

## **BYLAW NO. 1346/21**

A BYLAW OF LACOMBE COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE AND IMPLEMENT A MUNICIPAL ADDRESSING SYSTEM.

WHEREAS Section 58(1) of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended (hereinafter referred to as the "Act"), allows a municipality to name roads or areas within its boundaries and to assign a number or other means of identification to the buildings or parcels of land;

AND WHEREAS Section 58(2) of the Act allows a municipality to require an owner or occupant of a building or parcel of land to display the identification in a certain manner;

AND WHEREAS the Council of Lacombe County deems it desirable to put into effect a Municipal Addressing system which can be utilized by emergency service providers and for other purposes such as providing directions for delivery services;

NOW THEREFORE the Council of Lacombe County in the Province of Alberta, duly assembled, hereby enacts the following:

### **1. TITLE**

1.1 This Bylaw shall be known as the "Municipal Addressing Bylaw".

### **2. DEFINITIONS**

2.1 In this Bylaw:

- (a) "Building" means any structure that requires an address pursuant to this Bylaw.
- (b) "Community Peace Officer" means a person employed as a Community Peace Officer by the County.
- (c) "Condominium Plan" means a condominium plan as defined in the *Condominium Property Act*.
- (d) "County" means Lacombe County.
- (e) "Council" means the Council of Lacombe County.
- (f) "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 Structure requiring a Municipal Address.
- (g) "Highway" means any provincial highway.
- (h) "Lot Sign" is a traffic control device as defined in the *Traffic Safety Act* which indicates the lot number component of a Municipal Address.
- (i) "Multi-lot Subdivision" means a subdivision or condominium plan containing two or more Parcels of Land.
- (j) "Occupant" means a person residing at a property and shall include both an owner and person(s) renting the property.
- (k) "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.

- (l) "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;
  - ii. 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 blocks shown on a plan of subdivision that has been registered in a land titles office;
  - iii. a quarter (1/4) section of land according to the system of surveys under the *Surveys Act* or any other area of land described on a certificate of title.
- (m) "Primary Access" means the main access to a Parcel of Land or to a multi-lot subdivision as identified by the County.
- (n) "Public Road" means all developed roads within the County, including a Highway, and developed roads and Highways located along the east and north boundaries of the County.
- (o) "Municipal Address" is the address assigned by the County which includes a combination of numbers and letters that identifies a parcel of land with a structure located on it.
- (p) "Municipal Address Sign" is a traffic control device as defined in the *Traffic Safety Act* which indicates the Municipal Address of a parcel of land.
- (q) "Structure" means a residential, commercial, industrial or recreational structure, or any other inhabited structure, that may be constructed or placed on a parcel of land.
- (r) "Subdivision Sign" is a traffic control device as defined in the *Traffic Safety Act* which includes the name and Municipal Address of a multi-lot subdivision or bareland condominium, a map of the multi-lot subdivision or bareland condominium indicating the lot numbers, and the County name and logo.
- (s) "Subdivision Street Sign" is a traffic control device as defined in the *Traffic Safety Act* which indicates the range of lot numbers on each street in a multi-lot subdivision or condominium plan.
- (t) "Violation Tag" means a tag as defined under Section 1(j)(ii) of the *Provincial Offences Procedures Act, R.S.A. 2000, c.P-34, Violation Ticket Regulation*, as amended.
- (u) "Violation Ticket" means a tag as defined under Part 2 of the *Provincial Offences Procedures Act, R.S.A. 2000, c.P-34*, as amended.

### 3. EXEMPTIONS

- 3.1 Oil and gas industry sites regulated by the Alberta Energy Resources Conservation Board are exempt from this Bylaw unless:
  - 3.1.1 The Owner or Occupant of the site requests to have a Municipal Address assigned by the County, or;
  - 3.1.2 The site is occupied by employees or agents as a place of employment or business.

### 4. MUNICIPAL ADDRESS ASSIGNMENT

- 4.1 All Parcels of Land supporting a Structure and having a Primary Access onto a Public Road shall be assigned a Municipal Address by the County.
- 4.2 In the interest of public safety and service delivery, the County Manager, or his designate, reserves the right to assign or re-assign a Municipal Address.

5. MUNICIPAL ADDRESSING METHODOLOGY

5.1 In rural areas, addresses will be determined at the location where Primary Access is gained to the structure along a Public Road. Each mile of road will be divided into 16 equal address intervals creating 32 address intervals (16 on each side). Address numbers will be assigned to each address interval starting in the southeast corner, increasing from south to north and east to west. Even address numbers are on the north and west sides of the road and odd numbers on the south and east sides of the road.

5.2 Single Structure off one Primary Access (Schedule 1 A):

5.2.1 Determine the Primary Access.

5.2.2 Locate the address interval at the intersection of the Primary Access and the Public Road.

5.2.3 Reference the road to the east if the Primary Access is off a Township Road or to the south if the Primary Access is off a Range Road.

5.2.4 Example: 40317 RGE RD 280

5.2.4.1 The road section of the address (RGE RD 280) refers to the Public Road that accesses the property's Primary Access.

5.2.4.2 The first three digits (403) refer to the Public Road to the south of the property (Township Road 40-3).

5.2.4.3 The final two digits (17) indicate that the Primary Access is within the seventeenth address interval (out of 32) north of Township Road 40-3 and since it is an odd number it is on the east side of Range Road 28-0.

5.3 Two or more Structures off one Primary Access (Schedule 1 B):

5.3.1 Determine the Primary Access.

5.3.2 Locate the address interval at the intersection of the Primary Access and the Public Road.

5.3.3 Reference the road to the east if the Primary Access is off a Township Road or to the south if the Primary Access is off a Range Road.

5.3.4 Add a numeric suffix for each structure.

5.3.5 Example: 27509-1 TWP RD 404 and 27509-2 TWP RD 404

5.3.5.1 The Road section of the address (TWP RD 404) refers to the Public Road that accesses the property's Primary Access.

5.3.5.2 The first three digits (275) refer to the road to the east of the property (Range Road 27-5).

5.3.5.3 The next two digits (09) indicate that the Primary Access is within the ninth address interval (out of 32) west of Range Road 27-5 and since it is an odd number it is on the south side of Township Road 40-4.

5.3.5.4 The suffixes (-1 and -2) indicate that there are two structures located on the property accessed off the Primary Access.

5.4 Two Primary Accesses in one address interval (Schedule 1 C)

5.4.1 Determine the Primary Access.

5.4.2 Locate the address interval at the intersection of the Primary Access and the Public Road.

5.4.3 Reference the road to the east if the Primary Access is off a Township Road or to the south if the Primary Access is off a Range Road.

5.4.4 Add an "A" or "B" after the five-digit portion of the address to identify each residence.

5.4.5 Example: 40308-A RGE RD 275 and 40308-B RGE RD 275.

5.4.5.1 The Road section of the address (RGE RD 275) refers to the Public Road that accesses the property's Primary Access.

5.4.5.2 The first three digits (403) refer to the road to the south of the Primary Access (Township Road 40-3)

5.4.5.3 The next two digits (08) indicate that the Primary Access is within the eighth address interval north of Township Road 40-3 and since it is an even number it is on the west side of Range Road 27-5

5.4.5.4 The "A" and "B" indicate that there are two accesses serving the two structures within the first address interval.

## 5.5 Multi-lot Subdivisions (Schedule 1 D):

5.5.1 Determine the Primary Access.

5.5.2 Locate the address interval at the intersection of the Primary Access and the Public Road.

5.5.3 Reference the road to the east if the Primary Access is off a Township Road or to the south if the Access Road is off a Range Road.

5.5.4 The multi-lot subdivision will be divided into loops with each loop being numbered 0, 100, 200, 300, etc. For each Structure in a numbered loop road, a number starting with the loop number and adding increments of 4 (residential subdivisions) or increments of 8 (industrial/commercial subdivisions) will be assigned. Even numbers shall be assigned consistently to residences on one side of the road and odd numbers consistently to residences on the other side of the road.

5.5.5 Example: 40311-18 RGE RD 280 (residential subdivision)

5.5.5.1 The Road section of the address (RGE RD 280) refers to the Public Road that accesses the property's Primary Access.

5.5.5.2 The first three digits (403) refer to the Public Road to the south of the Primary Access (Township Road 40-3).

5.5.5.3 The next two digits (11) indicate that the Primary Access is within the eleventh address interval north of Township Road 40-3 and since it is an odd number it is on the east side of Range Road 28-0.

5.5.5.4 The suffix 18 indicates the residence number.

## 5.6 Hamlets

5.6.1 In all Hamlets, an even numbered Municipal Address shall be assigned to Parcels of Land with a structure located on the North and West sides of the adjacent road, and an odd numbered Municipal Address shall be assigned to Parcels of Land with a structure located on the South and East sides of the adjacent road.

## 6. MUNICIPAL ADDRESS SIGNAGE

### 6.1 Single Lot Parcels

6.1.1 Each Parcel of Land having a Primary Access onto a Public Road that has been assigned a Municipal Address shall be posted with a Municipal Address Sign in accordance with the provisions of this Bylaw and Schedule

"2" attached hereto.

6.1.2 The costs associated with the supply and installation of Municipal Address Signs on a Parcel of Land that has been assigned a Municipal Address on or prior to April 8, 2010 shall be borne by the County.

6.1.3 The costs associated with the supply and installation of Municipal Address Signs on a Parcel of Land that has been assigned a Municipal Address after April 8, 2010 shall be borne by the Owner or Occupant.

6.1.4 The Owner or Occupant shall be responsible for all costs associated with the maintenance and replacement of Municipal Address Signs.

6.2 Multi-lot Subdivisions and Condominium Plans

6.2.1 A Municipal Address Sign shall be posted at each Primary Access into a Multi-lot Subdivision or Condominium Plan in accordance with the provisions of this Bylaw and Schedule "3" attached hereto.

6.2.2 Each Parcel of Land in a Multi-lot Subdivision or Condominium Plan that has been assigned a Municipal Address shall be posted with a Lot Sign in accordance with the provisions of this Bylaw and Schedule "3" attached hereto.

6.2.3 A Subdivision Sign shall be posted at each Primary Access into a Multi-lot Subdivision and Bareland Condominium having six (6) or more Parcels of Land in accordance with the provisions of this Bylaw and Schedule 3 attached hereto.

6.2.4 A Subdivision Street Sign shall be posted at the intersection of each street or cul-de-sac in a Multi-lot Subdivision or Bareland Condominium.

6.2.5 Unless otherwise directed in a development agreement, the costs associated with the supply and installation of Municipal Address Signs, Lot Signs, Subdivision Signs and Subdivision Street Signs in a Multi-lot Subdivision registered on or before April 8, 2010 shall be borne by the County.

6.2.6 The costs associated with the supply and installation of Municipal Address Signs, Lot Signs, Subdivision Signs and Subdivision Street Signs in a Multi-lot Subdivision registered after April 8, 2010 shall be borne by the Owner or Occupant.

6.2.7 The Owner or Occupant of a Parcel of Land in a Multi-lot Subdivision shall be responsible for all costs associated with the maintenance and replacement of Municipal Address Signs.

6.2.8 The costs associated with the supply, installation, maintenance and replacement of Municipal Address Signs, Lot Signs, Subdivision Signs and Subdivision Street Signs on a Parcel of Land in a Condominium Plan shall be borne by the Owner, Occupant or condominium association.

6.3 Hamlets

6.3.1 The Owner or Occupant of a Parcel of Land with a structure in a Hamlet shall be responsible for the costs associated with the supply, installation, maintenance and replacement of Municipal Address Signs.

7. GENERAL

7.1 Municipal Address systems and signs other than those set out in this Bylaw shall not be permitted on Parcels of Land and Structures created after the passing of this Bylaw.

7.2 Notwithstanding section 7.1 of this Bylaw, Owners, Occupants or Developers may affix numbers or erect signs of such size and type as the Owner, Occupant or Developer prefers, provided that such numbers and signs meet the requirements of this Bylaw and are approved by the County.

- 7.3 The County Manager, or his designate, is authorized to waive or modify any requirement of this bylaw to address unique circumstances or situations.

8. OFFENCES

- 8.1 No person shall use a Municipal Address Sign, Lot Sign, Subdivision Sign or Subdivision Street Sign if such sign does not comply with this Bylaw.
- 8.2 No person shall fail to erect a sign required and described in this Bylaw.
- 8.3 No person shall deface or remove any sign placed under the authority of this Bylaw.
- 8.4 No person shall obstruct a sign placed under the authority of this Bylaw with any natural or man-made object whether temporarily or not.
- 8.5 Should any person contravene Sections 8.1, 8.2, 8.3 or 8.4 of this Bylaw, written notification shall be provided to such person requiring them to correct or remedy the contravention within thirty (30) days of the date of the notification.
- 8.6 Should any person fail to correct or remedy a contravention of Sections 8.1, 8.2, 8.3 or 8.4 of this Bylaw, after being notified to do so in accordance with Section 8.5 of this Bylaw, the County may correct or remedy the contravention and recover any associated costs from such person.
- 8.7 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable, on summary conviction, to a specified penalty of \$250.

9. ENFORCEMENT

- 9.1 For the purposes of this Bylaw, a Community Peace Officer may:
- 9.1.1 Access any Parcel of Land at any time for inspection or enforcement activities regarding matters relating to this Bylaw.
- 9.1.2 Issue a Violation Tag to any person who contravenes any section of this Bylaw; or
- 9.2 If the penalty specified on the Violation Tag is not paid within the prescribed time period, a Community Peace Officer is hereby authorized to lay a complaint and issue a summons by means of a Violation Ticket.
- 9.3 Notwithstanding Section 9.2 of this Bylaw, a Community Peace Officer is hereby authorized to immediately issue a Violation Tag or Violation Ticket to any person who the Community Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 9.4 Where the County has issued a Violation Tag or Violation Ticket to a person for a contravention for this Bylaw, notwithstanding whether or not the fine imposed against the person on the Violation Tag or Ticket is paid, the County may also provide that person with fourteen (14) days within which to comply with the Bylaw. Where a person fails to comply within fourteen (14) days, the County may issue an additional Violation Tag or Violation Ticket.
- 9.5 Where any person contravenes the same section of this Bylaw twice within a twelve (12) month period, the specified penalty payable in respect of the second contravention shall be \$500.
- 9.6 Where any person contravenes the same section of this Bylaw three or more times within a twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention shall be \$750.

10. STATUS OF EXISTING BYLAW AND EFFECTIVE DATE

10.1 Bylaw 1112/10 is hereby repealed.

10.2 This Bylaw shall take effect on the day of final passing thereof.

Received first, second and third readings on the day 8<sup>th</sup> of July, 2021  
and passed this 8<sup>th</sup> day of July, 2021.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
County Manager

SCHEDULE "1"

General Rules & Guidelines

Addresses are based on access locations along Township Roads, Range Roads and Highways.

Each mile of Township Road, Range Road and Highway is divided into 16 address intervals. Each mile of Township Road, Range Road and Highway has 32 addresses.

Address numbers increase from South to North and from East to West.

Odd address interval numbers are on the South and East sides of the roads. Even address interval numbers are on the North and West sides of the roads

Single Structure off one Primary Access (Schedule 1A)  
40317 RGE RD 280

The access location is on RGE RD 280. 403 is the intersecting TWP RD number to the South. 17 is the address interval number on the East side of RGE RD 280.

Two or more Structures off one Primary Access (Schedule 1B)  
27509-1 TWP RD 404 and 27509-2 TWP RD 404

When two or more addresses on the same side of a road have the same access location, a numeric suffix is used to distinguish among the addresses.

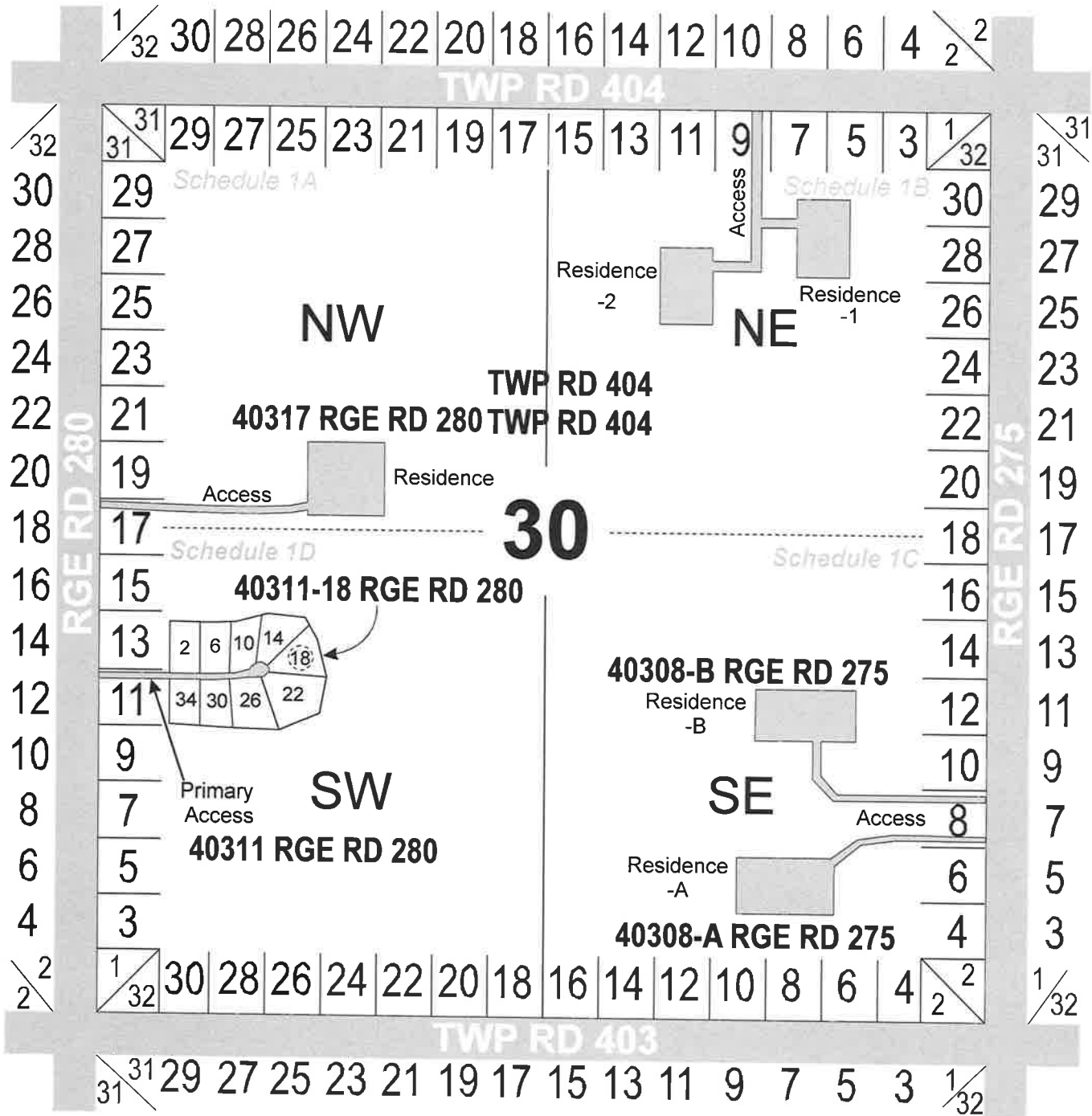
Two Primary Accesses in one address interval (Schedule 1C)  
40308A RGE RD 275 and 40308B RGE RD 275

When two or more access locations on the same side of a road fall within the same address interval, a letter suffix is used to distinguish among the addresses.

Multi-lot Subdivisions (Schedule 1D)  
40311-18 RGE RD 280

Multi-lot subdivision addresses are based on the location on the intersection of the subdivision road with a Township Road, Range Road or Highway. Subdivision lots are treated as multiple addresses having the same access location.

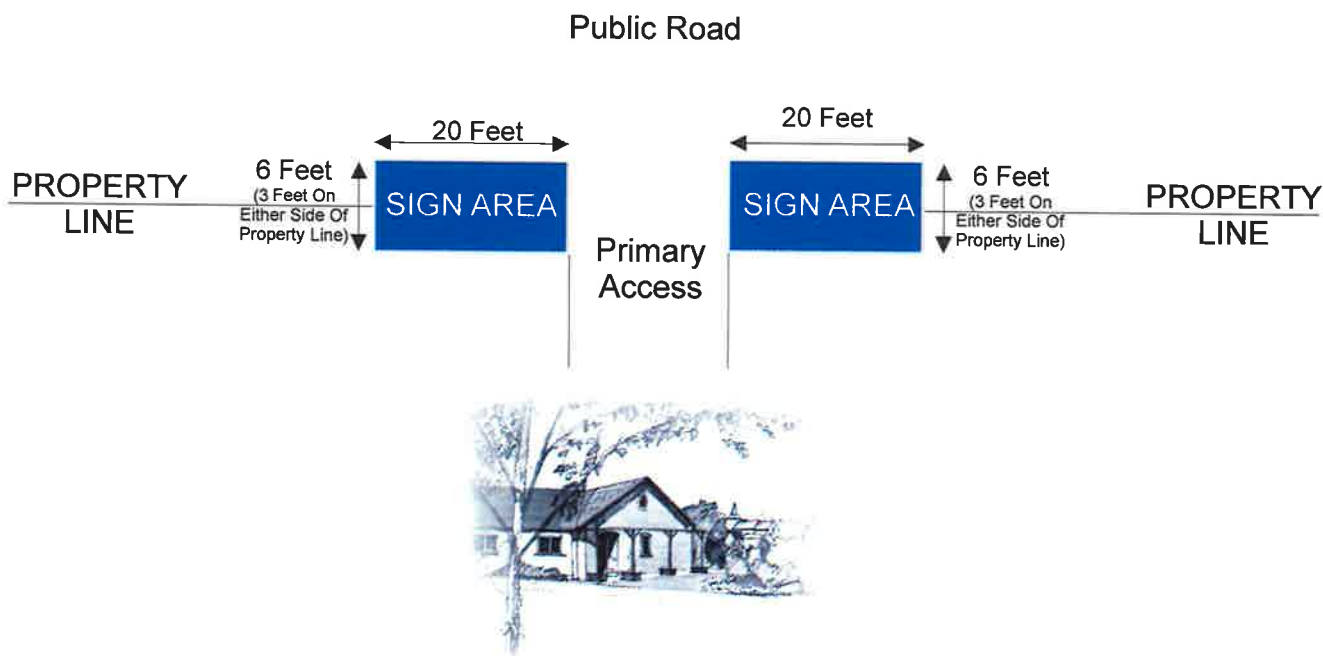
Example





# SCHEDULE "2"

## Rural Address and Lot Signs



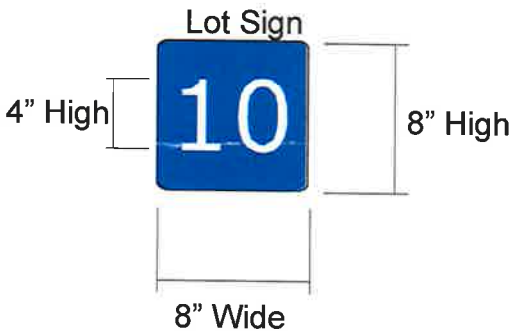
### Sign Location

Signs shall be placed in a visible location within 20 feet (6.1 metres) of either side of the shoulder of the primary access (approach) and 3 feet (.91metres) from the property boundary either inside the property or the road right-of-way.

The sign shall be no lower than 3.3 feet (1 metre) from ground level (measured from bottom of sign) and no higher than 6.6 feet (2 metres) from ground level (measured from top of sign).

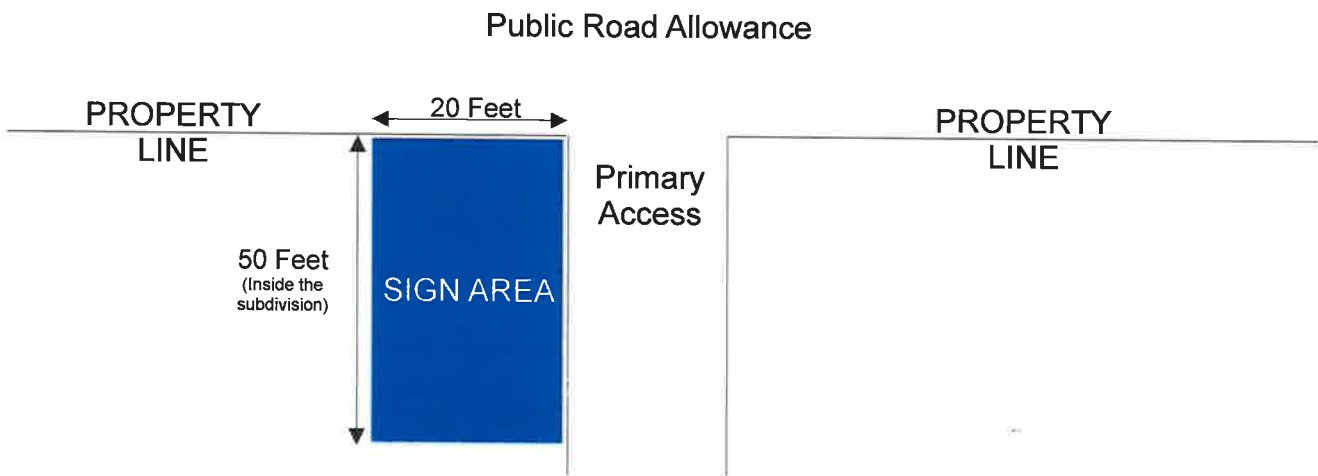
### Sign Specifications

- Sign Material: 5052-H38 Sign Grade Aluminum - 0.081" (2 mm) Thickness
- Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- Lettering: 4"
- Text Color: White
- Sign Background: Blue
- Sign Border: White - 1/2" around perimeter of sign
- Sign Corner: Corner radius to be standard crop of 1 1/2"
- Post: 1 U-Channel Post (pipeline post 1.12 lbs/ft x 7 feet)



SCHEDULE “3”  
Multi-Lot Subdivision and Street Signs

Multi-Lot Subdivision Signs



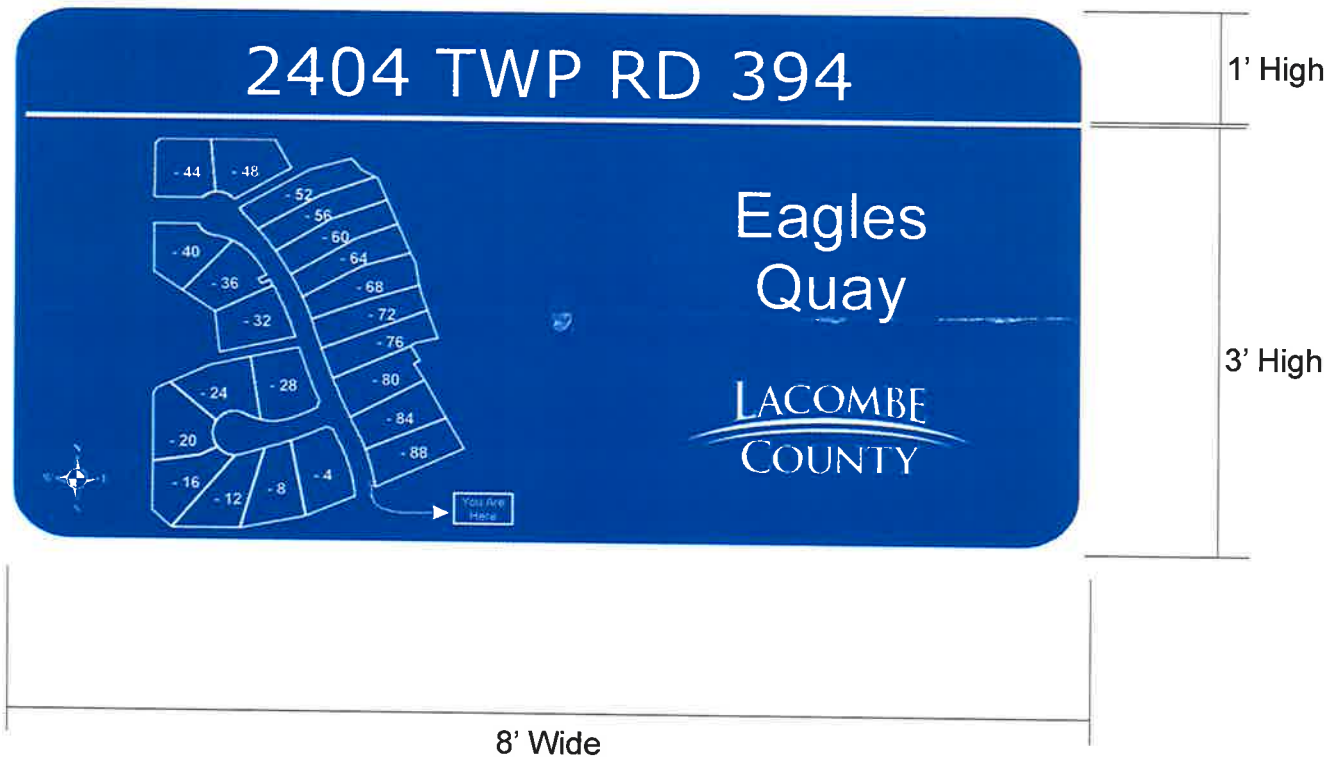
Sign Location

Subdivision sign locations and dimensions are to be used as guidelines only. Actual locations and dimensions will be dependent on the subdivision layout and size.

Subdivision signs shall be placed in a visible location within 20 feet (6.1 metres) from the right shoulder of each primary access (approach) into the subdivision and no further than 50 feet (15.2 metres) inside the subdivision. The sign shall be no lower than 3 feet (.91) from ground level (measured from bottom of sign) and no higher than 12 feet (3.7 metres) from ground level (measured from top of sign).

Sign Specifications

- Sign Material: H-75 (¾”) Pressure Treated Plywood (sanded one-side)
- Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- Text Color: White
- Sign Background: Blue
- Sign Border: White – ½” Around Perimeter of Sign
- Sign Corner: Corner radius to be standard crop of 1½”
- Post: 2 - 4” x 6” Pressure Treated or Steel Equivalent Posts



SCHEDULE “3”  
Multi-Lot Subdivision and Street Signs

Multi-Lot Subdivision Street Signs

Sign Location

Street signs shall be placed at an appropriate location in the road right-of-way at the intersection of each street or cul-de-sac within a multi-lot subdivision. The sign shall be no lower than 8 feet (2.4 metres) from ground level (measured from the top of sign).

Sign Specifications

- Sign Material: Extruded Aluminum Street Name Blade (double-sided)
- Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting (double-sided)
- Text Color: White
- Sign Background: Blue
- Sign Corner: Corner radius to be standard crop of 1½"
- Post: 1 U-Channel Post (pipeline post – 1.12 lbs/ft x 8 feet) c/w U-Channel Sign Bracket and 1 - 42" Base Post

