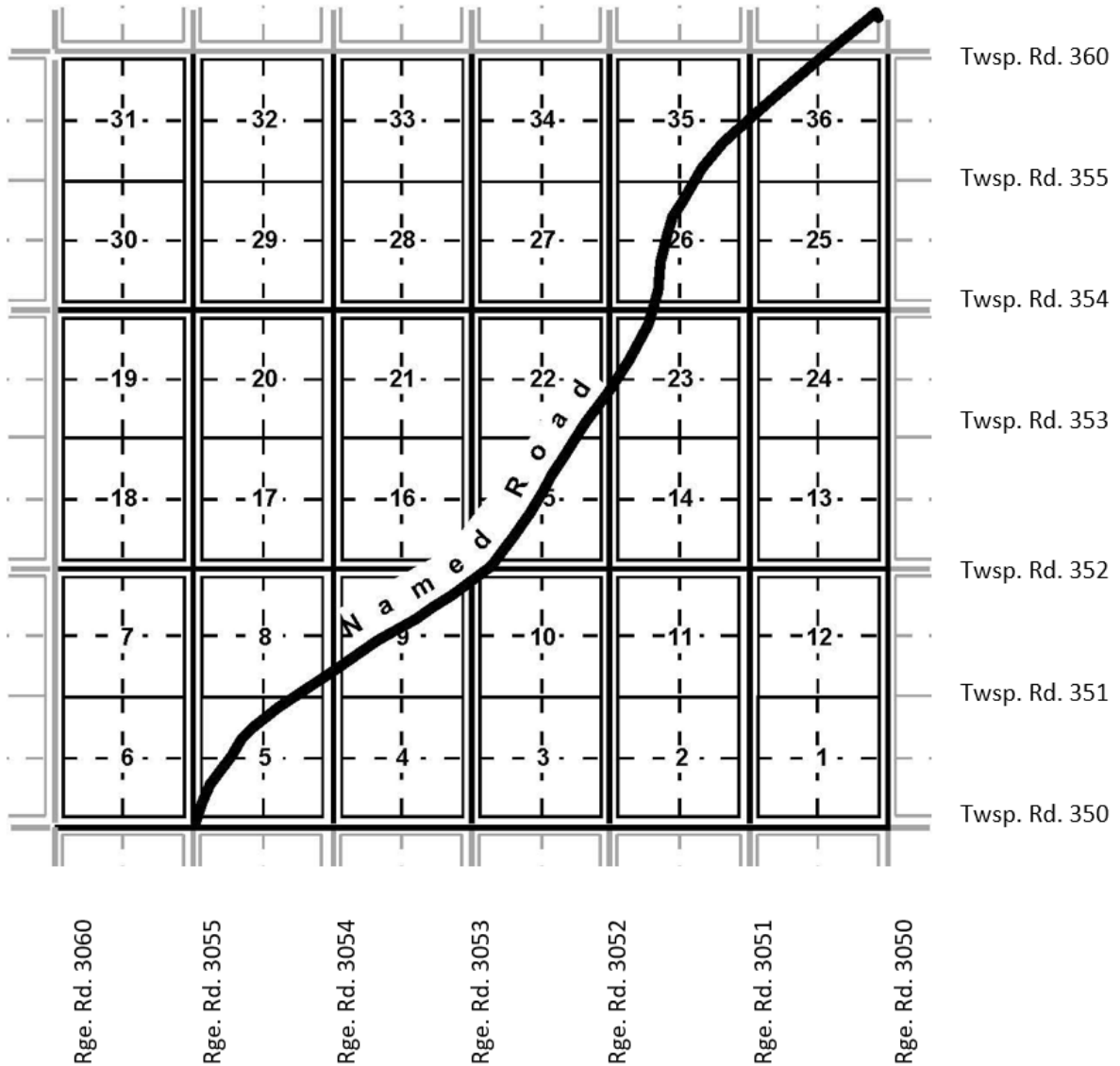
4.0 URBAN ADDRESSING

4.1 Civic Numbers

Civic Numbers are the "house" numbers that are assigned to each building along the road. Each and every significant structure needs to be numbered. (Garages, sheds, and other outbuildings do not need to be numbered.) The selection of a civic number to be assigned to a building must be performed carefully to ensure that future problems do not surface when, for example, a new structure is constructed between two existing structures.

