The Civic Addressing Standard For Manitoba

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1. CIVIC ADDRESSING STANDARD

1.1. Proposal of a Province–Wide Civic Addressing Standard

This is the proposed Civic Addressing Standard for Manitoba. Its base is the NENA (National Emergency Number Association) Standards for Frontage Interval. Also influencing the Standards Report was the use of material received from a practical document, New Brunswick 9-1-1 Data Maintenance Procedures, which includes an Appendix Civic Addressing in New Brunswick - Standards and Guidelines.

This standard was developed with feedback obtained in two public presentations to the Association of Manitoba Municipalities and their responses to questionnaire survey. Essential input was received from stakeholders including individuals representing Municipalities, corporations and planners. Working sessions with MTS, providers of 911 service, and Canada Post helped refine the document for completeness.

The standard accommodates the three basic road fabrics in Manitoba,

Local Streets,

Provincial Highways and

DLS Grid Roads.

Within built up or urban communities civic addresses are commonly derived from the names assigned to the local street network. The Provincial Highway network of primary and secondary routes provides a common named reference for residences located along these roadways. The bulk of municipal roads are found within the grid road system that was created as part of the DLS subdivision of townships, ranges, sections.

This standard does not provide for the use of legal or survey descriptions as the basis for civic addressing. While the use of legal descriptions may be how people who own the rights to the land describe their property, it does not by definition provide a civic address.

The Provincial Civic Addressing Standard and guidelines are a best fit to encompass all municipalities in Manitoba, considering existing civic addressing fabric and stakeholders' needs.

This Civic Addressing standard does not include any proprietary components or systems that preclude unrestricted utilization by the stakeholders.

1.2. MANITOBA CIVIC ADDRESSING STANDARD

1.2.1.Introduction

These Civic Addressing Standards, identified conventions and implementation guidelines have been developed with input from the 911 Civic Addressing Committee, Rural Municipalities and several individuals from across the province. They are presented as rules and conventions, which if followed will enhance the consistency of civic addressing within the province of Manitoba.

Appendix A provides *Definitions* of the terms used in this report including the major components of the Civic Address.

Section 1.3 describes *Manitoba Civic Addressing Standards*.

Section 2 *Guidelines and Conventions* describe rules and methods of application of civic addresses for Local Streets, Grid Roads and Highways.

1.3. Civic Addressing Standards for Manitoba

The following Standards apply to the province of Manitoba.

1.3.1.Frontage Interval System

The Standard for the Province of Manitoba is a Frontage Interval Addressing System.

A Frontage Interval System:

> *"… is a system based on the measurement of intervals between the beginning of a road and the structures along the road."* [NENA (1995)]

The frontage interval system applies civic numbering independent of survey information, or legal description or lot boundaries. It is also is not simply the sequential numbering of houses or lots along a road. It is based on distance from a beginning point along a road, to a significant access to structures where persons may be found.

1.3.2. Distance Increment Standard

The standard maximum distance increment between civic numbers shall be 20 metres in rural areas and 10 metres in urban areas. This increment contains two numbers, an odd and even, for each side of the road.

1.3.3.Even-Odd Standard

When assigning civic numbers along a roadway even numbers must be consistent along one side of the roadway and odd numbers along the other.

Normally, odd numbers are situated on the east and north sides of the street. *See Guidelines*

1.3.4.Diagonal Roadways

For the purpose of civic numbering, diagonal roadways should be treated as either north-south or east-west streets. This standard precludes the possibility of having a north-south civic number sequence and an east-west civic number sequence on the same roadway. Arbitrary decisions on the direction are acceptable, but the primary direction must be chosen so that the civic numbering can be applied in a logically continuous manner, providing consistent access to dwellings along the route.

1.3.5.Roadway Naming Standard

When assigning names to roadways:

a) Each roadway shall have a name

b) One roadway shall have one name only;

c) A name shall be used on only one roadway in a particular community; and

d) Similar sounding names on different roadways shall be avoided.

Street Naming

Roadway naming where the given name is not generally a number, but named after a person or place, shall be known as *Street Naming.*

Grid Road Naming

The Province of Manitoba has a system of road allowances that were created through the Dominion Land Surveys (DLS). Over the years there have been many local methods of naming or numbering these roads, which form a network of inter-community access as well in many cases providing the easement for Provincial Roads (PR) and Provincial Trunk Highways (PTH). Grid Road names follow the same format as street names.

1.3.6.Grid Road System Standard

The standard for the Provincial Grid of DLS Road Allowances is based on two baselines: the International Border and the Principal Meridian.

Roads Parallel to the Principal Meridian

Roads running parallel to the Principal Meridian (in a north-south direction) are numbered corresponding to the distance in miles west or east of the Principal Meridian.

Roads Parallel to the International Border

Roads Parallel to the international border are numbered corresponding to the distance in miles north of the border.

In the case where *Street Naming* is applied to a Grid Road, the municipality could use the Provincial Grid Road Numbering Scheme number as a reference for block numbering. For clarity the mile block numbers could also be added on signs by placing the number under the street name. However, according to 1.3.5. above, "*One road shall have one name only*;" the S*treet Name* is the official name of the roadway, and the number should be placed for milepost reference purposes only. The implication is that where a given street name exists, the S*treet Name* forms the civic address and the milepost reference is not part of the Civic Address.

On roads that run as thoroughfares continuously from one community to another, the mile block numbering scheme should be retained as a reference so that it will be consistently applied when the road exits the community. This also allows for the municipality to assign another name to the road for the portion that falls within the built up community.

Road that fall in between the regular grid road intervals are required to be *Street Named.*

1.3.7.Standard Street Name Address Format

The format for a Street Name Address is as follows:

Standard Street Name Address Format

Specific Components:

Civic Number Street Name Street Type Street direction (if needed) Unit ID– (if applicable)
Community Name Province [Postal Code – when assigned by Canada Post Corporation as the mailing address]

Specific Example:

25 Gagnon Crescent South, Suite 100
St Andrews MB

1.3.8.Standard Grid Road Address Format

The format for the Grid Road Address Standard is as follows:

Standard Grid Road Address Format

Specific Components

Civic Number Road Number Directional Indicator Unit ID (if applicable)
Community Name Province [Postal Code – when assigned by Canada Post Corporation as the mailing address]

Specific Example:

10080 Road 95NW Unit A
Southlands

Reading the address location:

The Civic Address is located on the south side (even number) of Road 95 NW (95 miles north of the International Border). The residence is between the 10th and 11th mile block west of the Principal Meridian 800 metres west of the **10th** mile block. The number **080** within the mile block, indicates the actual distance in 10's of metres (800m) from the beginning of the block.

The Unit Identifier is **Unit A**, specifying which one of the significant buildings or dwellings at that site is being sought. The address is completed with an official **Community Name**. If Canada Post uses the address as an official mailing address the **Postal Code** can be added and it becomes part of the Standard Provincial Civic Address.

