

Rural Municipality of Ponass Lake No. 367	Policy Name CIVIC ADDRESS SIGNAGE	Doc N.	
		400-35	Date June 12, 2019
Controller:	Approved By Council:		
Loretta Prevost, Administrator	June 12, 2019		

1.0 Purpose

The Purpose of this policy is to implement a standardized system for civic address signage to make navigation throughout the Rural Municipality of Ponass Lake No. 367 easier for the traveling public and, most importantly, emergency personnel.

2.0 Scope

This policy applies to all owners of houses or buildings within the Rural Municipality of Ponass Lake No. 367.

3.0 Objectives

To ensure a standardized civic address signage system by:

- setting guidelines for Civic Number Display
- ensuring existing civic numbers are no longer in use
- ensuring civic numbers are maintained
- prohibiting other postings

4.0 Policy

4.1 Background

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 houses and buildings. The Rural Municipality of Ponass Lake No. 367 has adopted by resolution the numbering system developed by the Province of Saskatchewan.

The Rural Municipality of Ponass Lake No. 367 adopted Bylaw No. 4/19 being a Bylaw to Provide for the Numbering of Houses and other Building within its boundaries. Bylaw No. 4/19 requires an owner or occupant of a house or building to display the identification number in which it was assigned.

This policy will determine the format and placement of civic number signs within this municipality's boundaries.

4.2 Civic Number Display

The owner of a house or building shall keep posted at the entrance to the house 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 house or building 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 house or building is accessed;
3. Civic numbers shall face towards the roadway upon which the house or building is situated and which forms part of the civic number for the house 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 numbers 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).

4.3 Existing Civic Numbers

All existing numbers of houses and other buildings shall be changes to conform to the system herein adopted.

4.4 Civic Number Maintenance

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

4.5 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, unit number, or suite number shall be posted without the word “lot”, “unit”, or “suite” preceding the posted number.

5.0 Responsibility

Councillors are responsible for adopting by resolution the numbering system developed by the Province of Saskatchewan, the bylaw providing for the numbering of houses and other buildings and the civic address signage policy.

The **Administrator** has overall responsibility for maintaining the numbering system and keeping a record of all numbers assigned to owners.

Authorization

Council Meeting Date