



Civic Addressing Registry

Presented by

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Saskatchewan Association of Rural Municipalities

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saskatchewan.ca







Objectives



- What is Civic Addressing?
- How does the Civic Addressing system work?
- What information is available?
- How do I get the information?
- What do I do with this information?
- Demo
- Future Website Enhancements
- Training in Development
- Additional Resources



What is Civic Addressing?

Civic Addressing



- A **standardized system** of identifying and locating properties.
- Within the context of 911 services, the location must be associated with **human activity**.
- This system will assist **emergency responders** such as police, fire and ambulance in finding your home or business quickly.
- It is also an easy method for other parties such as **service and delivery companies** to locate a property.



How does the Civic Addressing system work?

Civic Addressing



- **Establishes access point location (driveway) for a property**
- **Consists of the civic number and street name**
- In an urban environment: based on a named road system
- In a rural environment: based on named road system (hamlets, organized hamlets) or a township and range road grid system

Civic Addressing

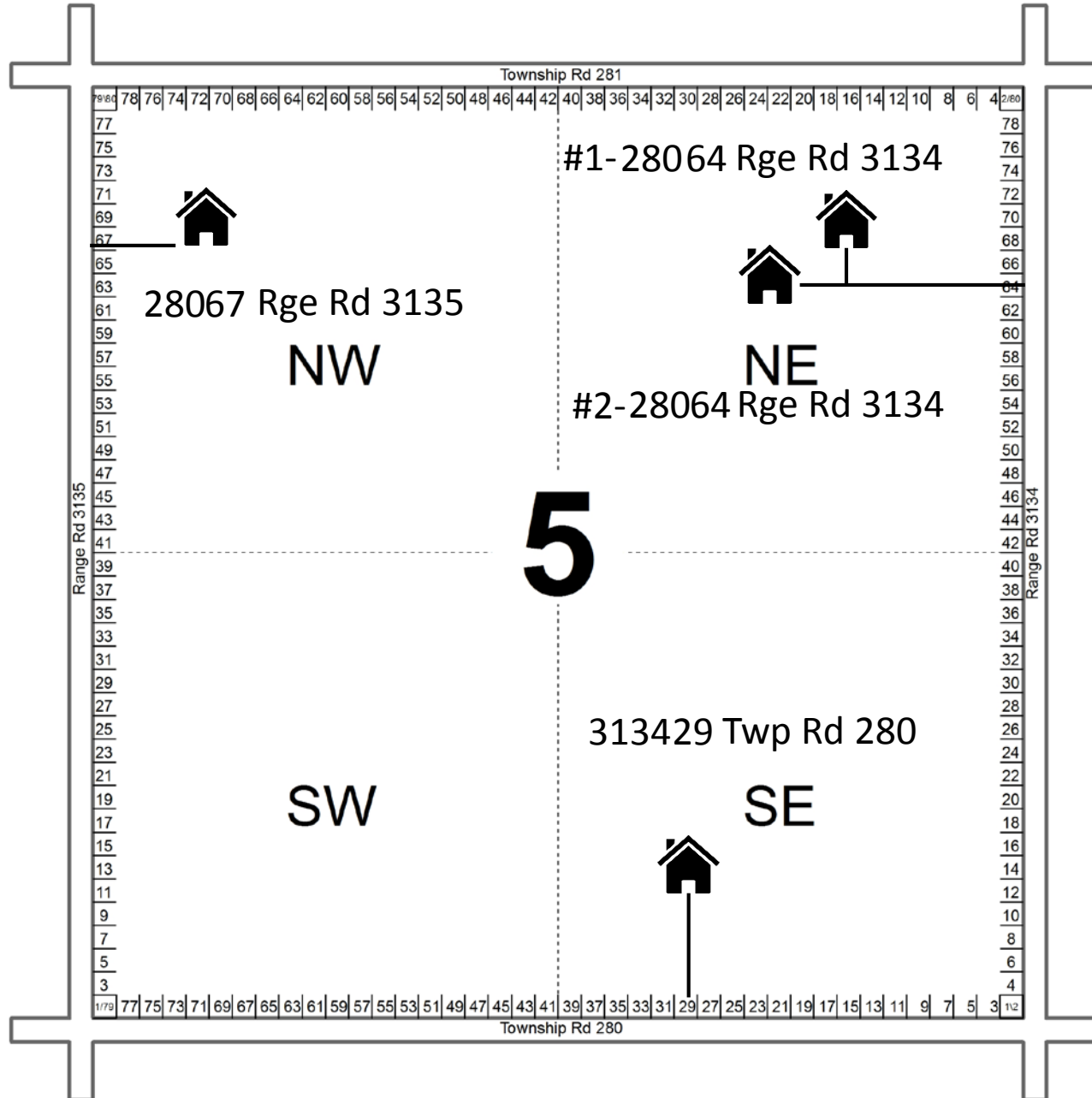


A Civic Address consists of the civic number and street name:

- 200 Lakeshore Drive
- 20119 HWY 982
- 19378 Grid Rd 662
- 28067 Range Rd 3135
- 313525 Township Rd 284
- 44036 Range Rd 221A3
- 19A029 Range Rd 2072



In
Township 28
Range 13
Meridian 3



Civic Addressing



- If there is a single access to multiple properties, then a numerical designation will be appended to the prefix of the civic number (i.e. #1-28064 Rge Rd 3134)
- It is recommended that rural subdivisions with named roads follow an urban addressing system model

Civic Addressing



How do Highways, Grids and Named Roads work?

Example: 20119 HWY 982, 19378 Grid 662,
100 String Butte Rd

- The beginning of the road is determined by the most eastern or southern part of the road
- These roads are subdivided into **40 metre segments** for its **entire length** and the civic number on these roads would only be the lot number.
- Civic numbers increase in a northern and western direction

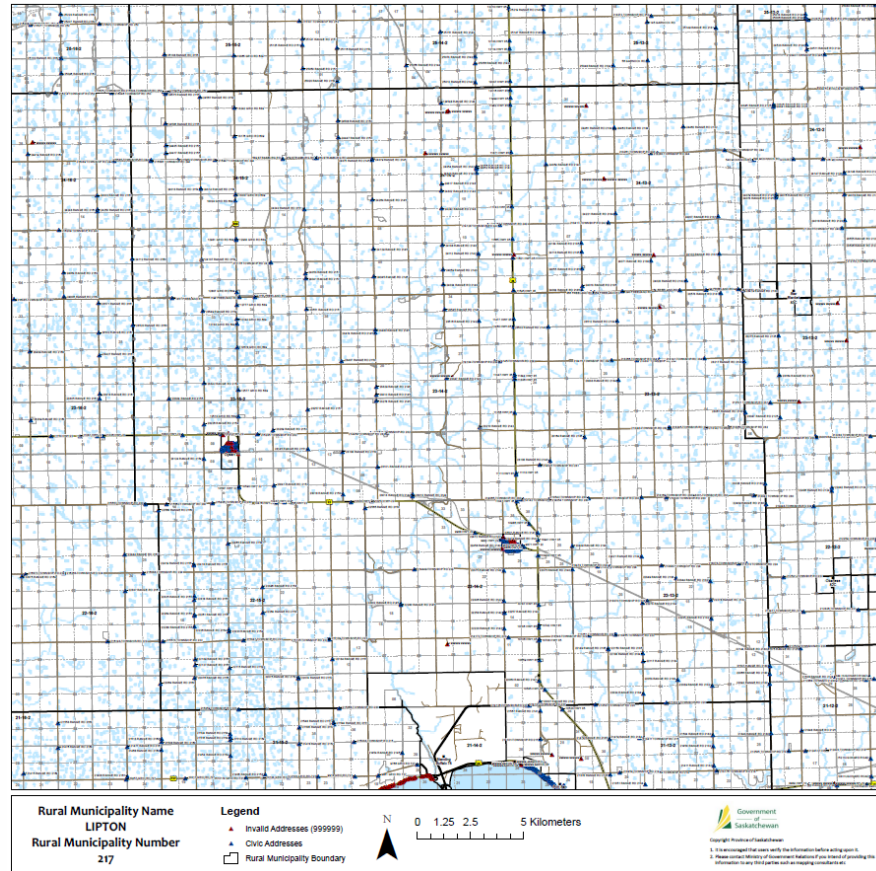


What information is available?