Please see guidelines for details of use and implementation.

1.3.8.1. Grid Road Address Specific Components

The standard Grid Road format comprises two main parts; the Civic Number and the Road Number, with the relationship of components as follows:

Civic Number			**Road Number**		
Mile Block Number	Frontage Interval		Road Descriptor	Road Number	Direction from Baseline
# # #	# # #		ROAD PTH PR	# # #	W, E , NW, or NE

Civic Number Comprises a 6 digit civic number without spaces between. The component parts are more specifically defined:

Mile Block Number

The first part of the Civic Number is a block designation. This integer can have up to 3 digits, without leading zeros. The mile block numbering starts at the Principal Meridian and increases westward or eastward; or from the International Border and increases northward.

Frontage Interval

The Frontage Interval is the distance of the object of the address from the beginning of the mile block. The frontage interval number is based on 20 metre increments or two civic numbers (an odd and an even) every 20 metres. This allows on a straight road, 1600 metres or 160 numbers/mile.

Note: Frontage interval numbering can be applied to other roads, e.g. Provincial Trunk Highways; and the maximum number (999) provides room for numbering to accommodate instances of longer diagonal or twisting roads, up to 10 kilometres between blocks. The use of the metric system allows estimates for access to an address by use of the vehicle odometer. This integer number is right justified with leading zeros.

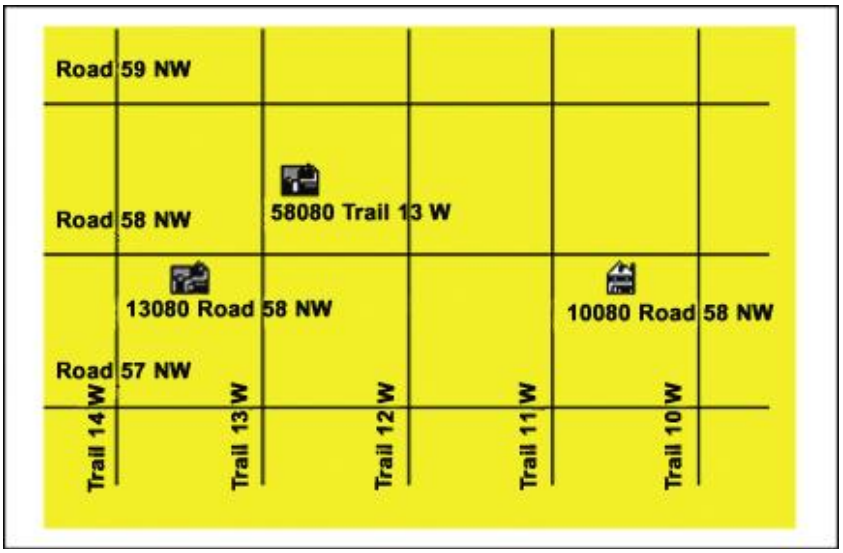
Road Number: The Road Number component comprises three parts:

Road Designator- A simple descriptor that divides the Civic Number from the Road Number. Many existing systems use the designator of ROAD, although if the civic numbering system was applied to provincial highways, the system could be extended to describe locations along a provincial highway. For instance, the ROAD designator could simply be changed to PTH or PR.

Road Number - The Road Number is the number applied to the road based on a provincial grid. It may also be applied to the Provincial Highways in the event that the Standard *Street Name* Address Format is not being used along the highway.

Direction from Baseline - This distinguishes the direction of the road from the provincial baselines.

EXAMPLE:



Systems of numbering Grid Roads are in wide general use particularly throughout the rural areas of the Province, and it is clear that there is a demand and advantage for users of this system. It also provides a continuity of road naming, and the unique numbering of the standard system works across jurisdictions, on roads that tend to be connectors between communities.

2. CIVIC ADDRESSING GUIDELINES

2.1.1. Introduction to Guidelines

Civic Addressing Guidelines are not hard-fast rules like Standards but are put forth to provide guidance and direction when assigning civic addressing a particular area. These guidelines have been provided for a variety of situations that may be encountered in the field. It is important to note that while guidelines are presented they should only be followed to the extent that they make sense in a particular situation. The situation in the field thus must ultimately be civic addressed based on common sense and accumulated experience.

2.1.2. Frontage Interval: Determining the Civic Number

To determine the civic number using the frontage interval standard:

1) Establish a practical beginning point from which to begin the measurement for numbering for the road or block. A practical beginning point might be the line of the edge of the road surface, at the intersection where the road begins. This might be easily measured from vehicles by reading their odometer when turning onto the roadway.

2) The distance of significant access to the premises along the roadway is measured and then the civic number is nearly calculated:

   From the beginning point in metres divide by the interval standard divided by 2 (to achieve both an odd and even civic number in the interval).

   Interval distance /(Frontage interval standard/2)

   . i.e. the distance from the beginning point to the significant access is (for example) 800 m and the standard interval is 20 m:

   800/ (20m / 2) = 80.

   Then assign the nearest number to the premises, odd or even depending on the side of the street.

1) The number may need to be rounded up or down to get the odd or even number, according to which side of the roadway is being addressed.

2) Within this system, it may be necessary to make downward adjustment to the standard interval to allow additional numbers within a concentrated areas or to skip an interval where certain numbers are unacceptable (i.e. 13)

3) Civic Numbering intersections: If the numbering is *continuous* rather than block, the measurement of the frontage interval continues through the intersection, in effect giving the intersection a frontage interval. This number can be applied to number an intersection. In the block system, the number may be designated by zero(s). i.e. 200 is applied to the intersection where the first number applied to the first premise on the block is 201.

Notes: On Grid roads the 20 metre frontage interval provides the potential for a new address on each side of the roadway every 20 metres. As there are approximately 1600 m in a mile, this means the average mile block will have high distance increment number of around 160, or the highest number of the block will be about 160.

2.1.3.Odd and Even Numbering – Sides

The recommended approach for the consistent numbering of residences is to apply odd numbers on the North and East side and even numbers on the South and West side. This approach is used by the City of Winnipeg and has had consequences of extending this system to communities by the continuation of roads from there.. From the perspective of communities that need to renumber because of poor numbering in an area, or where there is no numbering and most particularly where the roadway continues across municipal boundaries the following convention may be adopted.

Apply odd numbers on the North and East sides.

Apply even numbers on the South and West sides.

2.1.4.Civic Numbering and Beginning Points

The choice of a beginning point for Civic Numbering of a roadway will be influenced by local conditions and by the location of the area within the provincial framework. Some examples of situations that may be encountered are included below. Note that all of these systems and variations of the examples given can co-exist within one community. Implementation choices are easier to make if the type of civic numbering can be identified and typed, to fit in relation to its surrounding influences.

