Civic Addressing

RURAL MUNICIPALITY OF CLAYTON NO. 333

BYLAW NO 2017-01

A BYLAW TO PROVIDE FOR THE NUMBERING OF APPROACHES, HOUSES AND OTHER BUILDINGS

The Council of the Rural Municipality of Clayton No. 333 in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the Civic Addressing Bylaw.

2. A uniform system of numbering approaches, houses and other buildings is hereby established and is shown on the attached map identified as Schedule "A", appended hereto and forming a part of this bylaw.

3. A separate number shall be assigned for each 40 meters of frontage.

4. Each approach shall bear the number assigned to the residence.

5. In case a yard has more than one family dwelling unit or business, each separate front entrance of said house or building shall bear a separate house number.

6. Signs indicating the official number of each approach shall be posted in a manner described in Schedule "B".

7. Numerals indicating the official number of each house or building or each front entrance shall be posted in a manner as to be visible from the driveway on which the property is located.

8. The Administrator shall be responsible for maintaining the numbering system and shall keep a record of all numbers assigned under this bylaw.

9. Any person who contravenes the provisions of this bylaw is guilty of an offence and upon conviction shall be liable as per the General Penalty Bylaw.

10. All existing numbers of houses and other buildings not now conforming to the provisions of this bylaw shall be changed to conform to the system herein adopted.

Bylaw 2018-1 is hereby repealed.

_____
Reeve

_____
Administrator

Subsection 17(2) *The Municipalities Act*

Read a third time and adopted this 14 day of July 2017

_____
Administrator

Schedule "B"
Civic Address Signs

Sign Location (description)

- The post shall be 15 feet from the edge of the driving surface of the municipal road
- The top of the sign shall be 5 feet above the edge of the driving surface of the municipal road
- The sign shall be attached to a free standing post and visible from both directions of traffic.

Sign Specifications (description)

- 300 mm x 150 mm
- Double Sided
- 4" Swiss 924BT Text
- White text on Blue High Intensity Prismatic Sheeting
- 1/4" holes for attaching to standard sign posts

Schedule "A."

Saskatchewan

Provincial Standard

System of

Rural Addressing

Adopted by Saskatchewan Association of Rural Municipalities (SARM)

at the 2005 mid-term convention under the Rural Municipal Signing System Resolution No. 7-05M

Introduction

This document describes the Saskatchewan standard system of addressing to be applied in the rural areas of the province that have been subdivided using the township system. The Rural Municipal Signing System, which includes the rural addressing standard, was adopted by SARM resolution No. 7-05M at the mid-term convention of the Saskatchewan Association of Rural Municipalities. This Standard is not meant to be applied to incorporated areas of the province (Cities, Towns, Villages, ...) or to the remote northern areas of the province.

One of the driving forces behind the desire for a common rural addressing system 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. The addressing system has also been developed to provide a standard address for use by crown utility corporations, Canada Post, and the many other service companies that need to make deliveries to rural customers and are finding it harder and harder to keep track of locations and routes to access those locations.

The standard describes seven attributes that an addressing system should have to ensure that it will meet the needs of all users. The Standard then identifies an address assignment system for Saskatchewan that has all the attributes that are required. It is freely acknowledged that the Saaskatchewan standard system is largely based on the addressing system developed by the County of Strathcona in Alberta. The Strathcona system has been altered slightly to account for differences between the survey systems in Saskatchewan and Alberta and to make it work on a provincial, as opposed to county, basis.

Required Attributes of an Addressing System

The following seven points describe the attributes and features that any address designation system must have in order to meet the requirements of all users.

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, street numbers, ...) 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 codeable. 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.

Each section on either side of a one mile segment of road is subdivided into approximately 40 imaginary lots with each lot being 40 metres wide and of an indeterminate depth. Figure 5 illustrates this subdivision for two sections from a township surveyed in the third system of survey. 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. Odd and even lot numbers are on opposite sides of the roads with odd numbers on the north side of township roads and on the east side of range roads. The access numbers assigned to each of the "lots" take the form *nnnll* where *nnn* is the number of the township or range cross road to the south or east of the lot, whether that road actually exists or not and *ll* is the lot number. Figure 6 illustrates the access numbers at the intersection of two roads and shows how a full address is defined for two of the lots. Figure 7 illustrates the assignment of access numbers where the range road crosses a section line that does not have a road constructed.