The assignment of civic numbers is best based on a measurement system. Under such a system the road is divided into 8 metre segments (or 25-foot segments) and the civic numbers.

1. Odd and even civic numbers should be on opposite sides of a road. This rule needs to be applied consistently throughout a single municipality. As an example, all buildings on the east side of a road would be assigned an odd number and on the west side assigned an even number. Similarly, all buildings on the South side of a road would receive even numbers and those on the north would receive odd numbers. While existing addresses in municipalities varies on this point, a suggested province wide standard would be to adopt the evens west and south and odds north and east approach.

2. As shown in Figure 4.1A, blocks should be numbered so that the same number range occurs on the same block of each parallel street. For example, in the figure, the 5100 block of Maple Ave. and of Oak Ave. both lie between Platinum St. and Gold St.
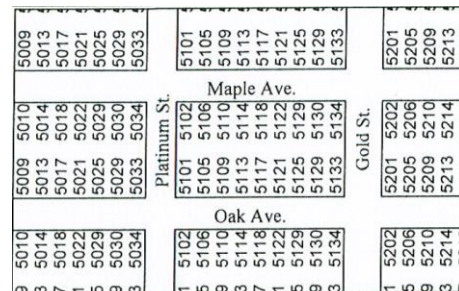

Figure 4.1A: Consistent Block Numbering

3. In all systems, except the quadrant system (discussed in the following section), numbering should increase in the easterly and northerly directions. The selection of the starting numbers will depend on the naming system that is being used.

   a. Where roads are named, it is best to identify the centre of the municipality and select the main intersection nearest the centre. (In the smaller municipalities in Saskatchewan this would typically be where the main road and the road paralleling the railway meet.) Treat this intersection as having the civic number 5000 at it in both directions. Civic numbering would then work out from this point increasing east and north and decreasing west and south. The choice of 5000 as the starting point would ensure that the addresses could be assigned for a distance of 50 blocks in each direction before running out of numbers

b. If the roads are numbered, the civic numbers should be assigned so that the block number is the same as the lowest numbered crossroad. In Figure 4.1B, 1322-4th Ave lies between 13th St. and 14th St. When this rule is applied under the quadrant numbering system, it will result in all civic numbers increasing away from the origin of the street numbering, as opposed to increasing north and east.
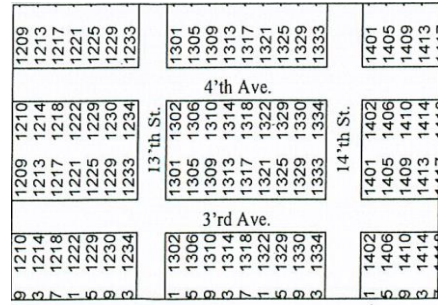

Figure 4.1B: Civic Numbering Fit with Block Numbering

c. Circular roads should be numbered separately from the rest of the civic numbering. The civic numbering should start at the lowest numbered intersection and the odd and even numbers assigned so that they are on the same side as they were when entering the circular road from the lowest numbered intersection. See Figure 4.1C.
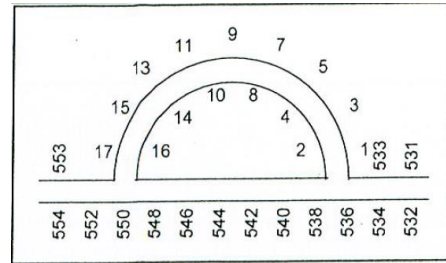

Figure 4.1C: Circular Streets

d. Cul-de-sacs are numbered in much the same way as circular road are. The point where the odd and even numbers meet should be positioned to be at the furthest point from the intersection of the cul-de-sac and the road that it connects to. See Figure 4.1D. If there are buildings in the centre of the cul-de-sac, a rare occurrence, the cul-de-sac should be numbered as a circular road.
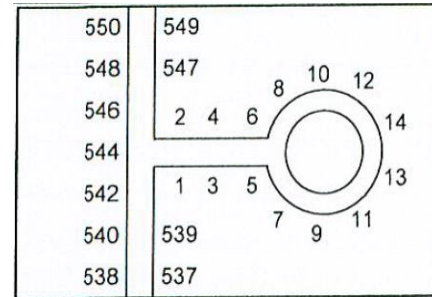

Figure 4.1D: Cul-du-Sac Numbering

4. Buildings that are located on the corner of two roads should be addressed according to where the main entrance of the building faces. If the building has an entrance facing each road, then each entrance should be given a separate address with both addresses referring to the same building. This conforms to current practice in most Saskatchewan municipalities.