Following are some examples of Civic Numbering Beginning Point Types:

1.) **Local Street Referenced Civic Numbering**. The local street may have a beginning point at initiation of the street. These are often closed streets such as cul-de-sacs and crescents, or streets that form part of a closed subdivision, where the street is continuous but may turn in many directions before exiting to a main road. The reference for the Civic Numbering is from the beginning of the street itself.

2.) **Block Civic Numbering with Local baseline**. The first number changing at each intersection identifies Block numbering. Often this system is part of a larger system that relies on baselines to provide similar numbering in adjacent parallel streets. Closer analysis will reveal the location of the civic numbering baselines. The baselines will often be two main intersecting streets in the center of the community, or the baseline may be roadways along jurisdictional borders of the community. If they are in the center of the community, there will often be streets with names that indicate the direction from the center; i.e. West Broadway, East Main, etc. Often a physical feature such as a river or railroad track will define a baseline.

3.) **Beginning point or baseline from adjacent community.** There are many examples in the province where the civic numbering has been continued from one community to the next. This will usually take place along major connectors between communities, and adds a level of continuity to the seeker of an address.

4.) **Provincial Baselines**: The baselines established for the Grid Road Numbering Standard are provincial baselines. This system is actually a block numbering system with the block number being the distance in miles from the provincial baselines. Inherent in this is the direction of increasing numbers.

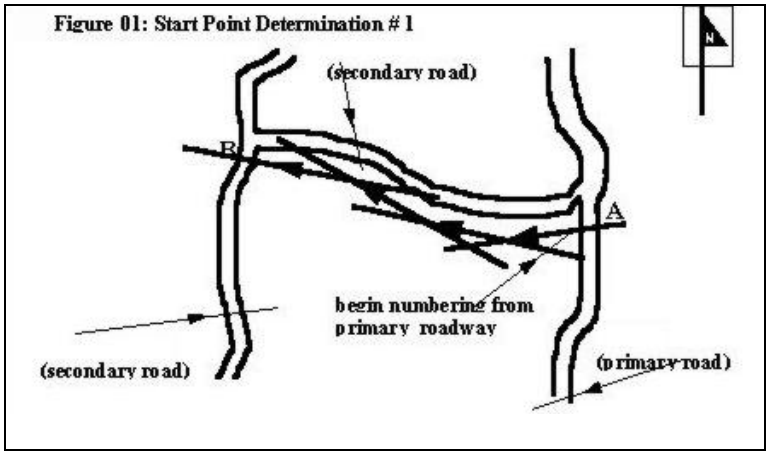
2.1.5.Local Street Starting Point

Start Point Determination

i) If the Standard Grid Road System or Provincial baselines are an influence or applicable to the roadway, the direction of the numbering is prescribed: increasing from the International Border north, increasing Westward or Eastward from the Principal Meridian.

ii) If there are correctly civic addressed roadways running parallel to the subject Street, then it is certainly appropriate to follow the civic addressing scheme of the other roadways. In addition, if the community has adopted a specific civic addressing scheme, then to be consistent in the area, these schemes should be adopted.

iii) In a situation where there seems to be no inherent fabric to follow, the start point and direction of the civic numbering would be determined based on the intersection with greater importance. If the intersection A was determined to be of a greater importance that at intersection B, then civic numbering along the roadway would begin at point A and progress towards point B. The start point and direction of civic numbering would be based on the intersection of greater importance.



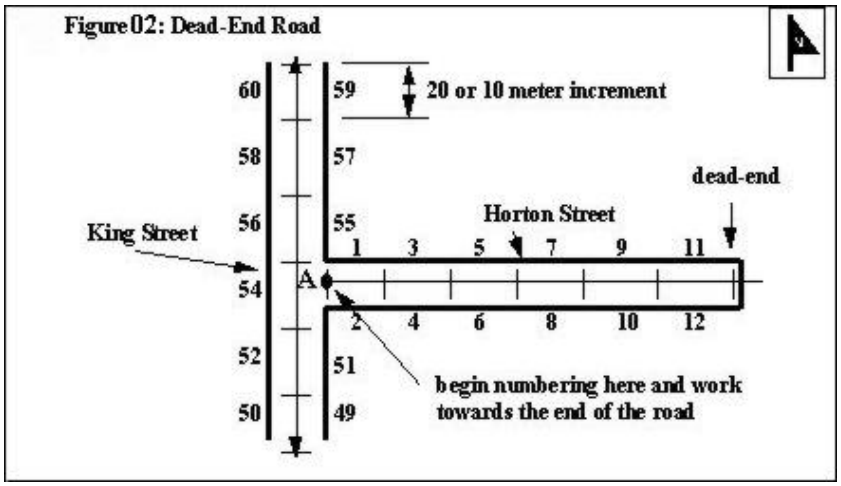
2.1.6.Dead-End Road

The following example has been drawn as a typical dead-end intersection where one road intersects another at a 90-degree angle. For the purpose of this example, Horton Street is not expected to continue to the West in the future, and, therefore, civic numbering can begin at point A, the intersection of Horton Street and King Street.

Note: The number "1" was chosen as a beginning number at point A, although in practice any appropriate number could have been chosen.

Note: If Horton Street is expected to continue to the West of King Street, then the civic number chosen for point A should take into account the expected length and consequently the number of 20/10 metre increments, of the proposed roadway.

a)



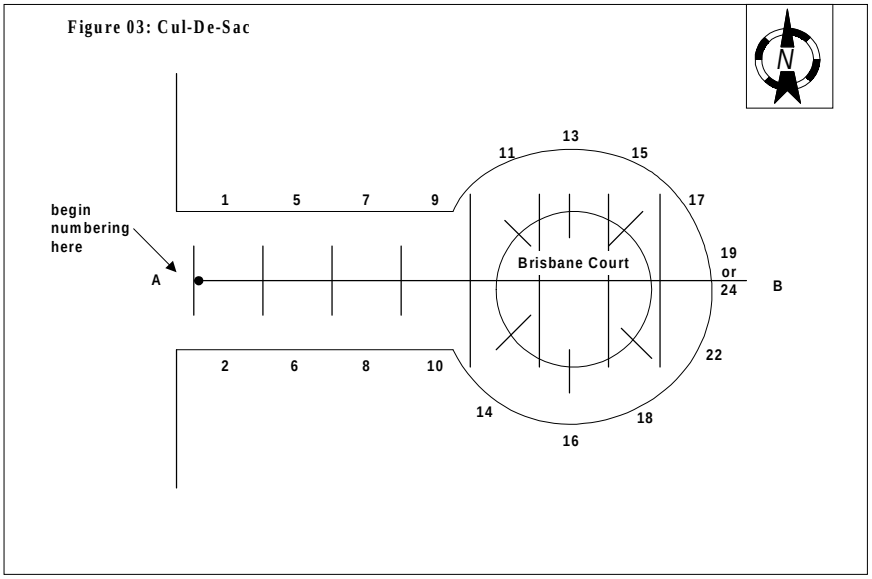
2.1.7 Cul-De-Sac

a) The commencement of civic addressing and the assignment of civic numbers along cul-de sacs is very similar to the example provided for a dead-end road.

b) The start point for civic addressing along Brisbane Court is at point A and civic numbers are assigned in the East direction until point B, the end of the court. The only difference between the assignment of civic numbers along a dead-end road and a cul-de-sac is the greater physical distance that may be encountered between the two sides of the roadway in the bulb-like portion of the court. This difference aside, a court is very similar to a dead-end road.

c) Should there be a premise centred on the end of the court, an arbitrary decision may be necessary to choose whether it is an odd or even civic number.