What types of civic addressing information is available?



- Municipality Overview Map



What types of civic addressing information is available?



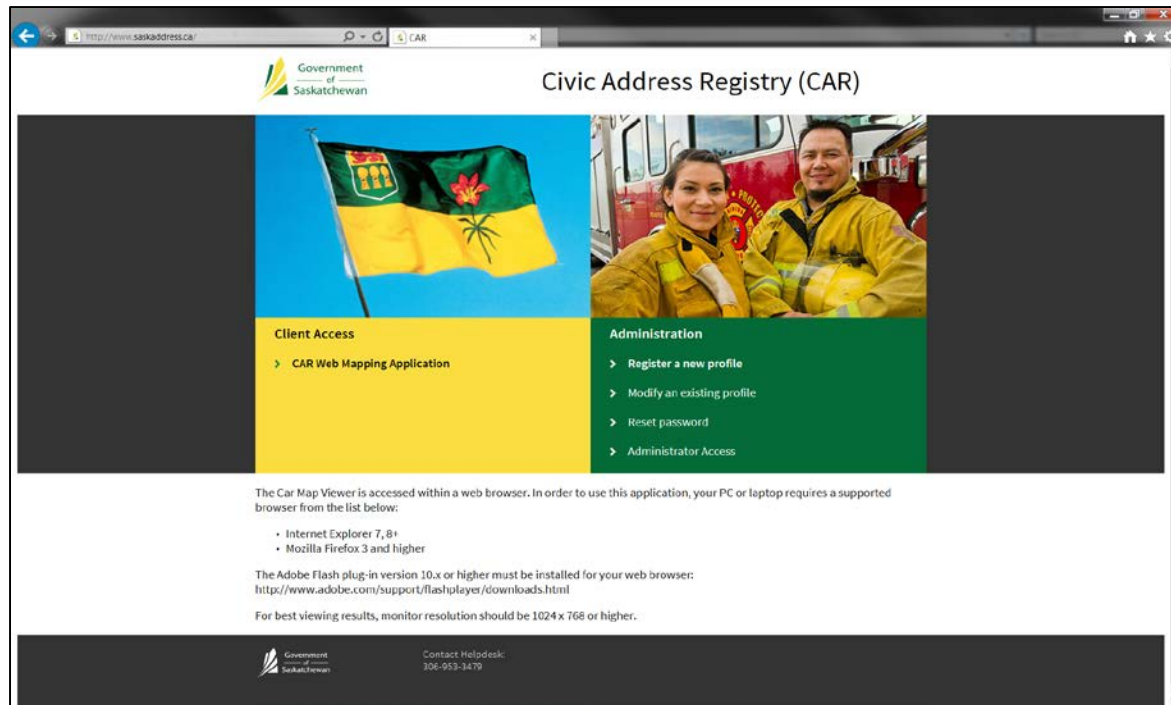
- Civic Address Listing (Excel Spreadsheet)

