



ADM-16 Rural Addressing Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul is committed to provide a clear, consistent and accurate rural addressing system that complies with Alberta Municipal Affairs standards and supports emergency response, service delivery to residents, and property identification.

POLICY DEFINITIONS:

For the purpose of this policy, the terms “residential dwellings”, “public facilities”, “home occupation, minor”, “home occupation, major”, “dwelling units”, “accessory sleeping quarters” and “bunkhouses” have the meanings defined in the County of St. Paul Land Use Bylaw.

POLICY STATEMENTS:

1.0 Rural Addressing

1.1 The County shall assign a rural address to:

- all residential dwellings;
- all public facilities;
- minor and major home occupations or residential structures including:
 - dwelling units
 - accessory sleeping quarters
 - bunkhouses
- any other development requiring a rural address for emergency response or municipal administration.

1.2 When a new multi-lot subdivision is approved, the County will assign lot numbers to each parcel and install the appropriate access signage along with a main access sign.

1.3 Residential dwellings located within the hamlets of Mallaig and Ashmont shall be assigned municipal house numbers. Property owners will be provided with the numbers, and it will be their responsibility to install them in a clearly visible location from the roadway.

1.4 Rural address signs shall be installed within one calendar year of the issuance of a Development permit. However, this does not preclude property owners from erecting a temporary address sign during construction.

1.5 Property owners are responsible for notifying the County if their rural address sign is damaged, destroyed or missing. Replacement of the sign and any associated costs will be at the discretion of the County.

1.6 Planning and Development Department shall maintain records of all assigned rural addressing numbers to ensure consistency and accuracy.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



Related documents:

Rural Addressing Procedure

Council Approval: March 13, 2012

Amended: August 11, 2026

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RURAL ADDRESSING PROCEDURE

Support ADM-16

1.0 Assigning Rural Addresses

- 1.1 Rural addressing numbers shall be assigned by the Planning and Development Department upon issuance of a Development Permit.
- 1.2 Prior to entry into the taxation system, the Taxation and Assessment Department shall review and confirm all assigned rural addressing numbers to ensure consistency with County records.

2.0 Ordering and Installing Signage

- 2.1 All rural addressing signage will be ordered and installed by the Public Works Department.
- 2.2 Alberta One Call requests may be submitted at the discretion of the Public Works Department when utility locates are required.

3.0 GIS

- 3.1 Following installation, the Public Works Department shall obtain photos of the installed rural address signs and provide the necessary information to update the County GIS system in coordination with the Taxation and Assessment Department. GPS coordinates may be collected where deemed necessary.
- 3.2 The Taxation and Assessment Department shall maintain rural addressing information with the taxation system.
- 3.3 The County's GIS provider will submit updated addressing information data through the Alberta Municipal Data Sharing Partnership (AMDSP), which provides addressing information to TELUS 911 and other emergency response agencies.
- 3.4 A record of all assigned rural addressing numbers shall be maintained by the Planning and Development Department.

4.0 Replacing Signs

- 4.1 Requests for replacing signs shall be submitted to the County by the property owners.
- 4.2 Administration will determine whether a replacement sign will be provided and if there will be any costs to the residents.