

# Civic Address Registry (CAR)

## Progression checklist for communities

Below is a typical progression checklist that can be followed for completing validation of civic addressing into the provincial Civic Address Registry (CAR) in your community. Community participation in CAR is voluntary. The Ministry of Government Relations/Sask911 Provincial Helpdesk (1-844-407-0077 or [caradmin@pa911.com](mailto:caradmin@pa911.com)) is available for support.

Communities do not need to start addressing from scratch - the CAR program has incorporated existing addresses and created additional civic address points for all of Saskatchewan. Prior to CAR officially incorporating these points, communities are asked to validate and adopt the suggested addresses for their locality and to fill in the gaps where necessary.

General inquiry about CAR to the Helpdesk.

- Receive general CAR information materials (Introduction Package).

Create a user profile on the CAR Web Mapping Application ([www.saskaddress.ca](http://www.saskaddress.ca)).

Receive website link to custom community Welcome Package:

- Current CAR address map for your community.
- Current CAR address list for your community.
- Road name status map for your community.
- Data sharing agreement.
- CAR information materials.

Participate in CAR Level 1 training – CAR overview and Address Validation.

Participate in CAR Level 2 training – Road Name Updates.

Community verifies/ assigns road names and civic addresses within the community (community authority as per Municipalities Act 17(1)). (Based on Level 1 and Level 2 training).

Community updates road names to Ministry of Highways and Infrastructure (MHI) and Information Services Corporation (ISC) as necessary. (Based on Level 2 training).

Participate in CAR Level 3 training – Website Address Updates.

Community updates civic addresses on the CAR Web Mapping Application. (Based on Level 3 training).

Final validation of road naming to MHI and ISC is now complete.

Final validation of civic addressing into CAR is now complete.

Receive website link to custom community Completion Package:

- Final validated CAR address list for your community.
- Final validated CAR address/road name map for your community.

Determine community civic address and road update maintenance strategy for the registry.

Communities can offer their validated address list to local emergency responders (fire, police, ambulance) so these organizations can work with the same information (e.g. load address points into fire truck GPS, or include address points on maps).

If desired and funds permit, your community can initiate placement of addressing signage and street signage for on-the-ground referencing by emergency responders (community authority as per Municipalities Act 17(2)).

Choice, design, procurement, and placement of signage is the responsibility of the community and out of the scope of CAR. Some communities develop an addressing signage bylaw or include details about signage in other municipal regulatory tools.

Individual community participation, timeline and Sask911 support can be customized to work around the community's resource availabilities. Assistance is available at any time throughout the process via the provincial HelpDesk (1-844-407-0077 or [caradmin@pa911.com](mailto:caradmin@pa911.com)).

CAR is used in the provincial 911 system, and communities can offer their completed CAR addresses to local first responders. Services such as courier companies for urban and rural parcel deliveries can obtain CAR through Information Services Corporation. Ministry of Government Relations/Sask911 will facilitate the availability of CAR to Provincial Crowns such as SaskTel, SaskPower, SaskEnergy if they wish to reference the same addressing system.