5. Strip malls may have a separate civic number assigned to each individual business within the strip mall, but the preferable method is to assign one civic address to the entire mall and assign unit numbers to each of the units. The civic address to be assigned to the strip mall is the civic address that most closely corresponds to the middle of the mall.

4.2 Unit Numbers

Unit numbers are used when there are multiple addressable units at a single location (e.g., apartment buildings). Unit numbers are normally assigned by the building owner but should use a rational

numbering system (e.g., apartment numbers that start with the floor number). Unit numbers will also be employed in the situations of strip malls, office buildings, and trailer parks.

4.3 Road Names

Each road in an urban municipality should be named. For the most part, municipalities use the road names that were assigned when the municipality was originally subdivided and these names are the legal, official names of the roads, except where they have been officially changed by the municipality. These names are shown on the survey plans and are included in the SaskGIS Cadastral data base.

Road names can be broken down into four distinct components. The two mandatory components are the name and the type. The other two components, the directional prefix and suffix are optional and can be found at the front or the end of a road name.

Table 4.3: Road Name Components

DESCRIPTION	VALUES	EXAMPLE
Directional Prefix	North, South, East, West, NE, NW, SE, SW	North
Name	Any name up to 40 characters	Industrial
Type	See Table 4.3.2 for a list	Road
Directional Suffix	North, South, East, West, NE, NW, SE, SW	West

4.3.1 Name Component

Roads can be named or numbered. Both systems are in common use and have their advantages. Well-chosen names can be easier for people to remember but numbers lend themselves better to a predictable addressing system.

Naming Roads

If the naming option is taken then the following rules (taken from *Addressing Systems,* published by the National Emergency Number Association) should be followed to ensure that there is no confusion when using the names. This is particularly true when the name is provided verbally under situations of stress, as is the case when a 9-1-1 call is made.

1. If the road is continuous, do not change names at an intersection, curve, or some other point.

2. Similarly, if the road is interrupted (built in two or more unconnected segments) and the interruption is more than one block long, do not assign the same name to both segments of the road, unless it is likely to be connected in the near future.

3. Avoid sound alike names (e.g., Smith Street, Smyth Street).

4. Do not use the same name with a different street type (e.g., Pine Road, Pine Street).

5. Do not use special characters in road names such as hyphens, apostrophes, or dashes.

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6. Avoid the use of the standard street types and directional prefixes and suffixes as street names (e.g., South Avenue, Court Street).

Keep road names simple, short and avoid non-standard spellings.

Numbering Roads

Numbering the roads is a simpler exercise than naming them if the roads are laid out in a grid pattern. The primary concern with numbering is how to handle the situation of running out of numbers. This will occur if, for example, a future expansion of the town or village results in a road being built that would have to be numbered 0 (zero) or -1 in order to keep the numbering pattern. There are two options to road numbering.

The first is to select an intersection near the centre of the town or village and number those roads with a number that is high enough that when numbering the roads in descending order the numbers will not run out. (This approach is not infallible as the City of Edmonton found out. They have run out of numbers despite the fact that they started numbering at 100 at the downtown). See Figure 4.3.1A. The disadvantage to this approach is that road "names" are duplicated (e.g., there is a 100 St and a 100 Ave.). This is a poor practice as it can introduce confusion about which road name is being referred to.
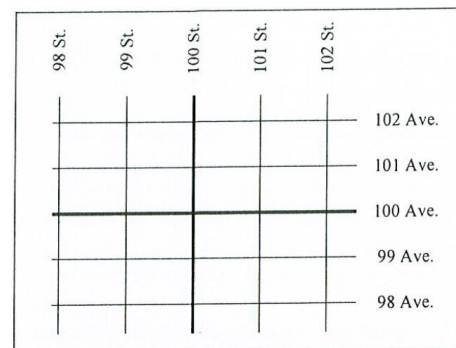

