
TOWN OF HEPBURN
BYLAW NO. 56-2018
CIVIC ADDRESSING BYLAW
A BYLAW TO PROVIDE FOR THE NUMBERING OF HOUSES AND OTHER BUILDINGS

The Council of the Town of Hepburn 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, appended hereto 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, as follows:
 - a) Even numbers to be located on the east and north side of the street; and
 - b) Odd numbers to be located on the west and south side of the street;
 - c) For every 7.5 meters (25 feet) of frontage; or
 - d) For every subdivided lot having a frontage measurement of other than 7.5 meters (25 feet).
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 lot, the number assigned may be specific to the flankage where the front entrance is situated on the flankage side of the lot.
6. In case a house or building is occupied by more than one family dwelling unit or business, each separate front entrance of said dwelling 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. 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.
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, a Notice of Violation may be served in the amount of \$150.00.

10. The Notice of Violation as provided by Section 9 shall indicate that the Municipality will accept voluntary payment in the sum of \$75.00 to be paid to the Municipality within fourteen (14) days.

11. The Notice of Violation as provided by Section 9 shall be delivered either personally, by mail, or by leaving same at the last known address of the owner and such service shall be adequate for the purpose of this Bylaw.

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

- a) on the expiration of twenty-four hours after it is post-marked, if the notice is mailed; or
- b) on the day of actual delivery, if the notice is served personally.

13. Where the Municipality receives voluntary payment of the amount prescribed under Section 10 within the time specified, the person receiving the Notice of Violation shall not be liable to prosecution for the alleged contravention.

14. Where any person contravenes the same provision 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.

15. 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 of the provisions of this Bylaw.

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

Mayor

[SEAL]

Administrator

Read a third time and adopted
this ____ day of _____

Administrator

Schedule "A" – CIVIC ADDRESSING MAP