

CIVIC ADDRESSING BYLAW
RURAL MUNICIPALITY OF RECIPROCITY NO. 32
BYLAW NO. 2-26

**A BYLAW OF THE RURAL MUNICIPALITY OF RECIPROCITY NO. 32 TO PROVIDE AND
IMPLEMENT A RURAL CIVIC ADDRESSING SYSTEM.**

The Council of the Rural Municipality of Reciprocity No. 32 in the Province of Saskatchewan enacts as follows:

1. Short Title:

1.1. This bylaw may be cited as the “Civic Addressing Bylaw.”

2. Purpose and Intent:

2.1. This bylaw is intended to:

- a. Provide for a rural civic addressing system which can be utilized for location purposes for emergency services and identification; and
- b. Provide for addressing and signage requirements.

3. Definitions:

3.1. In this bylaw:

- a. “Approach” means that the 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;
- b. “Council” means the elected Council of the Rural Municipality of Reciprocity No. 32.
- c. “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;
- d. “Municipality” means the Rural Municipality of Reciprocity No. 32;
- e. “Notification in writing” means a letter mailed to the owner at the address shown on the assessment roll;
- f. “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.
- g. “Occupant” means a person residing at a property, and shall include both an Owner and/or person renting the property;
- h. “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.
- i. “Primary Access” means the main access to a property as identified by the Municipality;
- j. “Road” means any primary or secondary highway, thoroughfare, street, township road, range road, rural common named 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;
- k. “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;
- l. “Rural Address” is the address assigned by the Municipality that identifies a parcel of land;
- m. “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;
- n. “Up-keep” means the rural address sign must be kept in good, legible, condition and continue to be posted according to Schedule “A” as attached to this bylaw.

4. Exemptions:

4.1. The following properties are exempt from this bylaw

- a. Some oil and gas industry lease sites as directed by Council.
- b. Some farmland on which only agricultural operations (including farm buildings) are carried out, as directed by Council.

5. General:

5.1. With the exception of Section 4, all parcels of land which contain a residence or a business with occupied buildings, most agricultural operations, most oil and gas industry lease sites, that 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.

5.2. Council is authorized to waive or modify any requirement of this bylaw to address unique circumstances or situations.

5.3. The Owner or Occupant shall be responsible for the up-keep of the sign, keep it free from obstructions and legible from the public road.

5.4. Where a rural address is not required or not provided pursuant to this bylaw (e.g. 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 Council.

5.5. The Municipality will install signs when time permits.

6. Rural Civic Address Methodology

6.1. Rural addresses will be determined at the location along a public road where the primary access is gained to lands which contain residences or businesses with occupied buildings, or to lands that do not have a current residence but have agricultural or industrial buildings or structures commonly associated with human activity. The basic grid is derived from the township and range roads. The grid is based on 40 metre lot intervals per mile starting in the most southern and eastern location on a section of land. Note that for the purposes of rural addressing, virtual township and range roads exist between all sections whether an actual road allowance exists or not. Lot intervals reset to zero at each section line. Lot interval numbers increase in the northerly and westerly direction. Even numbers are assigned on the west or south side of the road. Odd numbers are assigned on the East or North side of the road. If there is a single access to multiple properties, a unit number (sub-address) can be included to describe the address.

6.2. Signs shall be installed in the manner described in Schedule “A” attached to this bylaw and comply with the specifications of Schedule “B” attached to this bylaw.

6.3. A written request from the owner or occupant, as set out in Schedule “C” attached to this bylaw, will be required for rural address signage relocations, and subject to Council’s discretion. The costs associated to an approved relocation will be at the owner or occupant’s expense.

7. Rural Civic Address Costs

7.1. The cost associated with the initial supply and installation of the rural address sign at the primary access to lands supporting residences or businesses with occupied buildings shall be expended from the general revenues of the Municipality. The costs associated with the supply of the rural address sign at the primary access to lands that do not have a current residence but have agricultural or industrial buildings or structures commonly associated with human activity, shall also be expended from the general revenues of the Municipality.

7.2. Notwithstanding Section 7.1 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 the Municipality and shall be performed to the standards and specifications of the Municipality. The property owner or occupant is responsible for notifying the Municipality of the damaged rural address sign.

7.3. 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 except in the case of natural weathering and fading causing the sign to become illegible.

7.4. Where a rural civic address has been provided for under Section 6.3, the rural civic address sign shall be supplied and installed by the Municipality but the cost of the sign, post and required hardware shall be paid by the property owner or occupant.

8. Prohibited Postings:

8.1. An owner shall not post or permit to be posted any part of a civic address which is not assigned to the property.

8.2. 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.

8.3. No lot number, unit number, or suite number shall be posted without the word “lot”, “unit”, or “suite” preceding the posted number.

9. Offences:

9.1. No person shall use a rural address sign if such sign does not comply with this bylaw.

9.2. No person shall deface or remove any sign placed under the authority of this bylaw.

9.3. No person shall obstruct a sign placed under the authority of this bylaw with any natural or man-made object whether temporary or not.

9.4. Should any person contravene Section 8.1, 8.2, or 8.3 of this bylaw, written notification will be sent by registered mail to such person requiring them to correct or remedy the contravention within thirty (30) days of the date of the notification.