Figure 4.3.1A: Street Numbering Without Quadrants

The second option is to use the quadrant system. The two intersecting roads near the centre of the town or village are named and the remaining roads are numbered away from these two main roads. See Figure 4.3.1B. The result is that the area is divided into four quadrants and the quadrant designators (NW, NE, SW, SE) are included in the road name to provide uniqueness. The disadvantage of this system is that road names are duplicated 4 times with there being, for example, two 1st streets and two 1st avenues.
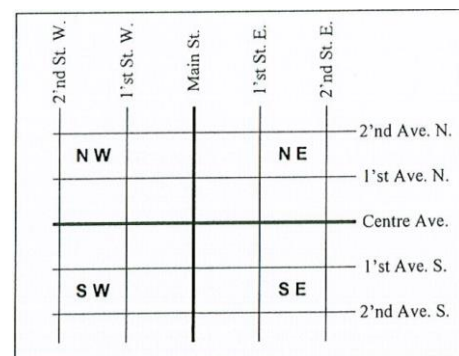
Figure 4.3.1B: Road Numbering with Quadrants

An advantage of both numbering approaches over the naming approach is that the predictability of an address is much better with the numbering approach. That is, for a person who is not familiar with the road names in a town, it is easier to find 14th Ave. starting from 6th Ave, than it would be to find Pine St. starting from Granite St.

Summary

The following table summarizes the advantages and disadvantages of each system. The choice of whether to name or number the roads is left with the individual municipalities.

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Table 4.3.1: Name or Numbering Roads

	ADVANTAGES	DISADVANTAGES
Naming Roads	• Easier to remember and use • Cannot run out of names • Can be used when roads do not form a rectangular pattern	• Not as predictable as numbers • Similar sounding names can cause confusion
Numbering Roads	• Predictable • Easy to sign	• Difficult to remember • Cannot be used if the roads are not rectangular • Possible to run out of numbers

4.3.2 Type Component

The type component of the name is the word "Street", "Avenue", "Bay", etc. that appears immediately following the name itself. In assigning types to the roads in a community it is recommended that the same type be used for all roads that run in the same direction. For example, by making all north-south roads "Streets" and all east-west roads "Avenues" it makes the use of the addressing system much simpler. Roads that do not run in one of the two primary directions would not be called either Streets or Avenues but would be called Crescents, Bays, Drives, etc. It is also strongly recommended that the more "exotic" road types (e.g., Wynd) not be used to avoid any confusion or uncertainty that may result from the use of unfamiliar terms.

Table 4.3.2: Street Type Suffixes

ACCESS	COUTEAU	KEY	RISE
ACRE	COVE	LANDING	ROAD
ACRES	CRESCENT	LANE	ROUTE
ALLEY	CROSSING	LINE	ROW
AUTOROUTE	DRIVE	LINK	RUE
AVENUE	ESTATE	LOOKOUT	RUELLE
BAY	ESTATES	LOOP	RUN
BEACH	EXPRESSWAY	MANOR	SQUARE
BEND	FERRY	MEADOW	STREET
BLUFF	GARDEN	MEADOWS	TERRACE
BOULEVARD	GARDENS	MEWS	TRACK
BURN	GATE	MONTEE	TRAIL
BYPASS	GLEN	PARK	TURN
CAMP	GREEN	PARKWAY	UNION
CAMPGROUND	GREENS	PASS	VIEW
CARRE	GRID	PLACE	VILLA
CENTER	GROVE	PLATEAU	VILLAS
CHEMIN	HAVEN	POINT	VISTA

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CIRCLE	HEIGHTS	POINTE	WALK
CLOSE	HIGHLANDS	PROMENADE	WAY
COMMON	HIGHWAY	RAMP	WYND
CONCESSION	HILL	RANGE	
COTE	JARDIN	REACH	
COURT	JUNCTION	RIDGE	

4.3.3 Directional Prefix Component

The directional prefix is a compass direction (e.g., North) that is located before the name component of the road name. An example would be "South Railway Ave.". The use of these is not recommended for new road names as it increases the complexity level of the road name. The directional prefix is included in the definition of road names to accommodate those cases where a road name with this element already exists.

4.3.4 Directional Suffix Component

The directional suffix is a compass direction (e.g., Northwest) that is located after the type component of the road name. An example would be 16th Ave N.W. Again, the use of directional suffixes is not a preferred approach, but it is required if the quadrant system of road numbering is used. It is also used to solve the problem of running out of civic numbers (see section 3. I) when a poor selection of the starting number has been made.

