

**RURAL MUNICIPALITY OF CHESTERFIELD NO. 261**

**BYLAW NO. 2-2025**

**A BYLAW FOR THE PURPOSE OF ASSIGNING CIVIC ADDRESSES**

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WHEREAS the Council of the Rural Municipality of Chesterfield No. 261 in the Province of Saskatchewan shall assign civic address numbers to properties within the Rural Municipality for the purpose of emergency response and property identification;

NOW THEREFORE the Council of the Rural Municipality of Chesterfield No. 261, in the Province of Saskatchewan enacts as follows:

**1. Short Title:**

This Bylaw may be referred to as the "Civic Addressing Bylaw".

**2. Purpose and Intent:**

This Bylaw is intended to:

- a. Identify that civic addresses are required for location purposes for emergency services and identification; and
- b. Provide for addressing and signage requirements.

**3. Definitions:**

In this Bylaw:

- a. "Administrator" means the Administrator (or designate) of the Rural Municipality of Chesterfield No. 261
- b. "Designated Officer" means an employee or agent of the Municipality appointed by Council or the Administrator to act for the purposes of this Bylaw;
- c. "Internal Subdivision Road" means a public road, named or unnamed, that is used to access parcels of land within a multi-parcel subdivision;
- d. "Municipality" means the Rural Municipality of Chesterfield No. 261
- e. "Hamlet" refers specifically to Laporte and Mantario within the Rural Municipality of Chesterfield No. 261
- f. "Owner" means the person that is registered under the Land Titles Act as the owner of land;
- g. "Primary Access" means the approach that provides the main access to a parcel of land as identified by the Rural Municipality;
- h. "Primary Access" means the approach that provides the main access to a parcel of land as identified by the Rural Municipality;

- i. "Road Right-of-Way" means:
  - i. A road allowance established by a survey, made under *The Land Surveys Act*, 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 Information Services Corporation (ISC) or Ministry of Highways;
- j. "Civic Address" is the address assigned by the Rural Municipality that identifies the primary access to a parcel of Land determined using a basic grid derived from the Township and Range Roads;
- k. "Civic Address Sign" is a traffic control device as defined in the Traffic Safety Act that indicates the Civic Address of a Parcel of Land determined by the approach and as specified in this Bylaw. The type of sign used is a Civic Address sign;
- l. "Multi-Parcel Subdivision" means a subdivision consisting of multiple parcels of land developed for residential, commercial, or industrial purposes under a single plan of subdivision.
- m. "Road" means any public street, highway, road, lane, or bridge;
- n. "Road Name" means the official name of a road and road type assigned to a road by this Bylaw;

#### 4. Exemptions

- a. The following properties are exempt from this Bylaw, subject to subsection b.
  - i. Oil and Gas Industry lease sites, regulated by section 19 of *The Oil and Gas Conservation Regulations*;
  - ii. Agricultural or industrial lands without structures;
  - iii. Agricultural or industrial lands without a primary access;
  - iv. Any other parcels specifically exempted by resolution of Council or as outlined in another Bylaw or policy of the Municipality
- b. Upon request from the Owner of an exempted site or parcel of land the Municipality will, upon receipt of the required cost recovery payment, 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.

#### 5. Civic Address Assignment

- a. All rural parcels of land containing a building and that have a primary access onto a road right-of-way shall be assigned a civic address by the Municipality according to the Saskatchewan Provincial Standard System for Rural Addressing;

## **6. Determination of Addresses**

- a. Civic addresses shall be assigned by the Municipality in accordance with the following:
  - i. Each civic address will be determined at the location of the primary access;
  - ii. Rural addresses and new industrial multi-parcel subdivisions shall have even civic address numbers on the west and south side of the road;
  - iii. Rural addresses and new industrial multi-parcel subdivisions shall have odd civic address numbers to be on the east and north side of the road;
  - iv. Civic address numbers to increase going north and west;
  - v. Where a numbered prefix of a civic address may be required in combination with a lettered suffix, the numbered prefix will take precedence, and the lettered suffix will appear immediately after the numbered prefix;
  - vi. For multi-parcel subdivisions, civic address will be assigned at the interval of the internal subdivision road and will have odd and even civic numbers on opposite sides of the road;
  - vii. For multi-parcel subdivisions civic addresses will be numbered clockwise from the internal subdivision road entry using increments of 4, or as may otherwise be directed by the Administrator, in its discretion;
  - viii. Where a parcel of land is located adjacent to a Highway or a highway service road, the parcel of land will be assigned a civic address relating to the Highway unless the administrator, in its discretion assigns a name for the Highway or related service road.

