

## **RURAL ADDRESSING BYLAW**

### **RURAL MUNICIPALITY OF BRITANNIA NO. 502 BYLAW NO. 22-19**

#### **A BYLAW OF THE RURAL MUNICIPALITY OF BRITANNIA NO. 502 FOR THE PURPOSE OF ESTABLISHING A SYSTEM OF RURAL ADDRESSING**

WHEREAS: under section 8 of *The Municipalities Act*, (hereinafter referred to as the "Act"), a council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS: Section 17(1) of the Act allows a municipality to name streets or roads or areas within its boundaries and to assign a number or other means of identification to buildings or parcels of land;

AND WHEREAS: pursuant to Section 17(2) of the Act, a municipality may require an owner or occupant of a building or a parcel of land to display the identification assigned to it pursuant to Section 17(1) in a manner established by bylaw;

AND WHEREAS: the Council of the Rural Municipality of Britannia No. 502 deems it desirable to put into effect a rural addressing system which can be utilized by emergency service providers and for other purposes such as providing directions for delivery of services;

NOW THEREFORE: the Council of the Rural Municipality of Britannia No. 502, in the Province of Saskatchewan, hereby enacts as follows:

#### **1. TITLE**

1.1 This Bylaw shall be known as the "Rural Addressing Bylaw".

#### **2. DEFINITIONS**

2.1 In this Bylaw:

- a) "Accessory Building" means a structure naturally and normally incidental, subordinate and exclusively devoted to the principal building and located on the same lot or site.
- b) "Approach" means that portion of the Road Right-of-Way from the Public Road up to the boundary of a Parcel of Land, and which is constituted by a prepared surface area with or without a culvert and which gives access to the Parcel of Land.
- c) "Building" means any permanent structure according to approved zoning used or intended for supporting residential occupancy or occupancy by employees or agents as a place of employment or business, but does not include an Accessory Building.
- d) "Bylaw Enforcement Officer" means the Chief Administrative Officer or any other person appointed by bylaw to enforce municipal bylaws enacted by the Council of the Municipality and at the request of the Chief Administrative Officer.

- e) "Council" means the Council of the Rural Municipality of Britannia No. 502.
- f) "Developer" means the person or company who subdivides land to create a new Parcel of Land or person(s) or company(s) who creates a new Building requiring a Rural Address.
- g) "Development" is as defined in the Zoning Bylaw.
- h) "Development Officer" means the Chief Administrative Officer of the Municipality or their designate.
- i) "Highway" is defined as in *The Traffic Safety Act*.
- j) "Hamlet" is as defined *The Municipalities Act*.
- k) "Internal Subdivision Road" means a Public Road or Street that is used to access Parcels of Land within a Multi-lot Subdivision, which has been assigned a street name rather than number.
- l) "Multi-lot Subdivision" means a subdivision within the Municipality having acreages with frontage on a named street, and for which properties have been assigned a house number under bylaw.
- m) "Municipality" means the Rural Municipality of Britannia No. 502.
- n) "Notice of Violation" means a notice that informs a ratepayer that this bylaw has been violated. A Notice of Violation is issued when a violation is observed or discovered. The purpose of a Notice of Violation is to initiate corrective action that will stop the violation immediately and bring the property back into compliance.
- o) "Owner" means
  - i. In the case of land, any person who is a registered owner of title under *The Land Titles Act, 2000*; or
  - ii. in the case of property other than land, any person who is in lawful possession thereof.
- p) "Parcel of Land" means
  - i. where there has been a subdivision, any lot or block shown on a plan of subdivision that has been registered in the Land Titles Registry;
  - ii. where a Building has been affixed to the land, that would without special mention be transferred by a transfer of land, has been erected on two (2) or more lots or blocks shown on a plan of subdivision that has been registered in the Land Titles Registry;
  - iii. a quarter (1/4) section of land according to Part VI, Division 2 of *The Land Surveys Regulations*, or any other area of land described on a certificate of title.
- q) "Peace Officer" means a member of the Royal Canadian Mounted Police or a Bylaw Enforcement Officer appointed by the Municipality.
- r) "Primary Access" means the main access to a Parcel of Land as identified by the Municipality.
- s) "Public Road" means all developed roads within the Municipality, including a Highway, and developed roads and Highways located along the west and south boundaries of the Municipality.