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5.0 ROAD NAMING AND SIGNAGE BYLAWS

The bylaws highlighted below were developed by Ministry of Highways and may be specific to road naming and signage in and around Ministry of Highways owned roads. For specific bylaws regarding road naming and signage along rural roads, please contact the Saskatchewan Association of Rural Municipalities.

5.1 Road Naming Bylaws

1240-51 Road Naming Policy
This document provides general guidelines for naming roads and describes who has authority to name streets and roads under their jurisdiction.
https://publications.saskatchewan.ca/#/products/113653

1240-52 Highway Naming Procedure
This document provides a procedure for the public-facing Posted Name for roads under the Ministry's jurisdiction.
https://publications.saskatchewan.ca/#/products/113654

5.2 Signage Bylaws

1240-100 Civic Address Signing
This document provides information for installing Civic address signs to assist with way finding and emergency response.
https://publications.saskatchewan.ca/#/products/113656

1240-50 Road Name
This document provides general guidelines for Ministry installed signs or approved the installation of Road Name guide signs by and Rural Municipality in order to provide rural residents with an "address" so they can be located by the traveling public.
https://publications.saskatchewan.ca/#/products/111063

Additional policies regarding Private Signing can be found here:
https://publications.saskatchewan.ca/#/categories/5118

6.0 ADDITIONAL RESOURCES

Civic Address Registry Website User Guide provides an overview of the online mapping tools, widgets and step by step instructions on how to update, create and remove your community civic addresses in the registry. Communities are required to take the Level 3 training prior to being assigned access to update addresses.

Civic Address Registry Website User Guide: https://www.dropbox.com/s/s9hs8qp1zejhlmf/CIVIC%20ADDRESS%20REGISTRY%20WEB%20MAPPING %20APPLICATION%20-%20USER%20GUIDE.pdf?dl=0

Civic Address Registry Training Registration see Appendix B.

Civic Address Registry Progression Checklist provides a high-level overview of what all be involved when participating in the program, from start to end. See Appendix A.

Civic Address Registry Completion Checklist is used after a community has completed all their address validation, four training modules, submitted road names and received their final civic address list. This checklist outlines items for consideration that will ensure that the registry information will be used and kept up to date with all stakeholder agencies. See Appendix C.

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APPENDIX A: Progression Checklist

Civic Address Registry (CAR) is a province-wide standardized system of identifying and locating properties, by establishing unique access point locations. This system is used to assist emergency responders such as police, fire and ambulance in finding residences and businesses quickly in the event of an emergency. This registry contains existing civic addresses and suggested rural civic addresses of which communities are asked to validate, adopt, and fill in any gaps where necessary. Community participation is voluntary.

Below is a progression checklist that can be used by communities to aid them in the validation process:

- ☐ Request an introduction package by emailing support@saskaddress.ca
- ☐ Request a user login user account for the CAR Web Mapping Application at www.saskaddress.ca.
- ☐ Receive custom community welcome package which may include a civic address registry list, maps and free webinar training information.
- ☐ Participate in Level 1 training – Overview and Address Validation.
- ☐ Participate in Level 2 training – Road Name Updates.
- ☐ Verify, assign and submit road names to respective governing agencies where applicable.
- ☐ Review, verify and assign civic addresses using the CAR Web Mapping Application.
- ☐ Participate in Level 3 training – Website Address Updates.
- ☐ Update civic addresses using the CAR Web Mapping Application.
- ☐ Obtain completion confirmation of submitted road updates from respective governing agencies where applicable.
- ☐ Provide confirmation of address validation completion to support@saskaddress.ca.
- ☐ Receive final validated civic address list for your community.
- ☐ Participate in Level 4 training - Next Steps.
- ☐ Provide final validated civic address list to local emergency responders such as fire, police and ambulance.
- ☐ Determine civic address and road update maintenance strategy.
- ☐ Initiate procurement and placement of civic address and street signage in adherence to any municipal or provincial bylaws and policies.

The Civic Address Registry is used in the 9-1-1 Provincial Emergency Communication Centre. Communities can provide their validated address information to local emergency responders. Commercial entities such as courier services and navigational systems can obtain addresses through Information Services Corporation.