STREET_NUMBER	STREET_NAME	PLACE_NAME	TOWNSHIP	ROAD_NUMBER	RANGE	ROAD_NUMBER	QUARTER SECTION	SECTION	TOWNSHIP	RANGE	MERIDIAN	PLACE_TYPE	LA
53526	RANGE RD 3074	CANWOOD			3074		SE	32	53	07	3	RM	53
999999	999999	CANWOOD					NE	32	53	07	3	RM	53
999999	999999	CANWOOD					NW	27	53	07	3	RM	53
19921	55	CANWOOD					NW	01	53	07	3	RM	53
307039	TOWNSHIP RD 532	CANWOOD	532				SE	13	53	07	3	RM	53
307075	TOWNSHIP RD 540	CANWOOD	540				SW	01	54	07	3	RM	53
53178	RANGE RD 3065	CANWOOD			3065		NE	07	53	06	3	RM	53
53204	RANGE RD 3065	CANWOOD			3065		SE	18	53	06	3	RM	53
53522	RANGE RD 3065	CANWOOD			3065		SE	31	53	06	3	RM	53
305515	TOWNSHIP RD 541	CANWOOD	541				SE	07	54	05	3	RM	53
54071	RANGE RD 3055	CANWOOD			3055		NW	05	54	05	3	RM	53
305244	TOWNSHIP RD 534	CANWOOD	534				NW	22	53	05	3	RM	53
305134	TOWNSHIP RD 490	LEASK	490				SE	02	49	05	3	RM	53
305201	TOWNSHIP RD 533	CANWOOD	533				SE	22	53	05	3	RM	53
305145	TOWNSHIP RD 533A	CANWOOD	533A				NW	23	53	05	3	RM	53
47230	RANGE RD 3045	LEASK			3045		SE	18	47	04	3	RM	53
48231	RANGE RD 3044	LEASK			3044		SW	16	48	04	3	RM	53
53446	RANGE RD 3045	CANWOOD			3045		NW	29	53	04	3	RM	53
12534	RANGE RD 3035	SUTTON			3035		SE	31	12	03	3	RM	50
303539	TOWNSHIP RD 113	SUTTON	113				SE	19	11	03	3	RM	49
303345	TOWNSHIP RD 122	SUTTON	122				NW	09	12	03	3	RM	49
6310	GRID RD 627	SUTTON					NE	17	12	03	3	RM	50
6336	GRID RD 627	SUTTON					SW	21	12	03	3	RM	50
6335	GRID RD 627	SUTTON					SW	21	12	03	3	RM	50
6551	GRID RD 627	SUTTON					NE	32	12	03	3	RM	50
6546	GRID RD 627	SUTTON					NE	32	12	03	3	RM	50
303404	TOWNSHIP RD 114	SUTTON	114				NE	20	11	03	3	RM	49
5914	GRID RD 627	SUTTON					NE	20	11	03	3	RM	49
6053	GRID RD 627	SUTTON					NW	33	11	03	3	RM	49

What types of civic addressing information is available?



- Civic Address Web Mapping Application (CAR Website)





How do I get the information?

Register for an online account



Two Step Registration Process

- 1) Create online profile at www.saskaddress.com
 - Username: RM333
 - Password: Clayton#333
 - Passphrase: name hashtag number
- 2) Complete an electronic PDF Registration form and submit through email to caradmin@ppsc.ca (faxes and scans are also accepted)

Register for an online account



Two types of online profiles:

- 1) **Viewer:** Basic functions such as view, search, and identify civic addresses
- 2) **Editor:** Basic functions and additional abilities to create, remove, edit civic addresses

What do I do with the information?



Invalid Addresses

The 999999's



Three types of invalid addresses

- 1) Unknown civic number, known street
 - Example: 999999 Main Street
- 2) Known civic number, unknown street name
 - Example: 67 999999
- 3) Unknown civic number, unknown street name
 - Example: 999999 999999

Municipalities Act



Naming street or road

*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.*

(2) 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.

Invalid Addresses

Unknown Civic Number



Example: 999999 Main Street or 999999 999999

Municipalities have the authority to assign a number.

In Hamlets and Organized Hamlets it is recommended that civic numbers can be assigned as per Urban Addressing Standards or by other methods that are consistent within the municipality.

[Proposal for an Address Assignment System for Urban Areas](#)



Invalid Addresses

Unknown Street Name



Example: 67 999999 or 999999 999999

Municipalities have the authority to name the streets

- Road may not have a posted name
- Road may have a posted name but was not in our database

Therefore there are two agencies that can be contacted to update street names: Ministry of Highways and Infrastructure and Information Services Corporation.

