

**RURAL MUNICIPALITY OF HILLSDALE NO. 440**

**BYLAW 6/2020**

**A BYLAW TO PROVIDE FOR THE ESTABLISHING OF A RURAL ADDRESSING SYSTEM**

WHEREAS: under section 9 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 Hillsdale No. 440 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 direction for delivery of services;

NOW THEREFORE: the Council of the Rural Municipality of Hillsdale No. 440, 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 the portion of the Road Right-of-Way from the Public Road up to the boundary of a Parcel of Land, 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 CAO or any other person appointed by bylaw to enforce municipal bylaws enacted by the Council of the municipality and at the request of the CAO.
- e) "Council" means the Council of the Rural Municipality of Hillsdale No. 440.
- 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 Administrator of the Municipality or their designate.
- i) "Highway" is defined as in *The Traffic Safety Act*.
- j) "Hamlet" is defined as in *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 Hillsdale No. 440
- n) "Named Road" means a road not following the road allowances that may run "cross country". These roads may cross several range and township roads (or road allowances) and generally do not follow the township fabric at all. Instead they are build according to the topography. Names are chosen by consensus of all rural municipalities that the road passes through, with the requirement that the name must be approved by the Ministry of Highways and Infrastructure to ensure that the names are unique across the province. Schedule 'A'
- o) "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.
- p) "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.
- q) "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.



- 1-27
- r) "Peace Officer" means a member of the Royal Canadian Mounted Police or Bylaw Enforcement Officer appointed by the Municipality.
  - s) "Primary Access" means the main access to a Parcel of Land as identified by the Municipality.
  - t) "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.
  - u) "Range Road" is all north-south roads following road allowances. Rge. Rd. *mrrd* where *rr* is the number of the range that the road is in, *m* is number of the meridian that the range is west of and *d* is the distance in miles from the eastern edge of the range.
    - i) Range Roads within the municipality shall be *mrrd*, 323 0 through 5; 324 0 through 5; 325 0 through 5; and 326 0. Schedule 'B'
  - v) "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, land, alley, walkway or other public right-of-way as shown on a plan of survey registered with Information Services Corporation.
  - w) "Rural Address" is the address assigned by the Municipality which identifies a Parcel of Land with a Building located on it.
  - x) "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.
  - y) "Township Road" is all east-west roads following either road allowances and section lines. Twp. Rd. *tt d* where *tt* is the number of the township that the road is in and *d* is the distance in miles from the southern edge of the township.
    - i) Township Roads within the municipality shall be *tt d*, 43 0 through 5; 44 0 through 5; 45 0 through 5; and 46 0 through 5. Schedule 'C'

### 3. EXEMPTIONS

- 3.1 Parcels of Land located within the Hamlets 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:
- a) 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 "D" 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 "E" 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 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 "F" of this bylaw as amended from time to time.
- 6.3 Single Lot Parcels
  - a) 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.
  - b) 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
  - a) 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.
  - b) 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 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 "F".
- 6.6 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 damages or missing rural addressing signs.
- 6.7 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 purpose 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 offence. Any person who receives a written warning will have thirty (30) days from the issuance of a written warning to rectify the offense before the issuance of a Notice of Violation for a first offense. Any offences 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 provisions of this Bylaw, he/she may service upon such a Persona Notice of Violation provided by this Section either personally or by mailing or leaving the same at his/her las 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 "F" 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.



Glenn Goodfellow  
Reeve

Janet Hollingshead  
Chief Administrative Officer

I certify this to be a true copy  
of the original document

Date October 9, 2020  
Janet Hollingshead CAO  
Name Position

Janet Hollingshead  
Signature



Schedule "A"

**Alpha Named Roads**

# 440

**Rural Municipality of Hillsdale**

West of the 3rd Meridian

Box 280, 39 Centre Street, Neilburg, Saskatchewan S0M 2C0  
Phone: 306.823.4321 Phone: 306.823.4477  
Email: rm440@sasktel.net Website: www.rmofhillsdale.com

