## TOWN OF STONEWALL POLICIES AND PROCEDURES MANUAL

SECTION: WORKS & OPERATIONS SERVICES

SUBJECT: CIVIC ADDRESSING SYSTEM

ORIGINALLY APPROVED BY RESOLUTION OF COUNCIL ON:

POLICY NO. 8.2

FEBRUARY 14, 2024

## MOST RECENTLY AMENDED BY RESOLUTION OF COUNCIL ON:

## **BACKGROUND/INTENT:**

Residents of the Town of Stonewall residing in the annexed lands utilize a Rural Civic Addressing System. This policy describes the rules and regulations to ensure the installation, maintenance, and legibility of the Rural Civic Addressing System within the annexed lands. Annexed lands shall mean the lands located in the five quarter sections identified as: NE35-13-1E, SE35-13-1E, NE26-13-1E, SE26-13-1E, and NW19-13-2E.

## **POLICY/PROCEDURES:**

- a) The Town shall install the post and number sign in such a manner that the numbers be visible from the municipal or provincial road.
- b) That the initial cost of installation of the post and number sign shall be the responsibility of the Town.
- c) That the numbering system signs erected by the Town shall be kept in a legible condition at all times.
- d) That the blade of the sign be perpendicular to the ground.
- e) That the number sign be placed such that it is visible from the municipal right-of-way.
- f) That the numbering system signs erected by the Town shall be kept free of obstructions (including snow drifts) and in plain view at all times.
- g) That the numbering system signs and posts shall be the property of the Town.
- h) That the property owner shall be responsible to immediately notify the Town if a numbering sign of post is damaged or missing.
- That the maintenance and repair of the numbering sign and post shall be the responsibility of the Town, and the cost of that maintenance and repair shall be the responsibility of the property ower.
- j) That, if a property owner requests a sign be placed on a non-designated site or abandoned farm site, the cost of the sign, post, and installation shall be the responsibility of the property owner.
- k) That the property owner be given thirty (30) days notice to make payment upon presentation of an invoice for the costs of the maintenance and repair of the numbering sign and post. Failure to make payment within the 30 days specified shall result in an outstanding debt to the Town and may be collected in the same manner as a tax may be collected or enforced under the Municipal Act.