Figure 03: Cul-De-Sac



2.1.7.Crescent

a) A crescent may be defined as a roadway that intersects with another roadway twice, forming a loop-like configuration, as illustrated below. A first step in assigning civic numbers along a crescent is determining an appropriate start point. In the example, Point A, the southern intersection of Main Street and Maple Crescent corresponds with the lower civic numbers that increase to the north along Main Street. Starting the numbering in the Crescent at this point increases numbers in a similar way and provides an intuitive approach, however, point B could have been chosen as well with little or no impact on the overall integrity of civic numbering.

b) Since point A has been established as the start point to commence the assignment of civic numbers, civic numbering will progress

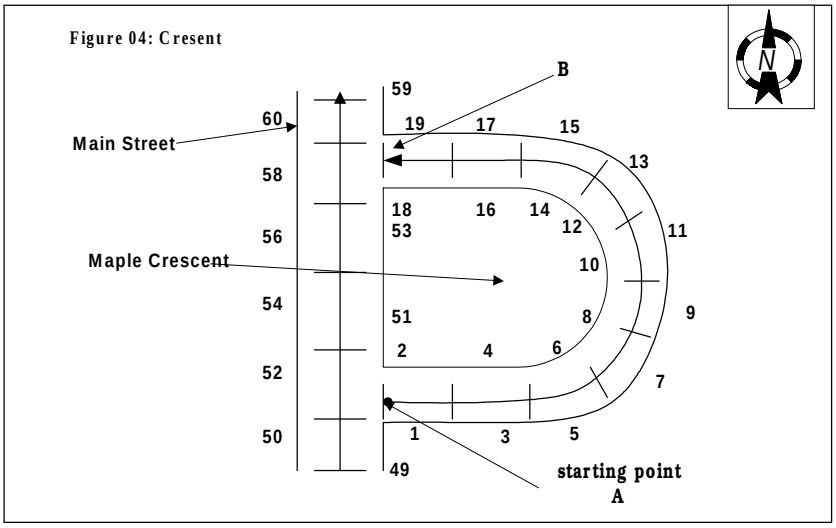
along Maple Crescent until point B, the second of the two intersection points.

c) The outside of the roadway bend is numbered first and consecutively, according to the frontage interval standard. The inside is then numbered to match as closely as possible the civic number on the opposite side of the roadway. This results in fewer numbers on the inside of the circle, with larger increments between these inside numbers. In the example note that numbers 6, 8, 12 etc. are left out. When applying the numbers to the inside location the building front door or a driveway may be a determining factor for the actual number chosen.

d)

When assigning numbers to bending roads such as a Bay, Cul-de-Sac or Crescent there are generally fewer addresses on the inside of the bend or turn. Because of the shorter distance some inside numbers will be skipped. It is important to apply the inside numbers so that they correspond as closely as possible to the adjacent (across the street) numbers applied on the outside of the bend.

Figure 04: Cresent



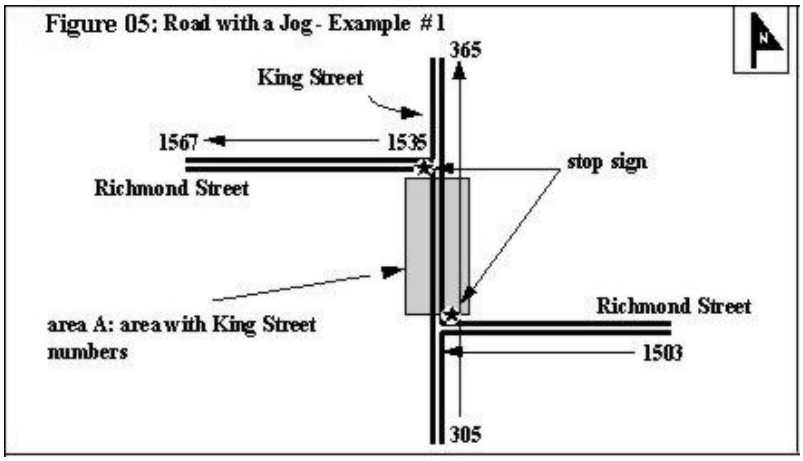
2.1.8. Road with a Jog

Example # 1

a) In this example both Richmond Street and King Street are independent roadways sharing the stretch of roadway labeled area A. In addition, a stop sign along Richmond Street has been put in place at both the intersections of Richmond Street and King Street.

b) Ideally, civic addressing along area A should follow the scheme used along King Street, as is illustrated in the example. The reason for this is the stop sign that is positioned along Richmond Street at each

of the two intersections. A stop sign generally signals a break or interruption in the road and similarly, an interruption in civic numbering. In addition, interrupting the flow of civic numbering along area A would not be appropriate since King Street runs interrupted past the two intersections.

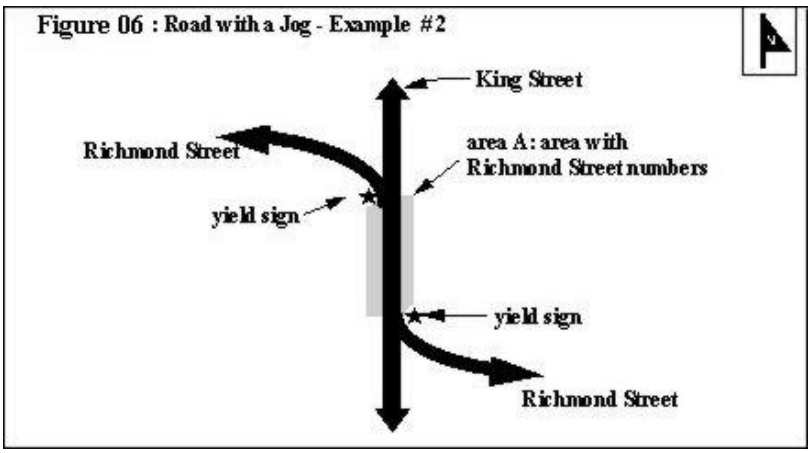


Road with a Jog - Example # 2

a) This example presents an exception to the previous example, Road with A Jog-Example # 1. The situation is similar in that both roadways are independent and share the common stretch of roadway labeled area A. The difference concerns the smooth transition of Richmond Street with King Street and the presence of a yield sign at each of the two intersection points.

b) Vehicles travelling along Richmond Street will reach the yield sign indicating a smooth transition onto King Street and may not expect an abrupt change in civic numbering. Similarly, vehicles traveling along King Street will reach each intersection and not expect a change in civic numbering.

