

BYLAW NO. 04-2017

RURAL ADDRESSING BYLAW

A BYLAW OF THE RURAL MUNICIPALITY OF GREAT BEND NO. 405 TO PROVIDE AND IMPLEMENT A RURAL ADDRESSING SYSTEM.

The Council of the Rural Municipality of Great Bend No 405, in the Province of Saskatchewan enacts as follows:

WHEREAS the Rural Municipality of Great Bend No. 405 has the authority to provide, services facilities and other things that are necessary or desirable for the entire municipality;

AND, WHEREAS the Council of the Rural Municipality of Great Bend No. 405 deems it desirable to put into effect a standardized Municipal Rural Addressing system for the entire municipality which can be utilized by emergency service providers and for other purposes such as providing directions for delivery or other services to identify an occupied property;

NOW THEREFORE the Council of Rural Municipality of Great Bend No. 405, duly assembled, enacts as follows:

1. TITLE:

1.1. This Bylaw may be referred to as the “Rural Addressing Bylaw”.

2. DEFINITIONS:

2.1. For the purposes of this Bylaw:

- a) “Address” and “Address Sign” means any or all types of addresses and address signs referenced in this Bylaw (i.e. Rural Address, Shared Rural Address and Multi-lot Subdivision);
- b) “Approach” means that portion of the Road Right-of-Way from the Road surface 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 Driveway leading into and giving access to the Parcel of Land;
- c) “Building Inspector” means that person appointed by the Municipality pursuant to subsection 5(4) of *The Uniform Building and Accessibility Standards Act*;
- d) “Bylaw Enforcement Officer” means a person appointed by the Municipality pursuant to this Bylaw or *The Municipalities Act*;
- e) “Chief Administrator Officer” means the person appointed by the Municipality as the Administrator;
- f) “Developer” shall mean the person(s) or company(s) who subdivided land to create new titles or person(s) or company(s) who creates a new structure requiring addressing;
- g) “Development Officer” means the person appointed as the Development Officer pursuant to the Municipality’s Zoning Bylaw, as amended;
- h) “Development Permit” means a permit issued by the Municipality’s Development Officer;
- i) “Driveway” means a privately owned prepared or unprepared surface area within the boundaries of a Parcel of Land and that is suitable at most times for accommodating a vehicle travelling on it to gain access to the building site on a Parcel of Land from an Approach off the Road surface;
- j) “Effective date” means the date the bylaw is finally passed;
- k) “Internal Subdivision Road” means a Road internal to a multi-lot subdivision that intersects either with a Township Road, a Range Road or both or none of these, and

may also intersect with one or more other Internal Subdivision Roads.

- l) “Municipality” means the Rural Municipality of Great Bend No. 405.
- m) “Notification in writing” means a letter mailed to the owner at the address shown on the assessment roll;
- n) “Owner or landowner” means:
 - i) a person who is registered under the Land Titles Act as the Owner of land, or
 - ii) in the case of property other than land, any person who is in lawful possession thereof.
- o) “Occupant” means a person residing at a property, and shall include both an Owner and person renting the property.
- p) “Parcel of Land” means:
 - i) any unsubdivided block or any lot, or any part of such a block or lot, in any area of land of which a plan of subdivision is registered in a land titles office,
 - ii) in the case where a building 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 parts thereof, all those lots,
 - iii) if there is no such plan of subdivision a quarter (1/4) section of land within the Saskatchewan Township System or according to the surveys under *The Land Surveys Act, 2010*, as amended, or any other area the description of which has been approved by the property land titles office, or
 - iv) all the land forming part of any railway, irrigation or drainage right of way.
- q) “Primary Access” means the main access to a property as identified by the Municipality;
- r) “Road” means any primary or secondary highway, thoroughfare, street, Township Road, Range Road, avenue, parkway or square, whether publicly or privately owned, any part of which the public is ordinarily entitled to or permitted to use for the passage or parking of vehicles;
- s) “Road Right-of-Way” means:
 - i) a Road allowance established by a survey, made under the Saskatchewan Surveys Act, 2010, 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 in the Saskatchewan Land Title Office;
- t) “Rural Address” is the address assigned by the Municipality that identifies a parcel of land;
- u) “Rural Address Sign” is a traffic control device as defined in *The Traffic Safety Act* that indicates the Rural Address of a parcel of land;
- v) “Structure” means a permanent residential, commercial, industrial, or any other occupied building as identified by the Municipality, that may be constructed or placed on a parcel of land;
- w) “Up-keep” means the rural address sign must be kept in good condition and continue to be posted according to Schedule “A”.

3. EXEMPTIONS:

3.1. The following properties are exempt from this Bylaw, subject to Section 3.2.,

- a) Oil and gas industry lease sites, regulated by the Saskatchewan Energy & Resources; and

- b) Farmland on which only agricultural operations (including farm buildings) as defined in the Municipality's Zoning Bylaw are carried out.

