

**PARKLAND COUNTY  
PROVINCE OF ALBERTA**

**BYLAW NO. 2015-30**

**BEING A BYLAW TO DIRECT THE ORDERLY ADDRESSING OF BUILDINGS AND PROPERTIES  
AND APPROPRIATE NAMING OF ROADS WITH PARKLAND COUNTY**

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**WHEREAS** Section 58 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, provides that Council of a municipality may enact a Bylaw to name roads and to assign the orderly numbering, re-numbering and display of numbers on property, buildings and units; and

**WHEREAS** it is necessary to put into effect a civic addressing system which can be utilized by emergency service providers, Canada Post and for other purposes; and

**WHEREAS** the Council of Parkland County deems it necessary and expedient to establish policies and procedures for the maintenance of its civic addressing system;

**NOW THEREFORE** the Council of Parkland County, duly assembled and under the authority of the *Municipal Government Act* hereby enacts the following:

**TITLE**

1.1 This bylaw shall be known as the "Civic Addressing Bylaw" and will be referred to herein as "this bylaw."

**DEFINITIONS**

2.1 The following definitions will apply to the corresponding words in this bylaw:

- (a) "**Addressing Authority**" means the Manager of Planning and Development Services, or designate, and such employees deemed necessary to carry out the functions of this bylaw;
- (b) "**Blade Sign**" means the universally recognized green 9-1-1 sign that affixed to a support structure for the purposes of displaying the assigned civic address number of the building or property which the sign related;
- (c) "**Building**" means a development capable of being occupied by one or more persons;
- (d) "**Civic Address**" means the address that is designated by Planning and Development Services, which includes a combination of numbers and/or words;
- (e) "**County**" means the municipality of Parkland County, in the Province of Alberta;
- (f) "**Owner**" means a person or company registered under the *Land Titles Act*, RSA 2000, Chapter L-4, as amended, as the owner of land;
- (g) "**Peace Officer**" has the same meaning as in the *Provincial Offences Procedure Act*, RSA 2000 Chapter P-34, as amended;
- (h) "**Property**" means a parcel of land or a building located thereon;
- (i) "**Road**" means any highway, street, avenue, boulevard, crescent or any other public thoroughfare;
- (j) "**Structure**" means a fixture of any type that may be located on a parcel; and
- (k) "**Unit**" means a self contained portion of a building.

**NAMING OF A ROAD**

- 3.1 New road names created through the subdivision process shall be assigned by the Addressing Authority in accordance with the Street Naming policies and procedures as approved by the Addressing Authority in addition to this bylaw.
- 3.2 Change (renaming) of road names is subject to Council approval.
- 3.3 Prior to consideration for renaming a road under Section 3.2 of this bylaw, there shall be a public notification process to obtain comments and/or suggestions respecting the new road name. All comments and suggestions will be reviewed, and a recommendation(s) for a new road name will be submitted to Council for approval.
- 3.4 The official record of road names shall be those road names kept by the Addressing Authority in accordance to the County's record retention policies.

### **ASSIGNING CIVIC ADDRESSES**

- 4.1 The Addressing Authority is hereby authorized to assign Civic Address numbers within the County in accordance to the Civic Addressing policies and procedures as approved by the Addressing Authority in addition to this bylaw.
- 4.2 All property within the County shall be designated a Civic Address by the Addressing Authority as soon as possible, including new properties created through subdivision.
- 4.3 The Addressing Authority reserves the right, in the interest of service delivery and public safety, to designate or re-designate a Civic Address.
- 4.4 Upon written request by an owner, the Addressing Authority will consider an application to change a Civic Address; in all cases, service delivery and public safety shall prevail. A Civic Address change request based on personal numerical preferences shall not be accepted.
- 4.5 Upon written notification by the Addressing Authority of a Civic Address change or any contravention of this bylaw, the owner will have thirty (30) days to rectify said contravention.
- 4.6 Oil and gas industry sites regulated by the Alberta Energy Regulator (AER) are exempt from this bylaw unless requested by the owner and the site is occupied by employees or agents as a place of employment or business (i.e. gas plant) and upon approval by the Addressing Authority.
- 4.7 The Addressing Authority shall keep a record of Civic Addresses in accordance to the County's record retention policies.