Saskatchewan



KEY MAP

**Grid 675**

3251.01 - 04, 434.14-17,  
3255.05-12, 3260.13-18

**Railway Avenue**

Garry Johnson Road

**Pit Road**

465.12

**Sumner Road**

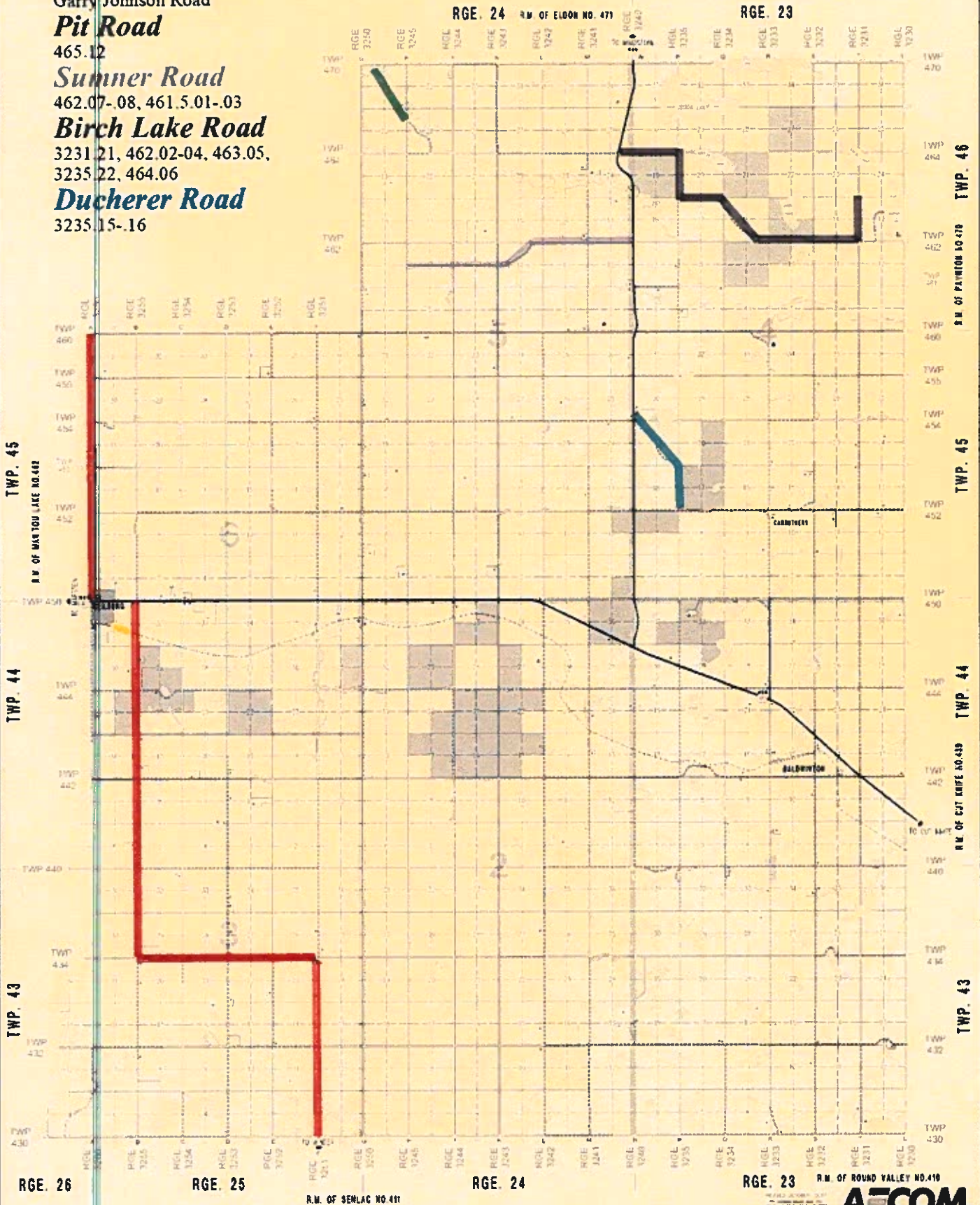
462.07-08, 461.5.01-03

**Birch Lake Road**

3231.21, 462.02-04, 463.05,  
3235.22, 464.06

**Ducherer Road**

3235.15-16



**AECOM**











## Schedule "D"

### 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. 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 (i.e.: "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 by address interval continues to section line.
- 1.6 Any remaining portions of the section less than 3 meters in width will be included in the preceding interval.
- 1.7 Any remaining portion of the section greater than 3 meters in width 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:
  - a) Only three-digit lot numbers will be placed on the sign. The internal subdivision street/road name will not appear on the sign.
  - b) All lots situated on the east side of the streets will bear even numbers and those on the west side will bear odd numbers.
  - c) All lots situated on the north side of the streets will bear even numbers and those on the south side will bear odd numbers.
  - d) 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.
  - e) 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 number.



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 be appended to the prefix of the civic number.

- a) The left three or four digits of the 5-6-digit rural address are allocated for the township or range reference road.
- b) The right two (2) digits represent the interval number.

Example: 46077, Rge Rd 3250

'460' references township road 460

'77' references interval 77 on the 40 metre grid north from township road 460, the odd number indicates location is on the East side of the Range Road 3250

## 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 a "10", designation as a suffix of the rural address, the second a "20" 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 building will be labelled with suffixes beginning with "10" 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 not 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.

*[Handwritten signature]*



Schedule "E"

1. DOUBLE SIDED SIGN DESIGN

- 1.1 Sign Material: Sign grade aluminum – 2 mm thickness
- 1.2 Sign Faces: 3M (or equivalent) High Intensity Grade Prismatic Reflective Sheeting
- 1.3 Rural Address Sign Dimensions: 250 mm x 450 mm
- 1.4 Lettering:
  - Rural Address
    - 90 mm White Text – Line 1 Address Number
    - 55 mm White Text – Line 2 Road Number
  - Multi-lot Subdivision
    - 90 mm White Text – Line 1 Address Number
- 1.5 Sign Background: Blue
- 1.6 Post: U-Channel Galvanized Post (14 gauge x 7 feet)

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.

- a) Civic address sign shall be posted in a location that is not obstructed from view when viewed from the closest place on the travelled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- b) Civic number signs shall be posted with 15 to 20 metres of the traveled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- c) Civic numbers shall be double-sided, the civic number shall be on both sides of the sign and installed perpendicular to the roadway;
- d) The bottom of the numerals should be a minimum of one point two (1.2) metres above grade.

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 specification identified herein.

- 2.3 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.



Schedule "F"

1. RATES FOR REPLACEMENT

- |      |  |          |
|------|--|----------|
| 1.1. | Supply and Installation of a Replacement Rural Address Sign and Post installed by RM employees | \$200.00 |
| 1.2. | Replacement Rural Address Sign   | \$120.00 |
| 1.3. | Reinstallation Only of a Rural Address Sign  | \$ 80.00 |

Plus applicable taxes.

22