9.5. Should a person fail to correct or remedy a contravention of Section 8.1, 8.2, or 8.3 of this bylaw, after being notified in accordance with Section 9.4 of this bylaw, the Municipality may correct or remedy the contravention and recover any associated costs from such person.

9.6. Any person who contravenes any provision of this bylaw is liable to a fine pursuant to the General Penalty Bylaw No. 12-23.

10. Validity:

10.1. 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.

11. Coming Into Force:

11.1. This bylaw shall come into force and take effect on the day of its final passing.

Rural Municipality of Reciprocity No. 32



[Redacted signature]

Reeve

[Redacted signature]

Administrator



Read a third time and adopted
this 11th day of June, 2026.

[Redacted signature]

Chief Administrative Officer

Certified a true copy of Bylaw No. 2-26,
passed by three readings of Council on
this 11th day of June, 2026.

[Redacted signature]

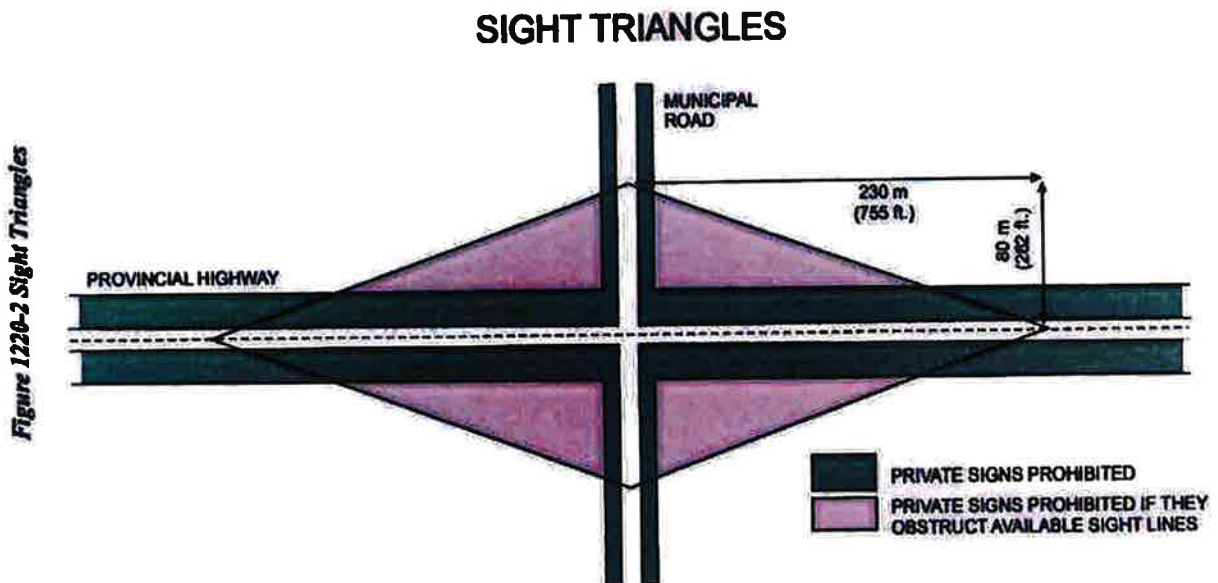
Administrator (CAO)

SCHEDULE "A"

RURAL CIVIC ADDRESSING SIGN INSTALLATION

Where practical, rural address signs within the Rural Municipality of Reciprocity No. 32 shall be installed:

- within 15 meters of the travelled portion of the municipal road or provincial highway from which the principal building or lot is accessed
- at the edge of the road right-of-way (e.g. - fence line), immediately adjacent to the driveway, in a location clearly visible from the highway
- not obstructing the lines of sight of motorists approaching the roadway
- not in a sight triangle, as defined in RSMM 1220 GENERAL CONDITIONS Figure 1220-1, of any intersection with a developed public road allowance
- signs should be 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 bottom of the numerals should be a minimum of 1.2 meters above grade



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

SCHEDULE “B”

RURAL CIVIC ADDRESS SIGN SPECIFICATION

Rural civic address signs within the Rural Municipality of Reciprocity No. 32 shall be:

- Rectangle in shape and 18” x 10” (45cm X 25cm)
 - Double-sided, in which the civic number, shall be on both sides of the sign and perpendicular to the roadway, with 3/8” holes
 - White text on blue sheeting 3M High Intensity Prismatic
 - Line 1: Civic Number
 - Line 2: Reference Road
 - Civic number shall be in Swiss 924BT Text, 5.5”
 - Mounted to a 6’ U-channel post* and driven into the ground
- * Actual length may vary and will be at the municipality’s discretion.

SCHEDULE "C"

**RURAL ADDRESS SIGN RELOCATION REQUEST
IN THE RURAL MUNICIPALITY OF RECIPROCITY NO. 32**

I _____, hereby request the relocation of the Rural Addressing Sign at the below specified property.

Date: _____ Assigned Rural Civic Address: _____

Required Information:

Name(s): _____

Mailing Address: _____

Phone Numbers: _____

Legal Land Description: _____

Property Description (Residence/Shop/Farm Yard/Oil Site): _____

Reason for Requesting Sign Relocation: _____

Preferred Sign Location: _____

I understand that the RM of Reciprocity No. 32 has the right to remove any sign without any notification given, and that my request for sign relocation may be denied by Council with no explanation required.

Signature

RM Official

Signed this _____ day of _____, 20____.