



**BYLAW NO. 32/24**

**Civic Addressing Bylaw**

**Being a Bylaw to Regulate the Establishment and Maintenance of a System for Civic Addressing**

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The Council of the Rural Municipality of Corman Park No. 344, in the Province of Saskatchewan, in an open meeting assembled enacts as follows:

1. This Bylaw may be cited as the Civic Addressing Bylaw.
2. The purpose of this Bylaw is to provide for the implementation and maintenance of a civic addressing system which can be utilized for location purposes for identification of properties and to establish the addressing and signage requirements.
3. For the purpose of this Bylaw the expression:
  - (a) **"Administrator"** means the Chief Administrative Officer (or designate) of the Rural Municipality of Corman Park No. 344.
  - (b) **"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.
  - (c) **"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.
  - (d) **"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.
  - (e) **"Council"** means the Council of the Rural Municipality of Corman Park No. 344.
  - (f) **"Designated Officer"** means an employee or agent of the Municipality appointed by Council or the Administrator to act for the purposes of this Bylaw.
  - (g) **"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 Civic Address.
  - (h) **"Development"** is as defined in the Zoning Bylaw.
  - (i) **"Highway"** means a road, parkway, driveway, square, or place designated and intended for or used by the general public for the passage of vehicles, but does not include any area, whether privately or publicly owned, that is primarily intended to be used for the parking of vehicles and the necessary passageways on that area and does not include a provincial highway within the Municipality as designated pursuant to the provisions of The Highways and Transportation Act, 1997.
  - (j) **"Internal Subdivision Road"** means a Public Road, named or unnamed, that is used to access Parcels of Land within a Multi-Parcel Subdivision.



- (k) **"Multi-Parcel Subdivision"** means a subdivision or condominium plan or Development resulting in there being three (3) or more Parcels within a quarter section.
- (l) **"Municipality"** means the Rural Municipality of Corman Park No. 344.
- (m) **"Named Road"** means a road or section of road which has been assigned a name other than a Township or Range Road or Highway number.
- (n) **"Notice Of Violation"** means a tag as defined under Part 2 of the Provincial Offences Procedures Act as amended.
- (o) **"Owner"** means
  - (i) In the case of land, any 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.
- (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 a land titles office; or
  - (ii) a quarter (1/4) section of land according to the system of surveys under *The Land Surveys Act* or any other area of land described on a certificate of title.
- (q) **"Primary Access"** means the approach that gives main access to a Parcel of Land as identified by the Rural Municipality.
- (r) **"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 and Infrastructure (MHI).
- (s) **"Civic Address"** is the address assigned by the Rural Municipality which identifies the primary access to a Parcel of Land.
- (t) **"Civic Address Sign"** is a traffic control device as defined in the *Traffic Safety Act* which 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.
- (u) **"Zoning Bylaw"** means the Rural Municipality of Corman Park No. 344 Zoning Bylaw and the Saskatoon North Partnership for Growth Planning District Zoning Bylaw, and all amendments.

#### **Civic Address Assignment**

4. All Parcels of Land which have a Primary Access onto a Road Right-of-Way must be assigned a Civic Address by the Municipality except for Parcels with Agricultural District



or D – Agricultural District zoning that do not contain a dwelling or business and are solely used for or proposed to be solely used for an agricultural operation.

5. Parcels of Land with Agricultural District zoning that do not contain a dwelling or business and are solely used for or proposed to be solely used for an Agricultural operation and which have a Primary Access onto a Road Right-of-Way may be assigned a Civic Address upon request by the Landowner.

### **Civic Address Assignment**

6. Civic Addresses shall be assigned by the Municipality in accordance with the Municipality's Civic Addressing Guidelines Policy.
7. The Designated Officer reserves the right to adopt existing addresses on a case-by-case basis.
8. No Civic Address shall be assigned or adopted that:
  - (a) Disrupts the numbering sequence along a road; or
  - (b) Does not match the official road name of the access road.
9. Civic Addresses not assigned or adopted by the Municipality are not valid and can be changed at the discretion of the Municipality.
10. When a road name is amended, it is the responsibility of the Municipality to amend all Civic Addresses with Primary Access along that road.

### **Civic Address Display and Signage**

11. Each Parcel of Land assigned a Civic Address shall have a posted Civic Address Sign that complies with the following requirements:

- (a) Township or Range Road Civic Address Sign Design:

#### **Standard**

- (i) Sign Material: 5052-H38 Sign Grade Aluminum (2mm) thickness
- (ii) Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- (iii) Sign Dimensions: 450 mm x 250 mm
- (iv) Lettering: White Text-Line 1 Address Number, Line 2 Reference Road. Civic Number shall be in Swiss 924BT Text. The height of the numerals shall not be less than 5.5 inches
- (v) Sign Background: Blue
- (vi) Post: 1 U-Channel Post and Splice (heavy duty post 2lbs/ft. x 6 feet)

(b) Named Road Civic Address Sign Design:

**Standard**

- (i) Sign Material: 5052-H38 Sign Grade Aluminum (2mm) thickness
- (ii) Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- (iii) Sign Dimensions: 200 mm x 150 mm (1 or 2 digits) or 300 x 150 mm (3 or 4 digits) or 450 mm x 250 mm (road name included on sign)
- (iv) Lettering: White Text-Line 1 Address Number, Line 2 Reference Road. Civic Number shall be in Swiss 924BT Text. The height of the numerals shall not be less than 5.5 inches
- (v) Sign Background: Blue
- (vi) Post: 1 U-Channel Post (heavy duty post 2lbs/ft. x 8 feet)

(c) Road within a Hamlet or Multi Parcel Subdivision Civic Address Sign Design:

**Standard**

- (i) Sign Material: 5052-H38 Sign Grade Aluminum (2mm) thickness
- (ii) Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- (iii) Sign Dimensions: 200 mm x 150 mm (1 or 2 digits) or 300 x 150 mm (3 or 4 digits) or 450 mm x 250 mm (road name included on sign)
- (iv) Lettering: White Text-Line 1 Address Number, Line 2 Reference Road. Civic Number shall be in Swiss 924BT Text. The height of the numerals shall not be less than 5.5 inches
- (v) Sign Background: Blue
- (vi) Post: 1 U-Channel Post (heavy duty post 2lbs/ft. x 8 feet)

**Custom (requires Designated Officer approval)**

- (i) Sign Material, Face, Dimensions, Post: Approved at the discretion of the Designated Officer.
- (ii) Lettering: Text must be clearly legible from the road; the height of the numerals shall not be less than 5.5 inches.
- (iii) Sign Background: Contrasting colour with lettering to ensure visibility from the road.

(d) The Designated Officer reserves the right to approve proposed alternate Civic Address sign designs on a case-by-case basis.

- (e) The Designated Officer reserves the right to use existing signage on a case-by-case basis.
- (f) For all road segments that Civic Address signs do not include the road name, road name signs must be installed at the starting and ending intersections.
- (g) Civic Address Sign Display:
  - (i) For 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 where it is visible from Primary Access, or at such other location as may be directed by the Designated Officer.
  - (ii) 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 somewhere it is visible from the Internal Subdivision Road, or at such other location as may be directed by the Designated Officer. If affixed next to the approach, then it should be affixed to the right hand side of the approach.
  - (iii) Each Civic Address Sign shall be affixed in a manner that the bottom of the numerals is a minimum of 1.2 meters above grade.
- (h) Prohibited Signs:
  - (i) Landowners shall not post or permit to be posted any part of a civic address which is not assigned to the property.
  - (ii) Landowners shall not display on a property any number which is not the assigned civic number apart from a lot number, unit number, or number which is clearly part of a business name.

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

- 12. For single Parcels of Land, the Municipality shall be responsible for all supply and installation of Civic Address Signs.
- 13. For Multi-Parcel Subdivisions, the Developer shall be responsible for the supply and installation of Civic Address Signs in accordance with such specifications as may be established by the Municipality.
- 14. Landowners shall maintain the Civic Address signage for the property in good order, ensuring that the signage is not obstructed from view when viewed from the closest place to the traveled portion of the access road.
- 15. All standard Civic Address Signs shall remain the property of the Municipality, and the Municipality shall be responsible for the repair and replacement of Standard Civic Address Signs. The Municipality shall not be responsible for the repair and replacement of Custom Civic Address Signs.



### **Civic Address Sign Costs**

16. The Municipality shall be responsible for all costs relating to the supply and installation of Standard Civic Address Signs for:
  - (a) all single Parcels of Land that were required to be assigned a Civic Address prior to January 1, 2020; and
  - (b) all Parcels of Land within a Multi Parcel Subdivision that were registered prior to January 1, 2020, where Civic Addresses have been assigned.
17. The Municipality shall not be responsible for the supply or installation of, or for the costs relating to the supply and installation of, Custom Civic Address Signs.
18. Owners or Developers shall pay for the supply and installation costs at such time that a Civic Address is assigned by the Municipality in accordance with this Bylaw or Service Agreement or Approach Application or Civic Address Application or as may be otherwise directed by the Designated Officer, in its discretion.
19. When a road name is amended, it is the responsibility of the party that initiated the amendment to pay for the supply and installation cost of updated civic address and road name signs.

### **Enforcement of Bylaw**

20. The administration and enforcement of this Bylaw is hereby delegated to the Administrator.
21. The Administrator is hereby authorized to further delegate the administration and enforcement of this Bylaw to the Designated Officer.

### **Inspections**

22. The inspection of any Parcel of Land or property by the Municipality to determine if this Bylaw is being complied with is hereby authorized.
23. Inspections under this Bylaw shall be carried out in accordance with Section 362 of *The Municipalities Act*.
24. No person shall obstruct a Designated Officer who is authorized to conduct an inspection under this section, or a person who is assisting a Designated Officer.

### **Order to Remedy Contraventions**

25. If a Designated Officer finds that a person is contravening this Bylaw, the Designated Officer may, by written order, require the Owner or Developer of a Parcel of Land to which the contravention relates to remedy the contravention.
26. Orders given under this Bylaw shall comply with Section 364 of *The Municipalities Act*.



