



## ***MEMORANDUM***

**FROM:** Administration  
**TO:** Chair Vaandrager, Reeve Harwood, All Councillors  
**SUBJECT:** Public Works Committee Meeting

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A meeting of the Public Works Committee will be held on:

**Monday, June 5<sup>th</sup>, 2023**  
**Immediately following the Administration Committee Meeting**

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## **AGENDA**

1. Call to Order
2. Adopt Agenda
3. 8:45 a.m. Delegation – City of Saskatoon
  - Dalmeny Highway Construction Project
4. Weed Control Program – Lawrence Boehm – Verbal Update
5. Operational Field Updates – Blake Peters – Verbal Update
6. Operational Update – Director of Infrastructure and Public Works – Verbal Update
7. PW 23-008 – Civic Addressing Project Update
8. Public Works – Carryforward Action List
9. Adjourn

**Department**

Infrastructure and Public Works

**Subject**

Civic Addressing Project Update

**Recommendation**

**THAT the Civic Addressing project update report be received as information**

**Background**

Civic Address Registry (CAR) is a province-wide standardized system of identifying and locating properties, by establishing unique access point locations. This system is used to assist emergency responders such as police, fire, and ambulance in finding residences and businesses quickly in the event of an emergency.

The typical process for updating the civic addressing is as follows:

| Step  | Current Status  |
|---|---|
| <p><b>Step 1 - Verify, assign, and submit road names to respective governing agencies to ensure accuracy.</b></p> <p>The list of agencies that will review and approve the road names are Ministry of Highways (MHI), Information Services Corporation (ISC) and Saskatchewan's Civic Address Registry (CAR).</p>   | <p>Administration has reviewed all the road names within the RM and submitted to MHI, ISC and CAR for their review and approval. We have recently received approval from ISC with respect to the road names</p> |
| <p><b>Step 2 – Review, verify and assign civic addresses using the CAR mapping application and submit to CAR for their review and approval.</b></p> <p>After all the road names have been cross-referenced for accuracy and approved, a list of addresses for each property is submitted to CAR for their review. CAR will review to ensure that the addressing is consistent within their system. Once all the addresses are approved, CAR will notify Administration.</p> | <p>Administration has sent the list of civic addresses to CAR for their review and approval.</p>  |

| Step   | Current Status   |
|--|--|
| <p><b>Step 3 – Receive final validated civic address list for the RM of Corman Park.</b><br/>           Once CAR has approved the civic address list, the RM is informed of the approval and can progress to the next step.</p>  | <p>Administration is waiting for final approval from CAR, which requires approval of both the street names and civic addressing.</p> |
| <p><b>Step 4 – Review signage to be ordered and installed.</b><br/><br/>           Administration will review all the existing signage and develop a list of signs to be ordered and installed.</p>  | <p>There are over 4,200 address signs to be installed, of which approximately 4,000 have been installed.</p>                         |
| <p><b>Step 5 – Notify Emergency Services of the completed civic addresses.</b><br/>           After the installation of all the signs, Administration will inform all Emergency Services providers to ensure they have the accurate information. This will officially complete the process for updating the civic addressing</p> | <p>Not applicable yet.</p>   |

**Discussion**

Throughout the past year and half, Administration has been working on completing the Civic Addressing Project by aligning the project with the process provided by CAR, as outlined in the table above.

As the alignment to the process was occurring, numerous errors were identified and Administration corrected the errors as they arose. To date, Administration has reviewed all of the road names for accuracy and generated appropriate civic addresses. Road names and civic addresses have been sent to MHI, ISC and CAR for their review. We are currently waiting for MHI to approve the road names, which we anticipate will be approved this summer. Once we receive the approval, we will provide the approval to CAR for their information. CAR is currently reviewing the RM’s civic addresses, and we anticipate that approval to be received this summer as well.

After the approvals are received, Administration will install the remaining signage to complete the project. It is anticipated that the signs will be installed this fall. After the signage has been installed, Administration will formally provide notice to all the emergency service providers and inform them of the updated civic addresses as well a communicate the completion of this phase of the project to all ratepayers.

# INFRASTRUCTURE AND PUBLIC WORKS

## Carryforward Action List – CURRENT

| Date<br>Action Item/Request  | Status   |
|--|--|
| <p>October 12, 2021</p> <p><b>Civic Addressing Process</b></p> <p><b>Issue:</b> The RM adopted civic addressing in February 2019 in the municipality for emergency services.</p> | <ul style="list-style-type: none"> <li>• October 12, 2021 – Previous anticipated timelines for the rural addressing initiative were delayed. Administration conducted an audit of the procedures required to complete the project. The initial process established required some re-work to align the project with established provincial civic addressing processes.</li> <li>• January 10, 2022 – Council received an information package containing an update on the expected project completion timelines (late Fall 2022).</li> <li>• March 1, 2022 – Research into the process of registering civic addresses with Canada Post is underway. An update to Council will be provided in May.</li> <li>• March 21, 2022 – Finalization of assigned addressing and road name verification is underway.</li> <li>• June 2022 - Sign installation for the summer has begun. This project remains on track to have civic addresses and road names registered, sign installation of existing addresses completed, and emergency services updated by end of quarter four.</li> <li>• August 2022 – Sign installation will continue while weather permits. Registration of civic addresses is in progress. Consultation is ongoing to ensure process continuity for the future phase of registering civic addressing with Canada Post.</li> <li>• October 2022 – First data batch of Civic Addresses was received by the Civic Address Registry and confirmed compatible with their system. The next step, address verification, can proceed for this batch. Canada Post consultation has been fruitful and remains ongoing.</li> <li>• December 2022 – Second data batch is being prepared to be sent to the Civic Address Registry. Road name change application to be submitted to ISC once the November Council Meeting minutes have been posted.</li> <li>• February 2023 – Registration with external parties for emergency services is ongoing. Updates to follow as the process progresses.</li> <li>• <b>March 2023</b> <ul style="list-style-type: none"> <li>○ <b>Awaiting completion of road name updates with external parties. In communication with these parties.</b></li> <li>○ <b>In queue for CAR to complete their address verification and registration with emergency services (ETC 6-9 months)</b></li> <li>○ <b>Continued review and updating of civic addresses</b></li> <li>○ <b>Preparation for the completion of sign installations for the initial program implementation is ongoing</b></li> <li>○ <b>Work has begun on program maintenance. Internal consultation to embed civic addressing in development processes is in progress. A workflow is being created. Documentation will be reviewed.</b></li> </ul> </li> </ul> |

# INFRASTRUCTURE AND PUBLIC WORKS

## Carryforward Action List – CURRENT

| Date<br>Action Item/Request                | Status   |
|--|--|
| Sourcing of future gravel sites in the RM. | <ul style="list-style-type: none"><li>• Currently establishing a process for identification of sites.</li></ul>  |
| Valley Road Corridor Assessment            | <ul style="list-style-type: none"><li>• Currently establishing the scope of this project and determining the viability of addressing issues pertaining to this transportation link.</li><li>• <b>April 2023 – Council will need to determine in conjunction with Administration the implications to the 2024 budget.</b></li></ul> |
| Recycled Asphalt Shingles Report           | <ul style="list-style-type: none"><li>• <b>Verbal report to Committee April 2023 providing update. Administration is to further research the H &amp; S issues to seek clarification from an independent source.</b></li></ul>  |