

TOWN OF CHURCHBRIDGE

BYLAW 2018-006

Numbering of Houses and Other Buildings BYLAW

The Council of the Town of Churchbridge in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the Civic Addressing Bylaw.
2. A uniform system of numbering houses and other buildings is hereby established and is shown on the attached map identified as Schedule "A", and forming a part of this bylaw.
3. A separate number shall be assigned for each property ascending from east to west and south to north as may be applicable.
4. Each house or building shall bear the number assigned to the frontage on which the front entrance is situated.
5. Notwithstanding Section 4 of this bylaw, upon request of the owner of a property situated on a corner, the number assigned may be specific to the long side of the lot (flankage).
6. 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 the same number extended with a letter of the alphabet beginning with the letter "A" and proceeding with as many as are required.
7. Property owners are responsible to properly and permanently affix the civic number and unit/building identifiers on the building, as follows:
 - a) Each civic number must be at least 10 cm in height;
 - b) Each civic number and unit/building identifiers must be displayed between 1 and 2 metres above grade; and
 - c) Each civic number must be visible from all directions on the street on which it is located and clear from any vegetation or other obstruction that may block its view.

Where the building is not visible from all directions on the street, the civic number and unit/building identifiers should be displayed on the property in a location where it will be visible and that does not obstruct views of oncoming traffic.

8. The Town Administrator or any Town employee designated by the Town Administrator shall be responsible for:
 - a) Maintaining the numbering system created by this Bylaw;
 - b) Keeping a record of all numbers assigned under this Bylaw; and
 - c) The administration and enforcement of this Bylaw.

9. Where the Town Administrator or designate believes that a person has contravened any provision of this Bylaw, he or she may serve upon a person a Notice of Violation in

the amount of \$250.00. ~~If the following parties contravene any provision of this Bylaw, they shall be guilty of an offence and liable on summary conviction:~~

- ~~a) In the case of an individual, to a fine of not more than \$10,000;~~
- ~~b) In the case of a corporation, to a fine of not more than \$20,000; or~~
- ~~c) In the case of a continuing offence, to a maximum daily fine of not more than \$2,500 per day.~~

10. All existing members of houses and other buildings not now conforming to the provisions of this bylaw shall be changed to conform to the system herein adopted.

11. The Notice of Violation as provided by Section 9 shall indicate that the Municipality will accept voluntary payment in the sum of \$250.00 to be paid to the Municipality within (7) days.

12. The Notice of Violation as provided by Section 9 shall be delivered personally by a Designated Officer (*refer to Bylaw 2015-008*) or by mail.

13. Such notice shall be deemed to have been served:

- a) Upon delivery by a designated officer; or
- b) On the expiration of twenty-four hours after it is post-marked, if the notice is mailed.

14. Where the Municipality receives voluntary payment of the amount prescribed under Section 11 within the time specified, the person receiving the Notice of Violation shall not be liable to prosecution for the alleged contravention.

15. Where any person contravenes the same provisions of this Bylaw two or more times within one twelve month period, the specified payment payable in respect of the second or subsequent contravention is double the amount listed in Section 9 of this Bylaw in respect of that provision.

16. Notwithstanding the provisions of this section, a person to whom a Notice of Violation has been issued pursuant to this section may exercise his right to defend any charge of committing a contravention of any provisions of this Bylaw.

17. This Bylaw shall take effect and come into force on the date of final passing.

Seal

Mayor

Administrator

Given third reading and approved by Council on the ____ day of _____, ____.

Certified a true copy of Bylaw No. 2018-006
passed by the Council of the Town of Churchbridge
on the ____ day of _____.

Town Administrator