- t) "Road Right-of-Way" means:
  - i. a Road allowance established by a survey, made under *The Land Surveys Act, 2000* or
  - ii. a Road widening, Road diversion, Highway, Road, street, avenue, lane, alley, walkway, or other public right-of-way as shown on a plan of survey registered with Information Services Corporation.
- u) "Rural Address" is the address assigned by the Municipality which identifies a Parcel of Land with a Building located on it.
- v) "Rural Address Sign" is a traffic control device as defined in *The Traffic Safety Act* which indicates the Rural Address of a Parcel of Land and as specified in this Bylaw.

### 3. EXEMPTIONS

- 3.1 Parcels of Land located within the Hamlets of the Municipality, or Parcels of Land in the Resort Residential Zone of the Municipality are exempt from this Bylaw.
- 3.2 Parcels of Land containing farm buildings only are exempt from this Bylaw
- 3.3 Oil and gas industry Parcels of Land regulated by Section 19 of *The Oil and Gas Conservation Regulations* are exempt from this Bylaw unless:
  - 3.2.1 The Parcel of Land is occupied by employees or agents as a place of employment or business.

### 4. RURAL ADDRESS ASSIGNMENT

- 4.1 All Parcels of Land supporting a Building and having a Primary Access onto a Public Road shall be assigned a Rural Address by the Municipality according to the methodology outlined in Schedule "A" of this Bylaw.
- 4.2 For Multi-lot Subdivisions governed by a service agreement, street names may be assigned for, and house numbers given, for Parcels of Land where there is no Building presently constructed.

### 5. SIGNAGE

- 5.1 Each Parcel of Land having a Primary Access on to a Public Road that has been assigned a Rural Address, shall have a posted Rural Address Sign in accordance with the provisions of Schedule "B" of this Bylaw;
- 5.2 No person shall use a Rural Address Sign if such sign does not comply with this Bylaw;
- 5.3 No person shall in any way alter, deface or attach any additional signage to the Rural Address Sign or sign post(s);

### 6. COST AND MAINTENANCE

- 6.1 All Rural Address Signs remain the property of the Municipality and shall be installed and maintained by the Municipality;
- 6.2 The costs associated with the placement and replacement of a sign shall be set out in Schedule "C" of this bylaw as amended from time to time.

### 6.3 Single Lot Parcels

6.3.1 The costs associated with the supply and installation of a Rural Address Sign on a Parcel of Land that has been assigned a Rural Address, or has been granted a permit for a development that will require a Rural Address prior to original passing of this Bylaw, shall be borne by the Municipality;

6.3.2 The costs associated with the supply and installation of a Rural Address Sign on a Parcel of Land that requires a Rural Address due to a development approved after original passing of the Bylaw, shall be borne by the Owner;

### 6.4 Multi-lot Subdivisions

6.4.1 For Parcels of Land within a Multi-lot subdivision registered prior to original passing of this Bylaw, the costs associated with the supply and installation of Rural Address Signs will be borne by the Municipality only where a Building exists or is being constructed.

6.4.2 Unless otherwise directed in a development agreement, the costs associated with the supply and installation of Rural Address Signs in a Multi-lot Subdivision registered after original passing of this Bylaw, shall be borne by the Developer or Owner, whether or not a sign had previously been placed and whether or not the sign was placed by the Municipality or by another party. Supply and Installation of Rural Address Signs in a Multi-Lot Subdivision will be completed upon final subdivision and construction of Internal Subdivision Roads.

6.5 All Rural Address Signs will be purchased and installed by the Municipality. Where the costs associated with purchase and installation are the responsibility of the Owner or Developer, the Municipality will invoice or charge the Owner or Developer pursuant to the rates set out in Schedule "C".

6.6 The Municipality will install Rural Address Signs once annually. All new properties or buildings requiring signs after July 31 of a year will be installed in the following year.

6.7 The cost and responsibility of the replacement of signs in a no fault accident, (e.g. motor vehicle accident), shall be that of the Municipality. The property owner is responsible for notifying the Municipality of damaged or missing rural addressing signs.

6.8 Once the rural address sign is installed, it is the property owner's responsibility to maintain the area around the sign and keep it legible from the road and free of obstructions.