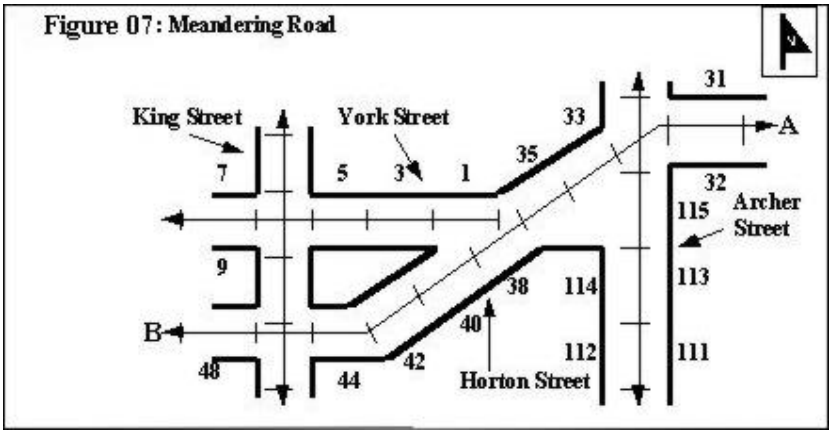
c) In order to determine which civic addressing scheme should be maintained along area A, the roadway with the greater importance will need to be identified.



2.1.9. Meandering Road

Meandering roads may be defined as roads that wander, double back, and intersect frequently with other roadways. In the example provided below, Horton Street is a meandering road that intersects with several other roadways.

a) Civic numbering along Horton Street begins somewhere to the East of point A and progresses sequentially and continuously until point B and beyond. Observe that the continuity of the civic numbering has been maintained along Horton Street even though Horton Street has intersected with several roadways.



2.1.10. Private Roads

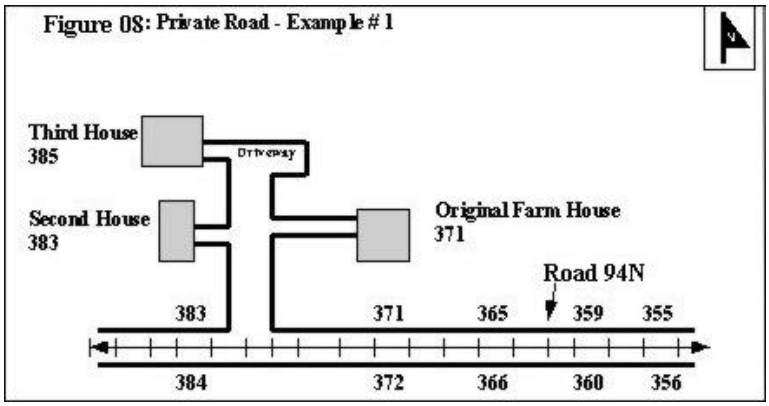
Wherever possible have separate civic numbers for each address – avoid alpha, fraction or decimal extensions

Example # 1

a) This first example of a private road depicts several properties sharing a common entrance. Properties sharing a common entrance are often the result of a growing family building separate residences for successive generations. Therefore, this is a situation that will be encountered more in the rural than in semi-urban or urban areas.

b) In the example, Private Road – Example # 1, there are three houses served off a common driveway the original farmhouse and two other houses. Determining a civic number for the original farm house and the second house is relatively easy since the number is assigned based on the increment along Road 94NW. However, assigning a civic number to the third house is more difficult since it falls directly behind the second house. Rather then assign letters to the third house to distinguish it from the second house, a unique civic number is assigned based on an increment off Road 94NW. As is illustrated in the example, 385 is the civic number that will be assigned to the third house. It is important to note that in most instances the 20/10 metre distance increment will be small enough to accommodate the assignment of a unique civic number to two or more houses very close to one another.

   In this case it may be necessary to place the civic number sign at the shared driveway.



Private Road- Example # 2

a) In the example, Private Road – Example # 2, the view of all three of the residences from Road 94NW are obstructed by the forest. In addition, the roadway leading to the residences is quite long. As a result, the assignment of a civic number to each residence, based on its location along Road 94NW may be inappropriate, as emergency service vehicles may not easily be able to quickly identify the location of any one of the residences. This situation may be dealt with in one of two ways:

   The first approach is rather simple and involves providing a civic number for each residence based on the location of the entranceway along Road 94NW. This solution is only appropriate if there is not a

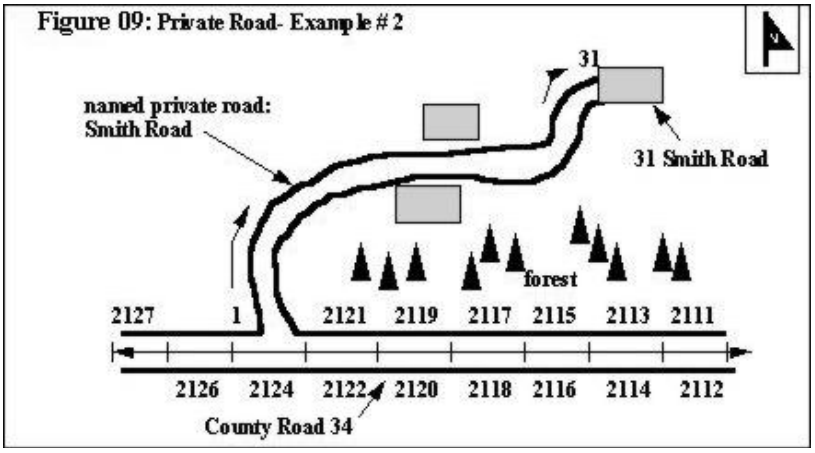
large number of residences along Road 94NW and along the private roadway. In this case a sign post including all civic numbers should be included at the driveway entrance.

The second approach involves naming the private roadway.

If the number of residences along a private road is three or greater it is probably appropriate to name the private drive.

To assign an appropriate civic number to the residence, the private roadway will need to be named. Once the private roadway has been assigned a name, the roadway can be civic numbered, and the civic number of the residence will correspond to its location along the named private road. *Naming a private road is not recommended if the number of residents along the private roadway is less than three*. There are at least two reasons for this: controlling the number of named private roads that only have one or two residents along them; and naming a road can be a long and drawn-out undertaking.

