



POLICY
Civic Address (CAR) Signage

Policy No.	GG-23-160
Council Approval Date	12-Jul-23
Resolution No.	23-160
Supersedes Policy No.	
Last Review Date	10-Jul-24

1.0 PURPOSE:

1.1 The purpose of this policy is to implement a standardized system for civic addresses with signage that makes navigation in rural areas easier for emergency personnel.

2.0 RESPONSIBILITIES:

- 2.1 Chief Administrative Officer (CAO) is responsible for:
 - a. Ensuring compliance with this policy;
 - b. Maintaining the numbering system, and keeping accurate records of all numbers assigned.
- 2.2 Council is responsible to review this policy once per year, unless it is deemed that changes are required sooner.

3.0 IMPLEMENTATION-PROCEDURE

- 3.1 Civic Number Signage Installation and Display
 - 1. The Rural Municipality of Piapot No. 110 shall assign a number or other means to identify buildings or parcels of land as per Section 17 of *the Municipalities Act*.
 - 2. The municipality shall purchase said signage, and do the initial installation.
 - 3. The owner of a building or parcel of land shall keep posted on the lot or building, the civic sign assigned by the Rural Municipality of Piapot No. 110 and the Ministry of Government Relations, in the following manner:
 - a. 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;
 - b. 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;
 - c. 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;
 - d. The bottom of the numerals should be a minimum of 1.2 meters (4 feet) above grade;
 - e. Civic number shall be in Swiss 924BT Text;
 - f. The color of the numerals shall be white and reflective or illuminated;
 - g. The height of the numerals shall not be less than 4"
 - h. The color of the background upon which the numbers are display will be blue
 - i. The signs on which the civic numbers are displayed shall be 35 x 30 cm Rectangle shape Rural Signs.

3.2 Civic Number Maintenance

1. The owner of a property shall maintain the civic number for the property in good order.

3.3 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. Not lot number, unit number, or suite number shall be posted without the word “lot”, “unit”, or “suite” preceding the posted number.

4.0 REVISION HISTORY

July 12, 2023 Initial Release

Adopted by council July 12, 2023

Reviewed July 10, 2024