## 7. OFFENCES

7.1 Any person who contravenes any section of this Bylaw is guilty of an offence and is liable, on summary conviction, to a penalty as provided for in the General Penalty Bylaw. A second offence shall be defined as occurring within twelve (12) consecutive months of the first offence, a third offence shall be defined as occurring within twelve (12) consecutive months of the second offence.

## 8. ENFORCEMENT

- 8.1 For the purposes of this Bylaw, a Bylaw Enforcement Officer may access any Parcel of Land at any time for inspection or enforcement activities regarding matters relating to this Bylaw;
- 8.2 Any person who is guilty of an offence as set out in Section 7.1 shall be issued a written warning prior to the issuance of a Notice of Violation for a first offense. Any person who receives a written warning will have thirty (30) days from the date of the issuance of the written warning to rectify the offense before the issuance of a Notice of Violation for first offense. Any offenses which occur within 12 calendar months of a previous offense where a Notice of Violation has been issued will not receive a warning.
- 8.3 A Bylaw Enforcement Officer is hereby authorized to immediately issue a Notice of Violation to any person who the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw and who has previously been issued a written warning within 12 calendar months;
- 8.4 Where a Bylaw Enforcement Officer believes that a Person has contravened any provision of this Bylaw, he/she may serve upon such Person a Notice of Violation provided by this Section either personally or by mailing or leaving the same at his/her last known address, and such service shall be adequate for the purpose of this Bylaw;
- 8.5 A Notice of Violation shall be in such form as determined by the Municipality and shall state the Section of the Bylaw which was contravened and the amount which is provided in Schedule "C" that will be accepted by the Municipality in lieu of prosecution;
- 8.6 The levying and payment of any fine provided in the Bylaw shall not relieve a person from the necessity of paying any fee, charges, or costs for which he/she is liable under the provisions of this Bylaw;

## 9. SEVERABILITY

- 9.1 Should any provision of this Bylaw be invalid, then such provision shall be severed and the remaining Bylaw shall be maintained;

## 10. EFFECTIVE DATE

- 10.1 This Bylaw shall take effect on the day of final passing thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a third time and finally adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**X**

Reeve

**X**

Chief Administrative Officer

(seal)

## Schedule "A"

### 1. Standard Rules

- 1.1 Rural Addresses will be determined using a basic grid derived from the township and range roads.
- 1.2 The grid is based on a 40 metre interval, starting in the south from Range Roads and in the East for Township Roads see diagram 1). Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not.
- 1.3 Where the actual road deviates from the road allowance as surveyed on the original Township Plat (ie: "bought" or "forced" road allowance), the original road allowance on the section/quarter boundaries shall be used for creation of rural addresses.
- 1.4 Intervals are reset to zero at each section line.
- 1.5 The 40 metre grid starts over at quarter line but address interval continues to section line.
- 1.6 Any remaining portions of the section less than 3 metres in width will be included in the preceding interval.
- 1.7 Any remaining portions of the section greater than 3 metres will create an additional interval.
- 1.8 Interval numbers increase in the north and west direction.
- 1.9 Odd interval numbers are on the south and the west
- 1.10 Even interval numbers are on the north and the east.
- 1.11 The Multi Lot Subdivision address is a 1-3 digit number. Named Multi Lot Subdivision addresses will be determined as follows:
  - 1.11.1 Only three digit lot numbers will be placed on the sign. The Internal Subdivision Street/Road Name will not appear on the sign.
  - 1.11.2 All lots situated on the east side of the streets will bear even numbers and those on the west side will bear odd numbers.
  - 1.11.3 All lots situated on the north side of the streets will bear even numbers and those on the south side will bear odd numbers.
  - 1.11.4 All numbers on residential lots will increase from east to west with each new street and increase from north to south with each new avenue.
  - 1.11.5 All residential lots in a cul de sac will increase in a clockwise rotation on the north side with even numbers and decrease on the south side with odd numbers.
- 1.12 The Rural Address number is a 5-6 digit number. If there is a single access to multiple parcels of land, then a numerical designation will appended to the prefix of the civic number.

1.12.1 The left three or four digits of the 5-6 digit Rural Address are allocated for the township or range reference road.