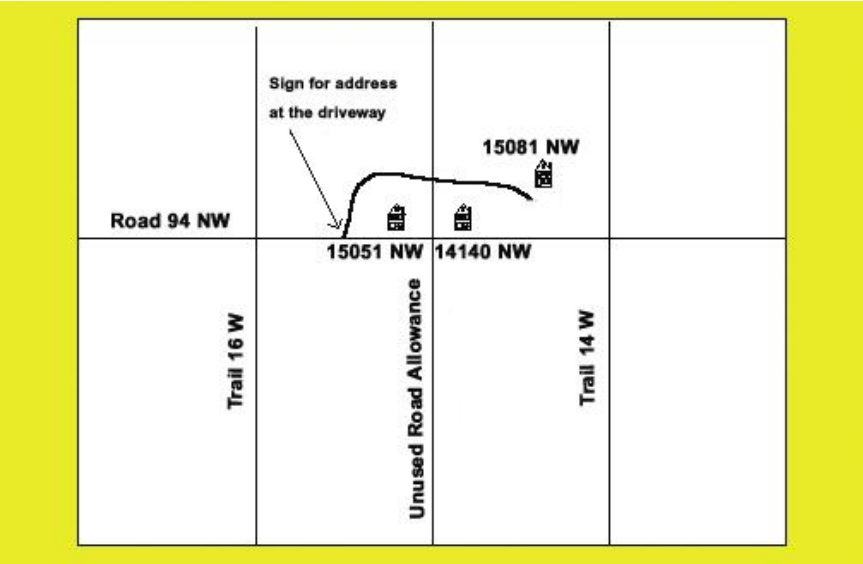
b) Assigning a name to the private roadway in the example below is considered appropriate as the criterion of a minimum of three residences has been met. Once an appropriate name has been chosen, the private roadway can be civic numbered and residences assigned a civic number. The civic number for the last house along Smith Road is 31 and the civic address is 31 Smith Road.



2.1.11. Positioning Civic Number Signs

If the house is close to the main highway and the driveway to the premises is clearly visible from the road in front of the premises, use civic numbers that reflect the centerline of the location of the dwelling

and a choice may be made to place the sign at the building location or at the drive. However in the cases where the houses are considerable distance from the highway or hidden by trees it is recommended that the civic number is represented by the driveway location and if necessary use a Unit Id.



This example illustrates a case where it is logical to number the access to the premises according to the location of the driveway. If the seeker of the address were not able to see the driveway, approximately 1 mile away, they would not be able to easily determine the access. Applying this civic address according to the frontage interval of the driveway access to the premises, the civic number would be 15081 Road 94NW. In this case the residents would be better served to be civic numbered according to the location of the driveway access – 15081 Road 94NW, with the sign being at the driveway. Note also that in this case there may be additional premises between or even in front of the subject premise, and that a change in driveway location at some point will possibly necessitate an address change.

2.1.12. Trailer Park / Mobile Home Park

Mobile home parks and trailer parks are generally laid out like residential subdivisions, and therefore, should be civic addressed in a similar manner. To accomplish this all roadways within the park should have a name so that each property may be assigned a unique civic address.

a) In this Trailer Park example, all roadways within the park have been named so that each trailer unit may be assigned a unique civic address. It is important to emphasize that in order for an emergency service vehicle to efficiently and effectively respond all roadways within that park need to be named so that each dwelling may be assigned a unique civic number.

If an emergency occurred at point A, an emergency service provider would be easily able to locate the location of the trailer based on the civic address 21 Torbit Street. If no name was provided for the street along which point A were located, an emergency service provided could experience great difficulty locating the trailer (point A) in a highstress situation, especially given the similarity of one trailer to the next.

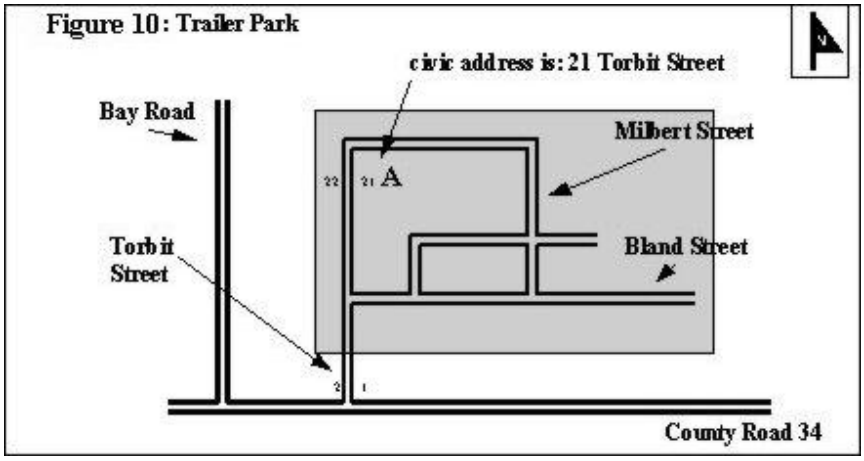
Trailer Parks Alternate: The alternative to the preferred method above is to use a numbering system similar to apartments where the Civic Number is the access to the trailer park and Unit ID are placed as extensions. An address would take the form:

11680 Road 94NW

Unit 20

In this method the Unit ID would be applied as is regular civic numbering, in a sequential manner.

This form is not preferred, and is not acceptable when the trailer park has more than one interior road.



When reviewing application for trailer parks or private subdivisions, municipalities should consider the importance of emergency requirements as a prerequisite to the approval process, including obligations of maintenance of proper civic address signage.

2.1.13. Public Telephones

a) The location of the most if not all-public telephones will fall into one of two location groups: stand-alone public telephone booths; and public telephones found within a business/commercial building. All public telephones within each location group will be assigned a civic address.

b) For stand-alone public telephone booths a civic number will be assigned based on the civic number increment that the booth is

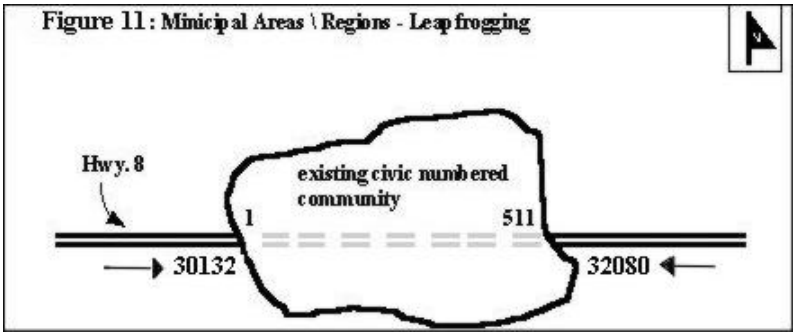
closest to. If the booth is on the corner of two intersecting streets the civic number will be assigned based on which street the doorway of the booth fronts.

c) Civic numbers for public telephones found within a business/commercial complex will be assigned the same civic number as the building that the public telephone is found on.

2.1.14. Federal Complexes

Federal complexes such as Commercial Airports and Military Bases will be responsible for assigning appropriate civic addresses to all buildings containing a telephone line within the limit of their federal jurisdiction. Additional details will normally be worked out with the local emergency service providers.