Access numbers are assigned to locations to be addressed on the basis of where the driveway or access road connects to the public road. If, for example, an access road joined Twsp. Rd. 350 within the length bordering imaginary lot 8 west of Rge. Rd. 3061 the address for the building served by that access road would be 306108 Twsp. Rd. 350, as illustrated in Figure 6.

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

On named roads the access numbers are assigned by using only the imaginary lot numbers. The named road is subdivided into 40 metre segments for its entire length and lot numbers assigned in the same manner as for the regular roads. The access numbers on named roads would be just the lot number with no other number attached as a prefix.

Unit Numbers

In certain circumstances more than one location (building) 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 need to be added to the address in order to uniquely identify a location.

The solution to this is to assign unit numbers to each location. For example, in the case of the two farm homes they would be numbered 1 and 2 and their addresses would be, for example, #1 306108 Twsp. Rd. 350 and #2 306108 Twsp. Rd. 350. In rural subdivisions with one access road the same process would apply.

Where a rural subdivision has more than one access road all the lots in the rural subdivision should be numbered uniquely and any of the access numbers associated with the access roads may be used. This is illustrated in Figure 8.

Road Signage

Specifications as to the type and location of signage are not made as part of this standard. This is left for other agencies to do. It should be noted, however, that signage is a critical element of the rural addressing system. Without it the visibility of the addressing discussed at the start of this document will be missing. The requirement for signage must be made part of the provincial rural addressing, including the signing of access and unit numbers.
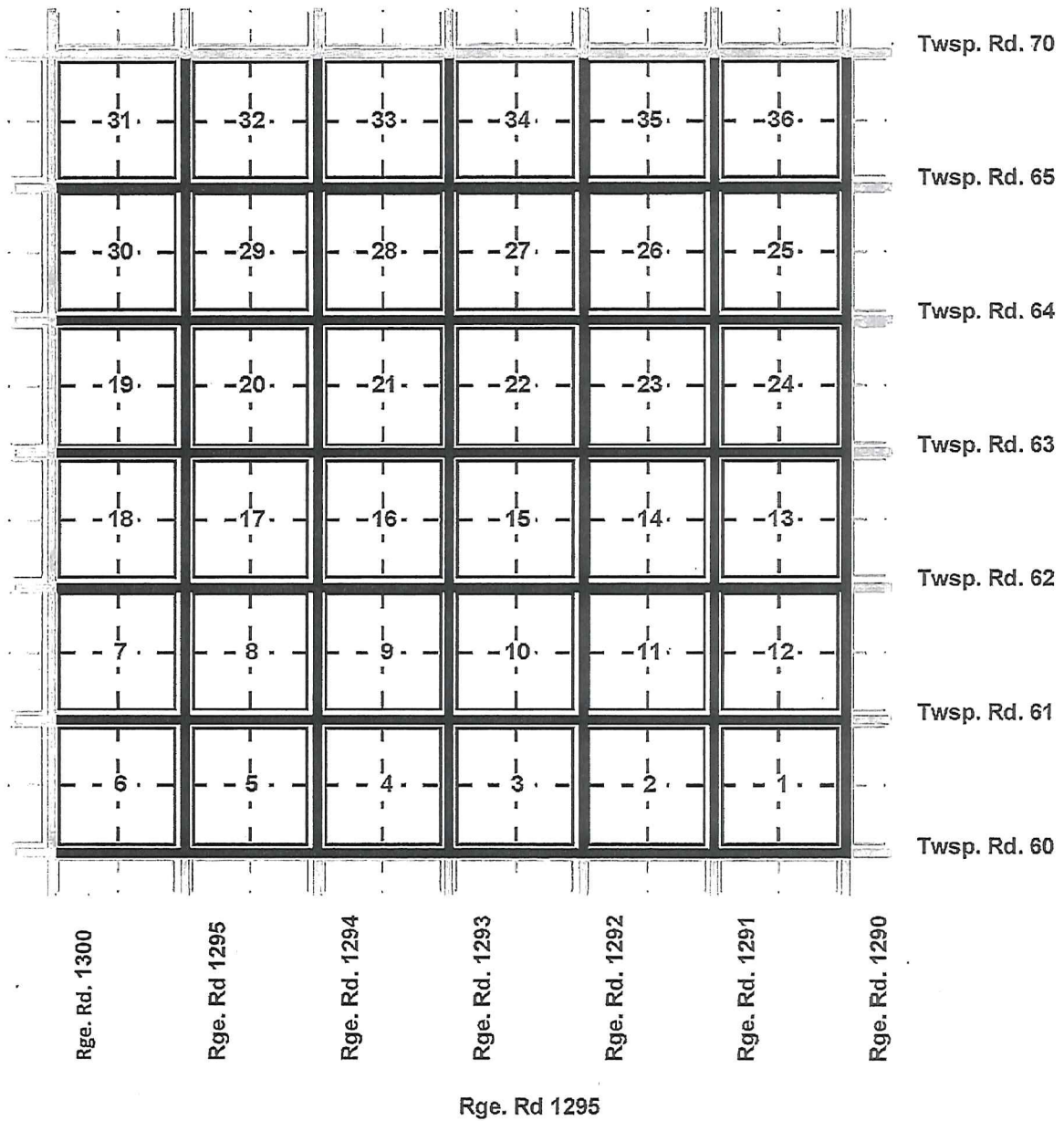
Township **6**, Range **29** West of the **First** Meridian