1.12.2 The right two (2) digits represent the interval number.

Example: 28064 Rge Rd 3134

“280” (Reference Road is Township Road 280),

“64” (Interval 64 in 40 meter grid north from Township Road 280),

even number indicates location on west side,  
of Range Road 3134.

## 2. Assigning Rural Addresses

- 2.1 Addresses will be determined at the location where Primary Access is gained to the Building along a Public Road.
- 2.2 For multiple Buildings located off the same Primary Access, the first Building off the Primary Access will be labelled with an "1", designation as a suffix of the Rural Address, the second a "2" designation and so forth, moving from the township/range road inward along the Primary Access Road.
- 2.3 Where a single Building exists off one Primary Access at the time of original passing of this Bylaw, and additional Buildings requiring addresses are added afterwards, the original Building will remain the same and the additional buildings will be labelled with suffixes beginning with "1" as per section 2.2
- 2.4 For Buildings for which there exists more than one Access point, the Access that appears to be the Primary will be used for the purpose of assigning a Rural Address. If there is no clear Primary Access, the first Access moving in a clockwise direction starting at the East boundary of the section will be determined to be the Primary Access for the purpose of assigning a Rural Address.
- 2.5 Addresses for structures located off Highway service roads will be addressed off the Highway.

## Schedule “B”

### Part 1 — Sign Design

- 1.1 Sign Material: Sign Grade Aluminium — 0.081" (2mm) Thickness
- 1.2 Sign Face: 3M (or equivalent) High Intensity Grade Prismatic Reflective Sheeting
- 1.3 Rural Address Sign Dimensions: 300mm x 600mm  
Multi Lot Subdivision Sign Dimensions: 230mm x 300mm
- 1.4 Lettering: Rural Address – 4" White Text - Line 1 Address Number  
3" White Text - Line 2 Road Number  
Multi Lot Subdivision - 4" White Text - Line 1 Address Number
- 1.5 Sign Background: Blue
- 1.6 Post: U-Channel Galvanized Post (14 Gauge x 7 feet)

### Part 2 — Sign Placement

#### 2.1 Standard Sign Placement

The Rural Address Sign shall display the Rural Address assigned by the Municipality pursuant to the Rural Addressing Bylaw. The sign shall be affixed along the Approach where it is observable from the Road. It shall be located on the right hand side and within two (2) metres of the shoulder of the Approach and one (1) metre from the Parcel boundary within the Road Right-of-Way and parallel to the Road. Notwithstanding this, where existing utilities prohibit the placement of the sign in the prescribed location, the sign shall be placed in such a location that it unambiguously identifies the Approach as the subject of the sign and is visible from the Road.

- 2.1.1 The Rural Address Sign shall be affixed at a minimum height of one (1) metre from height of the Approach and no higher than two point five (2.5) metres from level of the Approach relevant to the top of the sign.

#### 2.2 Two or more Buildings off one Primary Access

For multiple Parcels that are accessed from a single Primary Access, multiple signs may be placed together on one set of sign posts, provided they meet the other sign specifications identified herein.

- 2.2.1 The Rural Address Sign shall be affixed at a minimum height of one (1) metre from height of the Approach and no higher than two point five (2.5) metres from level of the Approach relevant to the top of the sign.

#### 2.3 Multi-lot Subdivisions Sign Placement

In Multi-lot Subdivisions where multiple Parcels of Land have frontage on a named street, and for which properties have been assigned a house number, a three digit Rural Address Sign shall be displayed at the entrance of each Parcel according to the specifications outlined in 2.1 of this schedule.

- 2.3.1 The Rural Address Sign shall be affixed at a minimum height of one (1) metre from height of the Approach and no higher than two point five (2.5) metres from level of the Approach relevant to the top of the sign.

## Schedule "C"

Supply and Installation of a Rural Address Sign	\$150.00
Replacement Supply and Installation of a Rural Address Sign	\$150.00
Reinstallation Only of a Rural Address Sign	\$ 75.00
Supply and Installation of a Rural Address Sign in a Multi-Lot Subdivision	\$100.00
Replacement Supply and Installation of a Rural Address Sign in a Multi-Lot Subdivision	\$100.00
Reinstallation Only of a Rural Address Sign	\$ 75.00

Plus applicable taxes.