2.1.15. Municipal Areas / Regions – Leapfrogging



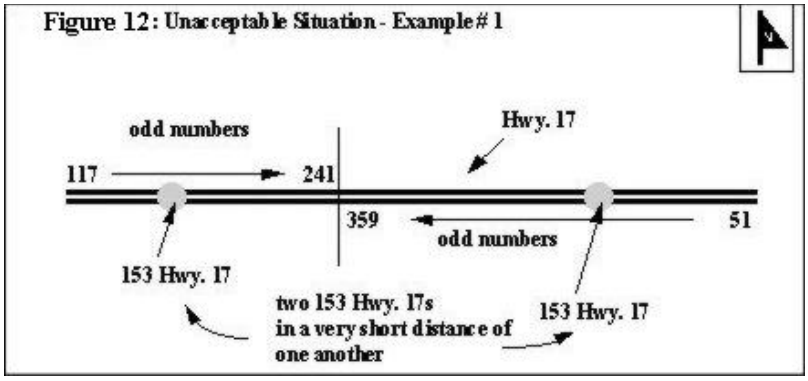
a) In Cases where a provincial highway intersects with a municipality it may be necessary to leap-frog that community due to existing civic addressing. As rural addressing is based on a 20-metre interval simply measuring the distance across the municipal boundary in kilometres and multiply by 100 will provide the civic numbers to be skipped. Adding this number to the last number assigned to the entrance to the municipality will provide the first number to assign to the exit of the municipality.

2.1.16. Unacceptable Situations

Example # 1

a) The first inappropriate situation concerns the civic numbering direction of two schemes where the schemes run counter to one another. In the example, this leads to two number 153s along Hwy. 17. This is dangerous as emergency service vehicles may show up at the "wrong" 153 Hwy. 17 with potentially drastic consequences.

b) The second situation is the non-complementary even-odd civic numbering conventions. The civic numbering scheme increasing in the East direction has odd numbers assigned on the North side of Hwy. 17 and the numbering scheme increasing from the West has odd numbers assigned to the South side of the highway. While this situation may not have the potential to create as much confusion as the former example, it is inappropriate and should ideally be changed. Effort should be made to maintain a standard for applying odd and even numbers consistently along the roadway. There will be changes where different systems come together, particularly at jurisdictional boundaries. In these cases it is important to communicate with adjacent governments and identify, and where possible adjust or civic numbering differences.



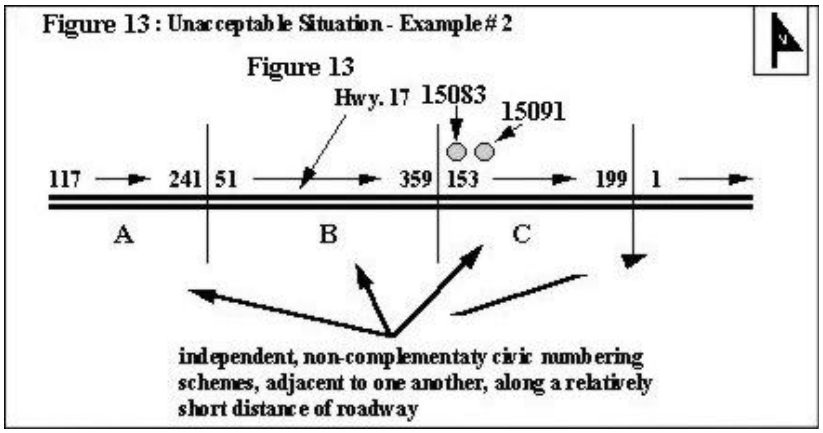
Example # 2

a) This second example of an unacceptable situation depicts several non-complementary civic numbering schemes. In this example, all even civic numbers are along the North side of Hwy. 17, and all numbering schemes increase from West to East. What is non-complementary about this example is the start and finish civic numbers of each scheme.

b) If the civic numbering scheme exists as it is illustrated there is a strong potential for identical civic addresses within a short distance of roadway. This is unacceptable as explained in the previous example as emergency vehicles may inadvertently respond to the "wrong" location.

c) One method for dealing with the depicted situation is to salvage as much of the existing civic addressing and reassign civic numbers to the remaining residences. However, the analysis should first look at the roadway in the context of the surrounding influences. For instance the type of road may influence a decision based on continuity with a highway or grid road, possibly interspersing the provincial grid civic numbering system that would integrate unique numbers based on the provincial baseline. If the road is a local road, adjacent parallel streets may influence the numbering.

d) As a last resort, another method would involve salvaging as much of the existing civic addressing as possible and increasing the remaining civic addresses by a factor of 10 or 100. For example, if the stretch of civic numbering labelled A were kept, the civic addressing along stretch B and C, could be increased by a factor of 10 and 100, respectively, without having to totally scrap the existing civic numbering schemes. The stretch of civic numbering along area A would now begin at 510 and end at 3590, and similarly the stretch of numbering along area C would begin at 15300 and end at 19900. This approach is not without problems. For example, a multiplier of 100 will lead to two houses one interval apart having a civic number that differs by 200. If a multiplier of 100 were applied to 153 and 155, the new civic numbers would be 15300 and 15500, respectively. It should be quite clear, then, that this approach should be only used in situations where there are no alternatives.



2.1.17. Provincial Baseline Civic Numbering

The provincial baselines provide the beginning points for Civic Numbers on DLS Grid Roads, where the roads have not been Street Named. This Civic Numbering scheme may also form a basis for Civic Numbering that may be adopted within a community for Provincial Highways, or if there is no local street Civic Numbering and it fits the situation, to local streets.

North-South Grid Roads Direction Convention

On roads that are parallel to the Principal Meridian, the convention is increasing numbers to the north from the international border, with the odd numbers on the east side of the road.

East West Grid Roads Direction Convention

On roads that are parallel to the international border, running east and west from the Principal Meridian, the rule is:

the numbers increase toward the west and east from the Principal Meridian, with the odd numbers are on the north side

Note: Where possible these increasing number directions or favoured odd-even sides should be matched on local streets.

2.1.18. Provincial Highways Naming and Civic Numbering

Provincial Highways that run through a municipality should be numbered from Municipality line to Municipality line, following Provincial Grid Road naming and numbering Conventions.

Within urban areas a Provincial roadway will likely be renamed and possibly link through a number of local streets. In this case the Street Name is the standard address. However there are two default situations, particularly in rural areas where there is no street name applied to the road.

a.) Where a local Street Name is not applied, the highway number should be assigned as a Street Name. To prevent confusion, caution must be used in applying civic numbers continuously through the community. In this case the numbering should reflect the appropriate mile block and frontage interval from the grid road system. The dominant direction of the highway within the context of the province needs to be established, whether east-west or north-south, and the civic numbers applied consistently as north-south or east-west along the highway, through the whole of the municipality.

b.) Municipalities will need to consult their neighbours regarding the extension of the numbering schemes for provincial highways that pass through more than one municipality. The recommended approach is to assign the beginning number for a provincial highway route based on its location relative to the grid road system. This will provide consistency for the users.