Individual community participation, timeline and support can be customized to work around the community's resource availability. Contact the Provincial Help Desk at 1-844-407-0077 or support@saskaddress.ca for assistance.

APPENDIX B: Training Modules

The Saskatchewan Public Safety Agency offers free live webinar training for Civic Address Registry. It is recommended that communities participate in all the levels in sequence as per Progression Checklist (see link below). Registration is on a first come, first serve basis. http://publications.gov.sk.ca/documents/313/105002-CAR-progression-checklist.pdf.

Civic Address Registry Webinar Level 1 – Overview and Address Validation

This training provides detailed information on the Civic Address Registry program, specific workflow steps when participating in Civic Addressing and its benefits to public safety. The session will provide practical examples on how to validate civic addresses, types of addresses, information regarding signage, frequently asked questions, roles of the community, bylaw examples and address maintenance.
Duration: 2 hours   Capacity: Three communities can participate at a time.
Click here to register: https://attendee.gototraining.com/rt/6191359175714975490

Civic Address Registry Webinar Level 2 – Road Name Update Process

This training provides insight on how Saskatchewan road data is maintained and how its upkeep is important to the effectiveness of call-taking and emergency response at the Provincial Emergency Communications 911 Centre. It is recommended to take this training shortly after completing Level 1 and before validating civic addresses. The session will be customized to your community, help identify any road discrepancies, identify key agencies involved in the update process, and provide the information and tools needed for you to ensure that your community roads are up to date for the benefit of public safety.
Duration: 2 hours   Capacity: Three communities can participate at a time.
Click here to register: https://attendee.gototraining.com/rt/8774925627965521922

Civic Address Registry Webinar Level 3 – Website Address Updates

This one-on-one training provides detailed instruction on how to use the online Civic Address Registry Web Mapping Application for updating your civic addresses. Examples specific to your community are used to demonstrate the tools and functionality of the website as well as editing best practices. An 'Editor' account is required for this training. This training is scheduled after your community has completed the civic address validation and road updates have been submitted/finalized.
Duration: 2 hours   Capacity: one community can participate at a time.
To register: Contact support@saskaddress.ca.

Civic Address Registry Webinar Level 4 – Next Steps

This training is provided once a community has identified the completion of their civic address validation. It will include discussions regarding bylaws, address maintenance, emergency responder engagement, road name update status and other important information to ensure the successful implementation of civic addressing in your community.
Duration: 1 hour   Capacity: Once community can participate at a time
To register: Contact support@saskaddress.ca.

To participate in the training, request an account on the Civic Address Registry website at www.saskaddress.ca and select Sign Up for a new User Login Account.

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APPENDIX C: Completion Checklist

Communities who have received their final civic address list and completed the Civic Address Registry Level 4 training can use this "Next Steps" checklist to ensure remaining outstanding items are completed. The effectiveness of the civic address registry for emergency response, is reliant on the steps below:

☐ Provided the final civic address list to all the local emergency response agencies and information regarding the rural address system (if applicable). Any questions can be directed to support@saskaddress.ca
- ☐ Law Enforcement
- ☐ Emergency Medical Services
- ☐ Fire Departments
- ☐ Emergency Management Organization (EMO) Coordinator
- ☐ Any other supporting emergency service provider(s)

☐ All submitted road name updates that have been confirmed by Ministry of Highways have been inspected and approved by the community for accuracy and completeness

☐ Completed a Civic Addressing or House Numbering Bylaw (optional)

☐ Integrated civic address and road name maintenance plan into internal documentation.

    ☐ Included the update of civic addresses in the following community document:

    _____ .

    ☐ Included the update of road names in the following community document:

    _____ .

☐ Completed road signage installation

☐ Completed civic address property signage installation

☐ Provided communication and information to property owners:

    ☐ Ensured that they are aware to use both their legal land description and their rural civic address (if applicable) when identifying their property location
    ☐ Used communication tools like social media, newsletter, tax notices, fridge magnets
    ☐ Provided the following Sask911 website: https://www.saskpublicsafety.ca/at-home/sask911-at-home

☐ All the above steps are completed

For any inquiries regarding the use of the Civic Address Registry for commercial/utility use, or any specific emergency response incident, please contact Sask911Inquiry@gov.sk.ca.

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