## **7. Civic Address Display and Signage**

- a. Each parcel of land assigned a civic address shall have a posted civic address sign that complies with the following requirements:
  - i. General Civic Address Sign Design:
    1. Sign material: Aluminum
    2. Sign face: High Intensity Reflective Coating
    3. Sign Dimensions: 450mm x 250mm
    4. Lettering: White text - Line 1 Address Number, Line 2 Reference Road. Civic number shall be in Swiss 721 Condensed Bold font. The height of the numerals on Line 1 shall not be less than 3.5 inches.
    5. Sign Background Color: Blue
    6. Two sided - perpendicular to the road
  - ii. Hamlet Address Sign Requirements
    7. All property owners in Laporte and Mantario shall have posted on their buildings and/or property the assigned civic number.
    8. Numerals indicating the official number of each house or building, or each front entrance shall be posted in a manner as to be visible from the street on which the property is located.

9. In case a house or building is occupied by more than one family dwelling unit or business, each separate front entrance of said house or building shall bear:
  - a. The same number extended with a letter of the alphabet beginning with the letter "A" and proceeding with as many as are required.
10. All civic address numbers shall have a contrasting color on the background (i.e. white number on dark buildings or black numbers on light colored buildings.);
11. An owner shall not display on a property any number which is not the assigned civic number with the exception of a building number (i.e. A.B.C), or unit number (i.e. #1-203), or a number which is clearly part of a business name;

#### **8. Civic Address Sign Placement**

- a. For rural single parcels of land the civic address sign shall display the civic address assigned by the municipality pursuant to the Civic Addressing Bylaw with the civic address sign affixed to the right hand side of the approach to the parcel of land (looking from the road to the parcel) where it is visible from the primary access at the property line with the road allowance, or at such other location as may be directed by the Administrator;
- b. For parcels of land within a multi-parcel subdivision, the civic address sign shall display the civic address assigned by the municipality pursuant to the civic addressing bylaw with the civic address sign affixed to the right hand side of the approach to the parcel of land (looking from the road to the parcel) or fence, at the property line with the road allowance, where it is visible from the road or at such other location as may be directed by the Administrator.
- c. Each civic address sign shall be affixed at a height of 1.2m to 1.5m from ground level to the top of the civic address sign.

#### **9. Civic Address Sign Installation and Maintenance**

- a. For rural single parcels of land located outside the current established hamlets, the Municipality shall be responsible for all supply and installation of civic address signs;
- b. For single parcels of land located inside the current established hamlets, the Municipality will supply basic house numbers in white and black. The owner is responsible for the installation of the numbers in accordance with this Bylaw.
- c. For new developments after the passing of this Bylaw, the developer or property owner shall be responsible for the supply and installation of civic address signs in accordance with this Bylaw.

#### **10. Civic Address Sign Costs**

- a. The Municipality shall be responsible for all costs relating to the supply and installation of civic address signs for:
  - i. All single parcels of land that have been assigned a civic address prior to February 4, 2025;

- b. For all civic address signs for parcels of land that are assigned a civic address on or after February 4, 2025, or where a sign has been vandalized or stolen, owners or developers shall pay the costs associated with the supply and installation of civic address signs whether or not a civic address sign had previously been installed by the Municipality or another party.

**11. Offences and Penalties**

- a. No person shall use a rural address sign if such sign does not comply with this Bylaw.
- b. No person shall deface or remove any sign placed under the authority of this Bylaw.
- c. No person shall obstruct a sign placed under the authority of this Bylaw with any natural or man-made object whether or not temporary.
- d. Any person who contravenes any provision of this bylaw is guilty of an offence.
- e. Upon conviction, a person guilty of an offence under this bylaw shall be liable to penalties as outlined in the Rural Municipality General Penalties Bylaw No. 1-2018 as amended or replaced from time to time.



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 Reeve  
 \_\_\_\_\_  
 Administrator

Read a third time and adopted,  
 This 18<sup>th</sup> day of March 2025

\_\_\_\_\_  
 Administrator Signature

This photocopy is a true copy  
 of the original document which  
 has not been altered in any wa  
 Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: Administrator  
 Signed at Eatonia, Sask. on  
 Date: March 18/2025