Updating Street Names



Contact Ministry of Highways and Infrastructure

- Provide the updated road name and a map showing exactly the start and the end of the road that requires the name change. For more information, contact:

Muhammad Tubbsum

Ministry of Highways and Infrastructure

Muhammad.Tubbsum@gov.sk.ca

(306) 787-4790



Updating Street Names



Contact Information Services Corporation

If the road was created by a **survey plan**, verify that the street name reflects what is desired by the municipality. If it does not, the road survey plan needs to be amended. Refer to the Street Name Change Guideline for required documentation and fees. For more information contact:

Information Services Corporation

1-866-275-4721

ask@isc.ca

What else is there to validate other than the 999999's?



- Abandoned structures misinterpreted as properties
- New developments
- Missed properties, hamlets
- Multiple access point to one property
- Conflicts in known road names vs posted road names

Recap



- 1) Create and update civic numbers where street names are known.
- 2) Verify road names and contact the appropriate agency to update.
- 3) Create and update civic numbers where street names have been updated.
- 4) Add/remove other civic addresses as necessary



DEMO

Future Website Enhancements



- Simplified website registration process
- Improved visualization on the website
 - Invalid addresses vs valid addresses
 - Civic Addresses labelled
 - Water features and railway lines
 - Satellite Imagery
 - Lot, block and Registered Plan numbers and survey lines

Training in Development



- Training User Guide for Editors
- Online help tutorial videos
- Workshop for Viewers and Editors at SARM Annual Convention 2016

Additional Resources



[Saskatchewan Rural Addressing Standards](#)

[Proposal for an Address Assignment System for Urban Areas](#)

[Civic Addressing FAQ 2015 Information Sheet](#)

[Civic Addressing Registry System Guide](#)

[Civic Address Registry Getting Started User Guide for Viewers](#)

[Civic Address Registry Training Guide for Editors](#)

[Information Services Corporation Street Name Change Guidelines](#)



Thank You!

Questions??

Cynthia Mamer

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Emergency Management and Fire Safety
Ministry of Government Relations
Provincial Help Line 1-844-407-0077
caradmin@ppsc.ca

Additional Notes

Civic Addressing



In rural areas, Civic Addressing System uses this township and range road grid system to establish the access point, or number, of a property.

The civic number is a combination of two numbers:

- 1) The nearest township road to the south or range road to the east of the property
- 2) The addressable lot number where the property access point (driveway) is located.

Civic Addressing



Each mile of township and range road is divided into 40m lot intervals producing 80 addressable lots (40 on each side of the road).

- Even numbers (2 to 80) are on the west and south side of the road
- Odd numbers (1 to 79) are on the east and north side of the road.
- Address numbers increase going north and west

Example #1



In Township 28 Range 13 West of the 3rd Meridian

Civic Address: 28067 Range Rd 3135

Where:

280 = the township road name to the south of the property

67 = the lot number on the east (odd) side along the road
where the access to the property is located

Range Road 3135 = the street name in which the property is
located

Example #1



In Township 28 Range 13 West of the 3rd Meridian

Civic Address: 28067 Range Rd 3135

The distance to property can be calculated by:

$$67 \times 40\text{m}/2 = 1,340\text{m}$$

multiplying the lot number “67” by 40m lot intervals and dividing by 2 (account for even and odd numbers) giving a distance of 1,340m north of township road 280.

Example #2



In Township 28 Range 13 West of the 3rd Meridian

Civic Address: 313447 Township Road 280

Where:

3134 = the Range Road name to the east of the property

47 = the lot number on the north (odd) side along the road
where the access to the property is located

Township Road 280 = the street name in which the property
is located

Example #2



In Township 28 Range 13 West of the 3rd Meridian
Civic Address: 313447 Township Road 280

The distance can be calculated by:

$$47 \times 40\text{m}/2 = 940\text{m}$$

multiplying the lot number “47” by 40m lot intervals and dividing by 2 (account for even and odd numbers) giving a distance of 940m west of Range Road 3134.



In Township 28
Range 13 West
of the 3rd
Meridian