### **DISPLAYING CIVIC ADDRESSES**

- 5.1 In all cases, the Civic Address shall be displayed, either permanently or temporarily during construction, upon commencement of a building or portion thereof.
- 5.2 The Civic Address designated by the Addressing Authority must be displayed at all times, in a location plainly visible from the road using contrasting colours with characters no less than one hundred and fifty (150) mm (6") in height in residential subdivisions and one hundred (100) mm (4") in all other areas. The Addressing Authority may adopt more detailed policies and procedures regarding the standard and installation of Civic Address signs in addition to this bylaw as long as they are consistent with this bylaw.
- 5.3 The Civic Address in urban areas shall be plainly visible and not higher than the first storey of a building or at an equivalent height in the case of other structures.
- 5.4 The Civic Address in rural areas shall be plainly visible from the road on a sign or entrance feature adjacent to the driveway at the property line and shall be contained entirely within the property.
- 5.5 In all cases, where there are multiple buildings on a property, the Civic Address shall be plainly visible at the property line and at the entrance of each building or unit.

### **PROHIBITIONS**

- 6.1 No person shall erect a Civic Address sign or Blade Sign unless it is in accordance with this bylaw and in accordance to the Civic Addressing policies and procedures as approved by the Addressing Authority in addition to this bylaw.
- 6.2 No person shall refuse to erect a Civic Address sign or Blade Sign when required to do so by the Addressing Authority or Peace Officer.
- 6.3 No person shall refuse to maintain a Civic Address sign or Blade Sign.
- 6.4 No person shall alter, remove, deface, damage, destroy or any other manner interfere with any Civic Address or Blade Sign erected in accordance with the provisions of this bylaw, except for the purpose of replacing numbers or Blade Signs or correcting errors.

### **OFFENCES AND PENALTIES**

- 7.1 Any owner who contravenes any provision of this bylaw is guilty of an offence and is liable upon conviction to a fine of Two Hundred and Fifty (\$250.00) Dollars.

### **VIOLATION TAGS**

- 8.1 Where a contravention of this bylaw is of a continuing nature, a Peace Officer is hereby authorized and empowered to issue a Violation Tag to an owner who, the Peace Officer has reasonably and probably grounds to believe, has contravened any provision of this bylaw.
- 8.2 A Violation Tag will be issued to the owner by mail.

- 8.3 The Violation Tag shall be in a form approved by the County and shall state:
- (a) the name of the person;
  - (b) the offence;
  - (c) the appropriate penalty for the offence as set out in this bylaw;
  - (d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag; and
  - (e) any other information as may be required by the County.
- 8.4 Where a contravention of this bylaw is of a continuing nature, further Violation Tags may be issued by a Peace Officer, provided that no more than one Violation Tag shall be issued for each day that the contravention continues.
- 8.5 Where a Violation Tag is issued pursuant to this bylaw, the owner to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the County Treasurer the penalty specified on the Violation Tag.
- 8.6 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket for the mandatory Court appearance of any person who contravenes any provision of this bylaw.

**VIOLATION TICKET**

- 9.1 If the penalty specified on a Violation Tag is not paid within the prescribed time period a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*.
- 9.2 Notwithstanding Section 6.1 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act* to any owner who, the Peace Officer has reasonable grounds to believe, has contravened any provision of this bylaw.

**SEVERABILITY**

- 10.1 Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

**REPEAL**

- 11.1 That Community Standards Bylaw No. 03-2012 is hereby amended by removing, and deeming null and void: Part 12 – Addressing, and Item 12(1) of Schedule B of Bylaw No. 03-2012.


**EFFECTIVE DATE**


- 12.1 This bylaw shall come into force and take effect on the day of third reading and signing thereof.

READ A FIRST TIME this 25<sup>th</sup> day of August, 2015.

READ A SECOND TIME this 25<sup>th</sup> day of August, 2015.

READ A THIRD TIME and finally passed this 25<sup>th</sup> day of August, 2015.

  
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Mayor

  
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Manager, Legislative and Administrative Services