2.1.19. Highway Service Roads

a) In the case of a Provincial Highway, where there are adjacent service roads it is preferable to *Street Name* the service roads

b) As a default the service road may be named according to the highway name with sequence numbering applied

using the mile block from the Grid Road Civic Numbering system.

2.1.20. Guidelines Remote Settlements: First Nations and Northern Affairs Communities, Provincial Parks, National Parks

There are a number of communities and locations that may not appear to fall into the fabrics identified in this report. Much of the previous text is based on the existence and naming of roadways (legal right of ways) and of civic address numbering on the basis of distance from established baselines. There are however, places in the province that don't include the same level of infrastructure, but still that have the need to establish civic addressing, as they require emergency services. In light of this need, the basic concepts of civic addressing in this report are here reviewed as concepts to provide a template for designing access to such premises.

1) The importance of the civic address is not to describe a surveyed area such as a legal lot, but a direction to a location. Think about how the system tells the unfamiliar seeker of the location a way to proceed with confidence from where they are to the location they seek from identifiable physical references and without the need of local knowledge.

2) Important concepts in the formation of a civic address:

- Legal or survey/lot descriptions and/or building numbers are not civic addresses.
- Civic Numbering is based on distance from a beginning point along a travelled line, to the premises.
- A single road (or trail or path) should have only one name, and that name should be continuous.
- Both road signs and civic number signs are the guides along the way and must be applies consistently to tell the seeker they are on the right path to the location they are seeking.
- The guidelines provide alternate possibilities for multiple premise situations, such as family compounds, private roads, etc.

2.2. Civic Number Presentation - General Guidelines

2.2.1.Introduction

The following civic number presentation guidelines are intended to provide a priority sequence to adhere to when determining the appropriate civic number style, size, colour contrast, and location.

2.2.2.Placement

Civic Numbers should be on the same side of the road to the structure to which they relate.

In urban areas the numbers should where possible, be attached in order of preference to:

- building;
- mail box, and;
- civic number post;

In rural areas the recommended method is have a sign post or mailbox with the sign. An owner may place a civic number on a sign or sign post located adjacent to the entrance of a driveway which provides emergency vehicle access to a building;

The civic number must be visible and easily seen by vehicles travelling in both directions;

The bottom of the numerals should be at least 1.2 metres (48 inches) above the ground or more in order to be seen during winter conditions;

Consider traffic safety and other overruling factors that may impact the display of your civic number (i.e., obstruction due to excessive snow fall, potential damage caused by snow removal vehicles, and visibility to emergency service vehicles at night)

2.2.3. Form and Colour

Should be in numeric form;

The colour of each numeral should contrast with the colour of the building, mail box or sign post to which it is attached, and; ideally should be constructed of a reflective material;

If the number is located on a sign or post or on a building which is within 15 metres (49.2 feet) of the roadway, then the numerals should be not less than 65 millimetres (2 1/2 inches) in height,

If the number is located on a building which is 15 or more metres (49.2 feet) from the roadway, the numerals should be not less than 100 millimetres (4 inches) in height.

3. APPENDIX A

3.1. Definitions

Frontage Interval System

A system to apply Civic Numbering "*based upon the measurement of intervals between the beginning of the road and the structures along the road"* [NENA (1995)]

For instance an interval measurement of 20 metres provides 2 numbers (an odd and even) every 20 metres. This allows approximately 100 numbers in a kilometre, or 160 numbers/mile.

Civic Address

An identification system providing a consistent and understandable method to address and access premises based on a road name and a civic number, which indicates the relative position along a road. Three main components are the Civic Number, Street Name, and the Community Name.

An optional component is the Unit Identifier.

Civic Number

The civic address number component that in a frontage interval describes a relative position along a roadway.

In a frontage interval system the Civic Number may be applied in two ways: In a *block* system the first digit(s) of the civic number will change at each new intersection. A *continuous* frontage interval system will continue sequential numbering though the intersections, and ignore the first digit number changes at each new block.

Street Name

The civic address component that names the particular roadway.

Road Number

An alternative to the Street Name that is used when he roadway being named is a DLS Grid Road Allowance or a Provincial Highway.

Unit Identifier

The unit identifier indicates the individual premise within a multiple premises civic address. This component comprises two parts: The **Unit Type** and the **Unit Alphanumeric**. Examples are Apartment numbers ie. Apt 203) or Commercial Unit number (ie. Unit B).

Community Name

The Community Name in Manitoba is an official name for an inhabited area, registered with the Provincial Toponymist. Community Names are normally based on Administrative Entities and their boundaries. This is logical for Civic Addressing purposes as the Municipality is the authority able to create the civic address.

Subdivision names are not considered Community Names.

Incorporated areas are able to apply for official status of community names or portion thereof (with pre-determined boundaries set by Municipalities in conjunction with the appropriate Municipal and/or Provincial authorities) which will be used as part of the Civic Address.

The office and authority of the Provincial Toponymist legally prescribes place names, providing the provincial standard for Community names. This office provides policy and procedure for place naming and enforces the use of official place names and under the Manitoba Geographical Names program. It also maintains the provincial geographical names database and publishes a place names gazetteer. The provincial office works in co-operation with the federal toponymic names office.

Contact:

Gerald F. Holm
Provincial Toponymst
Manitoba Geographical Names Program
Land Information Division
1007 Century Street, Winnipeg, Manitoba Canada R3H 0W4
Telephone (204) 945-1798 or 945-1032

Mailing Address

An address assigned by Canada Post designed to provide the information needed to deliver a piece of mail to its intended destination.

Note that the civic address and the mailing address are separate, although often similar. The differences between the two often causes confusion, with incidents of residents dropping their mailing address in favour of their new civic addresses on correspondence, resulting in problems with postal delivery. It is important for residents who are given a new civic address by their municipality to understand that they must continue using their postal mailing address on their correspondence, unless notified in writing by Canada Post.

Survey Description: Manitoba has a legacy, particularly in rural areas, of adopting survey descriptions as addresses, such as the Dominion Land Survey (DLS). An example of this format is, NW Section 6, Township 4, Range 7 W. This format and other survey descriptions used for titling, such as Lot, Block, Plan and Parish Lot are not Civic Addresses, but are descriptions are designed to identify the legal parcel as part of the title documentation. They do not indicate the relative position or distance of the premises along the "Street" or roadway.

Grid Road Scheme A scheme developed by Manitoba Department of Highways which numbers DLS Grid Road allowances, according to their distance in miles:

- Roads running east-west: from the International border;
- Roads running north south: east and west of the primary meridian.

Example: Road 1 NW or Road 1NE, are located parallel to the international border 1 mile north; Road 6 W is located parallel and six miles to the west of the Principal Meridian.