3.2 Despite Section 3.1., upon request from the Owner or Occupant of an exempted site or parcel of land the Municipality will, upon receipt of the required payment pursuant to the Municipality's Fee Schedule, assign an appropriate address and install a corresponding address sign to the subject site or parcel of land in accordance with the provisions of this Bylaw.

4. GENERAL:

- 4.1. With the exception of Section 3 all parcels of land supporting a residence or a business with occupied buildings, and have a primary access onto a public road shall be assigned a rural address by the Municipality and shall be posted in accordance with the provisions of this bylaw.
- 4.2 The Chief Administrator Officer, or his/her designate, is authorized to waive or modify any requirement of this bylaw to address unique circumstances or situations.
- 4.3. The property owner or occupant shall be responsible for the up-keep of the sign and maintenance of the area around the sign and keep it free from obstructions and readable from the public road.
- 4.4. Where a rural address is not required or not provided pursuant to this bylaw (e.g. recreational property with no residence) the owner or occupant of the parcel of land may request in writing to have a rural address assigned by the Municipality, and such request shall be at the discretion of the Chief Administrative Officer or his/her designate.
- 4.5 The Municipality will install signs when time permits.

5. RURAL ADDRESS METHODOLOGY

- 5.1. Addresses will be determined at the location along a public road where the primary access is gained to the occupied building. The basic grid is derived from the township and range roads. The grid is based on 40 intervals per mile starting in the far southeast section corner. Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. Reset interval to zero at each section line. Interval numbers increase in the north and west direction. Odd interval numbers are on the south and the east. Even interval numbers are on the north and the west.
- 5.2. Lot numbers within a multi-lot subdivision will typically contain odd numbers on the south and east sides and even addresses on the north and west sides.
- 5.3. Subdivision signs will be required at the entrance to the subdivision and individual lot number signs will be required at the primary access to each lot.
- 5.4. Signs shall be installed in the manner described in Schedule "A" attached to this bylaw and comply with the specifications of attached Schedule "B".
- 5.5. A written request from the landowner or occupant will be required for rural address signage relocations, and subject to the Chief Administrator's discretion, the relocation will be at the landowner or occupant's expense.

6. RURAL ADDRESS COSTS

- 6.1. The cost associated with the initial supply and installation of the rural address sign (including subdivision signs and lot signs) at the primary access to lands supporting residences or businesses with occupied buildings *that existed on or prior to August 31, 2017* shall be expended from the general revenues of the Municipality.
- 6.2. The costs associated with the supply and installation of the rural address sign at the primary access to lands supporting residences or businesses with occupied buildings created *after August 31, 2017* shall be the responsibility of the property owner,

occupant or developer. In the case of a multi-lot subdivision created after **August 31, 2017**, the costs associated with the supply and installation of the subdivision sign and lot signs shall be the responsibility of the property owner or developer. The rural address sign (or subdivision and lot signs) shall be supplied and installed by the Municipality for such fees as established in the Municipality's Master Rates Bylaw. The fees will be collected at the development permit or multi-lot subdivision application approval stage, as appropriate.

- 6.3. Notwithstanding Section 6.2 above, the cost for the replacement of signs in a no fault accident as in the case of a motor vehicle crash, shall be that of RM of Great Bend and shall be performed to the standards and specifications of the Municipality. The property owner/occupant is responsible for notifying the Municipality of the damaged rural address sign.
- 6.4. The property owner or occupant shall be responsible for all costs associated with the general maintenance of the rural addressing sign or any replacement sign required.
- 6.5. Where a rural address has been provided for under Section 5.4, the rural address sign shall be supplied and installed by the Municipality for such fees as established in the Municipality's Master Rates Bylaw.

7. PROHIBITED POSTINGS:

- 7.1. An owner shall not post or permit to be posted any part of a civic address which is not assigned to the property;
- 7.2. An owner shall not display on a property any number which is not the assigned civic number with the exception of a lot number, unit number or number which is clearly part of a business name;
- 7.3. No lot number, unit number, or suite number shall be posted without the word "lot", "unit", or "suite" preceding the posted number.

8. OFFENCES:

- 8.1. No person shall use a rural address sign if such sign does not comply with this bylaw.
- 8.2. No person shall deface or remove any sign placed under the authority of this bylaw.
- 8.3. No person shall obstruct a sign placed under the authority of this bylaw with any natural or man-made object whether temporary or not.
- 8.4. Should any person contravene Section 7.1, 7.2, or 7.3 of this bylaw, written notification will be sent by registered mail or by personal delivery to such person requiring them to correct or remedy the contravention within thirty (30) days of the date of the notification.
- 8.5. Should a person fail to correct or remedy a contravention of Section 7.1, 7.2, or 7.3 of this bylaw, after being notified in accordance with Section 7.4 of this bylaw, the County may correct or remedy the contravention and recover any associated costs from such person.
- 8.6. Any person who contravenes any provision of this bylaw is liable to a fine not exceeding five hundred dollars (\$500.00).