27. Orders given under Bylaw shall be served in accordance with Section 390(1)(a), (b) or (c) of *The Municipalities Act*.

#### **Registration of Notice of Order**

28. If an order is issued pursuant to Section 24, the Municipality may, in accordance with Section 364 of *The Municipalities Act*, give notice of the existence of the order by registering an interest against the title to the Parcel of Land that is the subject of the order.

#### **Appeal of Order to Remedy**

29. A person may appeal an order made pursuant to Section 24 in accordance with Section 365 of *The Municipalities Act*.

#### **Municipality Remediating Contraventions**

30. The Municipality may, in accordance with Section 366 of *The Municipalities Act*, take whatever actions or measures are necessary to remedy a contravention of this Bylaw.

#### **Recovery of Unpaid Expenses and Costs**

31. Any unpaid expenses and costs incurred by the Municipality in remediating a contravention of this Bylaw may be recovered either:
- (a) by civil action for debt in a court of competent jurisdiction in accordance with Section 368 of *The Municipalities Act*; or
  - (b) by adding the amount to the taxes on the Parcel of Land on which the work is done in accordance with Section 369 of *The Municipalities Act*.

#### **Offences and Penalties**

32. No person shall:
- (a) fail to comply with an order made pursuant to this Bylaw;
  - (b) obstruct or interfere with any Designated Officer or any other person acting under the authority of this Bylaw; or
  - (c) fail to comply with any other provision of this Bylaw.

**Notices of Violation**

33. Where a Designated Officer who has reason to believe that a person has contravened any provision of this Bylaw, the Designated Officer may serve on that person a Notice of Violation.
34. A Notice of Violation served in accordance with subsection (1) shall contain a voluntary payment amount, determined by the number of times a notice of violation has been issued for the same Parcel of Land, to the same owner as follows:

<b>Offence Description</b>	<b>Voluntary Payment Amount</b>
1 <sup>st</sup> Notice of Violation	\$150
2 <sup>nd</sup> Notice of Violation (within 12 consecutive months of the first Notice)	\$200
3 <sup>rd</sup> Notice of Violation (within 12 consecutive months of the second Notice)	\$250
4 <sup>th</sup> Notice of Violation (within 12 consecutive months of the third Notice)	\$500
Each Subsequent Notice of Violation (within 12 consecutive months of the fourth Notice)	\$500

35. When a Notice of Violation is issued, a person may voluntary payment of the amount shown on the Notice of Violation, if the person does so before the date specified as the payment date set out in the Notice of Violation.
36. A Notice of Violation shall be served by any method available to the Municipality pursuant to *The Municipalities Act*.
37. Where the Municipality receives voluntary payment of the amount prescribed within the time specified, the person receiving the Notice of Violation shall not be liable to prosecution for the alleged contravention.
38. Payment of any voluntary payment amount specified in a Notice of Violation does not relieve the owner of the property from compliance with an order issued pursuant to this Bylaw or *The Municipalities Act*.



### General Penalty Provision

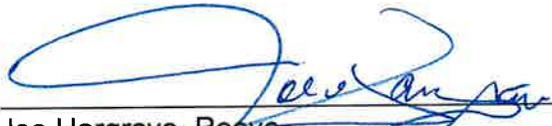
39. Notwithstanding sections 27 to 32 every person who contravenes any provision of this Bylaw, or fails to comply with any order or request directed to that person pursuant to this Bylaw is guilty of an offence and is liable, upon summary conviction, to a fine in the following amounts:

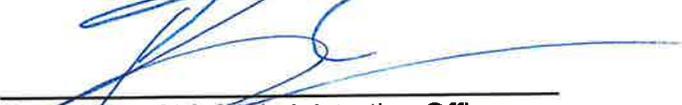
<b>Offence Description</b>	<b>Specified Penalty Amount</b>
1 <sup>st</sup> Offence	\$300
2 <sup>nd</sup> Offence (within 12 consecutive months of the first Offence)	\$400
3 <sup>rd</sup> Offence (within 12 consecutive months of the second Offence)	\$500
4 <sup>th</sup> Offence (within 12 consecutive months of the third Offence)	\$1000
Each Subsequent Offence (within 12 consecutive months of the fourth Offence)	\$1000

**Coming Into Force**

40. This Bylaw shall come into force on the day of its final passing.

41. Bylaw No. 09/19, the Rural Addressing Bylaw and all amendments thereto, are hereby repealed.

  
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Joe Hargrave, Reeve

  
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Kerry Hilts, Chief Administrative Officer

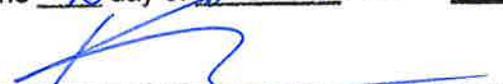


Read a first time 16 day of December, 2024

Read a second time this 16 day of December, 2024

Read a third time and passed this 16 day of December, 2024

Certified a true copy of Bylaw 32/24  
passed by the Council of the Rural  
Municipality of Corman Park No. 344 on  
the 16 day of December, A.D. 20 24

  
\_\_\_\_\_  
Chief Administrative Officer