	-31·	-32·	-33-	-34 -	-35·	-36·	Twsp. Rd. 70

(The figure is a 6×6 township grid with sections numbered as follows, rows from top to bottom, separated by Township Roads, and columns labelled by Range Roads.)

Twsp. Rd. 70

-31· -32· -33- -34- -35· -36·

Twsp. Rd. 65

-30· -29- -28· -27· -26· -25·

Twsp. Rd. 64

-19- -20· -21· -22· -23· -24·

Twsp. Rd. 63

-18· -17· -16· -15· -14· -13·

Twsp. Rd. 62

-7· -8· -9· -10- -11· -12·

Twsp. Rd. 61

-6· -5· -4· -3· -2· -1·

Twsp. Rd. 60

Rge. Rd. 1300 Rge. Rd 1295 Rge. Rd. 1294 Rge. Rd. 1293 Rge. Rd. 1292 Rge. Rd. 1291 Rge. Rd. 1290

Rge. Rd 1295

Figure 1: Application of the Road Naming System in the First and Second Systems of Survey

Township **35**, Range **5** West of the **Third** Meridian

Twsp. Rd. 360

Twsp. Rd. 355

Twsp. Rd. 354

Twsp. Rd.353

Twsp. Rd. 352

Twsp. Rd. 351

Twsp. Rd. 350A

Twsp. Rd. 350

Rge. Rd. 3060

Rge. Rd. 3055A

Rge. Rd. 3055

Rge. Rd. 3054

Rge. Rd. 3053

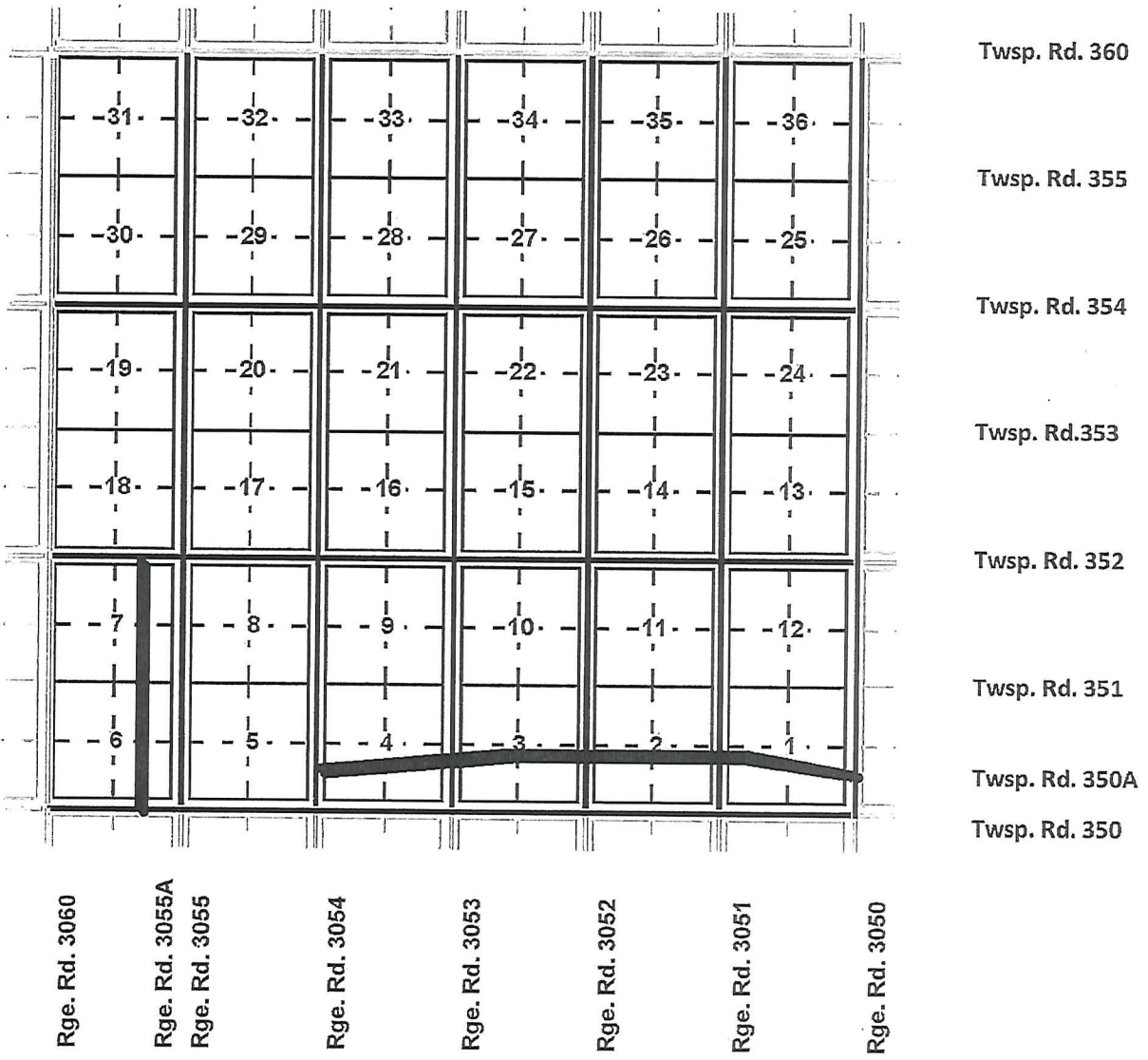Rge. Rd. 3052

Rge. Rd. 3051

Rge. Rd. 3050

Figure 3: An Example of Roads That do not Follow the Township System and are Numbered and Lettered
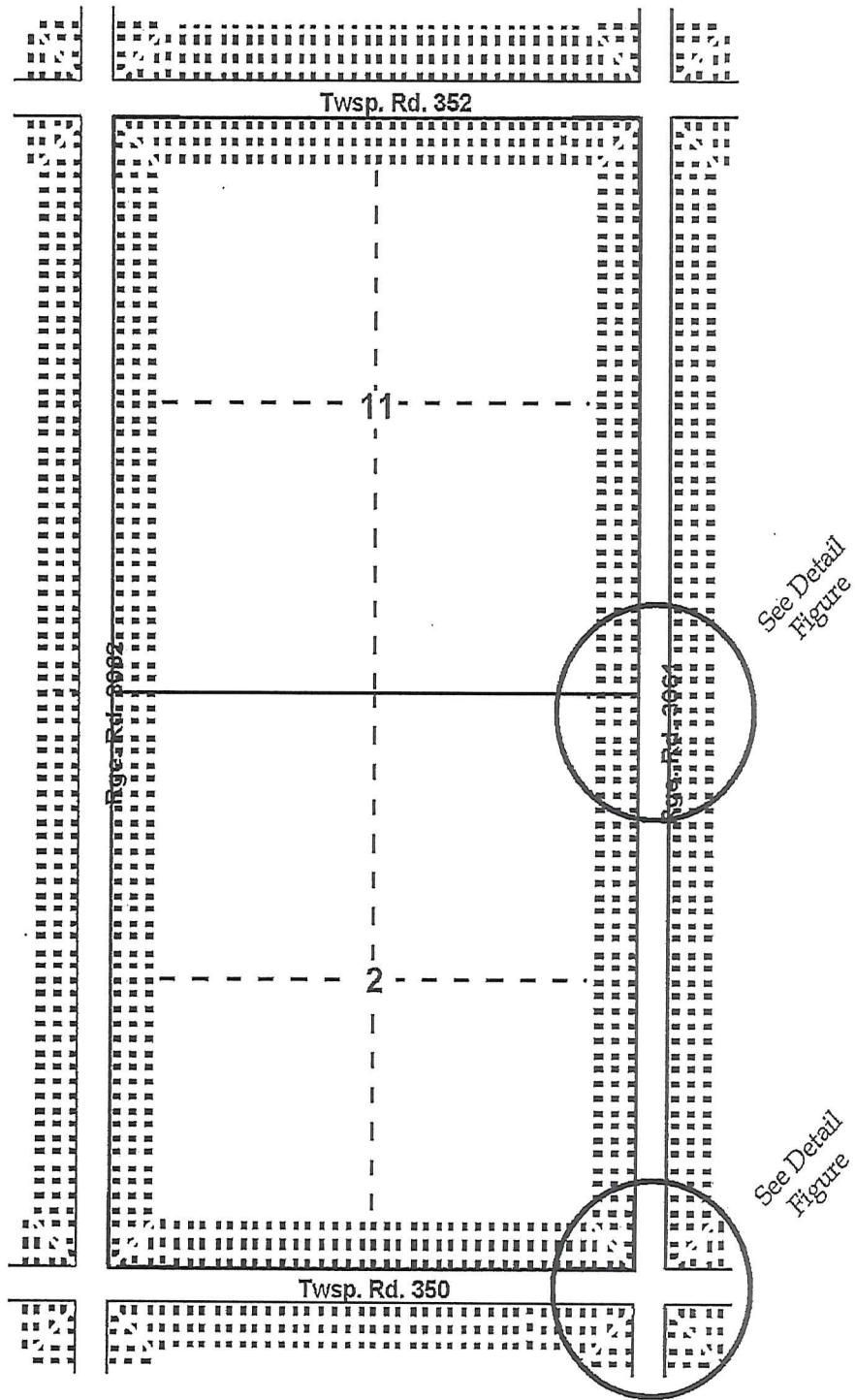
Figure 5: The Division of the Section Edges Into 40 metre Frontages for Access Number Assignment

	35118	35117
	35116	35115
	35114	35113
	35112	35111
	35110	35109
	35108	35107
	35106	35105
	35104	35103
Section line	35102	35101

Twsp. Rd. 351

	35080	35079
	35078	35077
	35076	35075
	35074	35073
	35072	35071
	35070	35069
	35068	35067
	35066	35065
	35064	35063

Note that while Twsp Rd. 351 does not actually exist the access numbering takes it into account.

Rge. Rd. 3061

Figure 7: Access numbers Crossing a "Nonexistent" Road

Figure 5B