9. VALIDITY

- 9.1. Should any provision of the bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

10. EFFECTIVE DATE:

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

(SEAL)

Reeve.

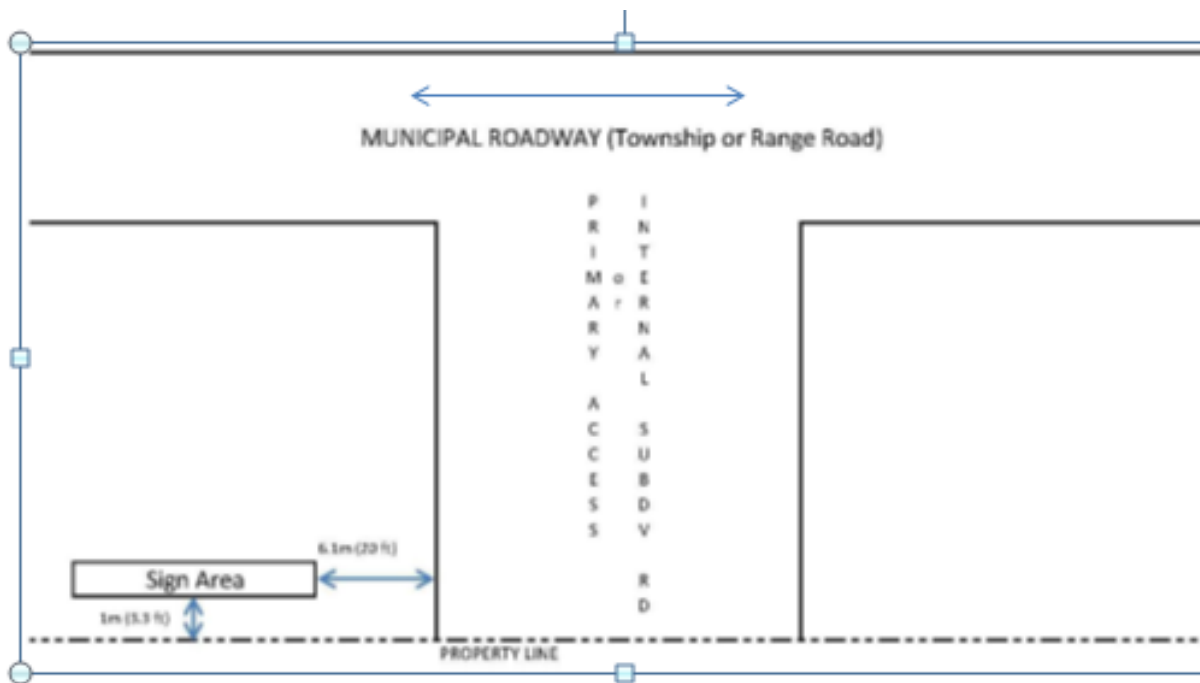
Administrator

SCHEDULE "A"

RURAL ADDRESSING SIGNAGE INSTALLATION

Where practical, signs should be installed within 15 meters of the travelled portion of the municipal road or provincial highway approximately 1 metre (3.3 feet) outside property lines (i.e. within municipal road right-of-way) or on a property line that is adjacent a Provincial Highway.

If possible, signs should be approximately 6.1 metres (20 feet) on the right side of the driveway as entering the property, and far enough away from the shoulder to minimize conflict with snow removal equipment or wide vehicles. The sign shall be no lower than 1 metre (3.3 feet) from ground level (measured from bottom of sign) and no higher than 2 metres (6.6 feet) from ground level (measured from top of sign).



These are general guidelines for sign installation only. Site specific circumstances may require an alternate installation location.

SCHEDULE "B"

RURAL ADDRESS SIGN SPECIFICATION

SUBSTRATE – H5052H38 Sign Grade Aluminum, or its equivalent.

SIGN FACE - 3m High Intensity Prismatic Reflective Sheathing, or its equivalent.

SIZE:

Rural Address Signs: Shall be rectangular in shape and a minimum of 45 cm x 25 cm
9 inch (22.86 cm) high x 36 inch (91.44 cm) wide;

Lot Signs: Shall be rectangular in shape and a minimum of 45 cm x 25 cm
Double Sided

Subdivision Signs: 48 inch (121.9 cm) wide* x 30 inches (76.2 cm) high*
*Actual size may vary and will be at the Municipality's discretion

MOUNTING HOLES:

Two 3/8 inch holes on each end to assist in mounting of rural address sign on two posts.
Two 3/8 inch holes in middle of sign to assist in mounting of lot sign on one post.

TEXT:

5.5 inch Swiss 924BT

COLOR:

Letters: White and reflective or illuminated
Background: Medium Blue

POSTS:

U-Channel (Pipeline post – 1.12 lbs ft. x 7 or 8 foot*) post and hardware, bolts, nuts,
washers, etc.

*Actual length may vary and will be at the Municipality's discretion

Rural Address Sign:



Lot Sign:



Subdivision Sign:

