

Civic Address Signage Policy – RMs

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 by bylaw that an owner or occupant of a building 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 would be noted in a civic addressing bylaw or policy.

SARM is proposing a standardized signing system for RMs. A standardized system for civic address signage will make navigation in rural areas easier for the traveling public and, most importantly, emergency personnel. We understand that this may not work for all RMs, as some already have rural address policies in place, but request all RMs consider adopting the following civic address signage policy.

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 Relations in the following manner:

- (1) Civic numbers shall be posted in a location that is not obstructed from 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 numbers shall be posted within 15 meters 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 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 5.5”;
- (8) The color of the background upon which the numbers are displayed will be blue.
- (9) The signs on which civic numbers are displayed shall be rectangle in shape and a minimum of 18” x 10” (45cm X 25cm).

2. Existing Civic Numbers

- (1) A civic number that was posted on a property that was customarily in use on the date of adoption of this bylaw is hereby assigned to that property unless the municipality, by written notice to the owner or occupant, otherwise directs.

3. Civic Number Maintenance

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

4. 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.¹²

¹ Government of Nova Scotia (2013), Nova Scotia Civic Address Users Guide,

² Emergency Management Office & Service Nova Scotia (2008), Best Practice Guidelines for Addressing of Rails, Trans Canada Trails, & Pipelines.

Schedule "1"
Civic Address Signs

Sign Location (description)

Sign Location (visual)

Sign Specifications (description)

- 45x25cm
- Double Sided
- 5.5" Swiss 924BT Text
- White text on Blue High Intensity Prismatic Sheeting
- 3/8" holes for attaching to standard sign posts

Sign Specifications (visual)