

## BYLAW NO. 3465/2011

Being a bylaw to establish a civic addressing system and to regulate the display of civic addresses within the City.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

### Short Title

1. This Bylaw shall be known as the "The Civic Address and Street Naming Bylaw".

### Purpose

2. The purpose of this Bylaw is to establish a civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

### Definitions

3. In this bylaw the following terms have the meanings shown:

**Address Number** means the numeric portion of a Civic Address, which may include a number or letter as a prefix or suffix;

**Annexed Property or Annexed Properties** means any Property which was annexed from Red Deer County after 2003;

**Civic Address** means an address assigned by the City consisting of an Address Number and the name of the Road by which Primary Access to the Property is gained;

**Owner** means the person or legal entity registered under the *Land Titles Act* as owner of the Property;

**Primary Access Road** means the main driveway or road which gives access to a Property.

**Property** means a parcel of land in the City;

**Street Name** means the name assigned to a Road by the City;

**Structure** means any building or structure intended for business use or occupancy by one or more persons;

**Road** means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles;

**Rural Address Sign** means a sign provided by the City to Owners of Annexed Property which designates the Civic Address of the Property.

**Unit** means a portion or sub-unit of a building which is designed for or which forms a separate occupancy, including suites, bays, condominium units, or apartments.

#### **Addressing Authority**

4. The City Manager has the authority to administer the civic addressing system for the City and may, subject to the provisions of this bylaw:
  - (a) assign a name to all new streets and development areas;
  - (b) establish a system of address numbering for Properties;
  - (c) assign a Civic Address to every Property;
  - (d) change an Address Number or Street Name, in accordance with the provisions hereto.

5. The City Manager may change an Address Number if in his or her opinion such change is required:
  - (a) to allow the safe and reliable delivery of services to the Property;
  - (b) to minimize confusion; or
  - (c) to accommodate an adopted statutory plan for the area in which the Property is located.
  
6. Notwithstanding the foregoing, once the City Manager has assigned a Street Name, that name may not subsequently be changed except by resolution of Council.

**Delegation**

7. The City Manager may delegate authority under this Bylaw as he or she sees fit.

**Street Name Selection**

8. In selecting names for streets, the City Manager shall give priority to Street Names which have historic significance, including the names of noteworthy persons and historic events that are significant to the City. The City Manager shall ensure that a representative from the City Archives provides input with respect to the selection of all Street Names.

**Display of Address Number**

9. (a) The Address Number assigned to a Property on which a Structure has been erected shall be affixed to the Structure in a position which is plainly visible from the Road to which the Property is addressed.

- (b) Where the Address Number is not visible from the Road if mounted on the Structure, the owner shall display the Address Number on a sign erected in a location that is plainly visible from the Road.
  - (c) When construction is taking place on a Property the Owner shall ensure that the Address Number is displayed in a manner in which it is plainly visible from the Road from which the Property is accessed.
  - (d) Where there is more than one Unit within a Structure, the Address Number assigned to each Unit must be displayed on or beside the front door to the Unit.
10. Address Numbers shall be not less than 15 cm (6 inches) in height but may not exceed the maximum size provided for in the Land Use Bylaw.
11. Address Numbers shall be in a contrasting colour to the surface on which they are displayed.
12. No person shall display or permit the display of an Address Number on a Property other than an Address Number which has been assigned pursuant to this Bylaw.

#### **Transition of Annexed Properties**

13. An Annexed Property retains its existing address until such time as a new Civic Address is assigned.
14. The City Manager may assign a new Civic Address to Annexed Properties or change a street name, or both, if in the opinion of the City Manager a new Civic Address is required:
- (a) to allow the safe and reliable delivery of services to the Property;
  - (b) to minimize confusion; or

- (c) to accommodate an adopted statutory plan for the area in which the Property is located.

14.1 Owners of Annexed Properties that are assigned a new Civic Address are eligible to be reimbursed by The City for re-addressing expenses as follows:

- (a) to a maximum of \$3,000 for commercial properties
- (b) to a maximum of \$500 for residential properties.

15. Until a new civic address is assigned, The City will install a Rural Address Sign at the Primary Access Road to an Annexed Property within the road right-of-way.

#### **Unobstructed Visibility**

16. The Owner shall maintain the Address Number or Rural Address Sign in good condition and shall not cause or allow the visibility of the Address Number or Rural Address sign to be obscured from the Road.

#### **Request For Change of Address Number**

17. (a) The City Manager may change an Address Number on the application of the Property Owner if the change can be accommodated without undue inconvenience.
- (b) An application by a Property Owner for a change of Address Number shall be accompanied by a fee of \$300.00.

#### **Authority of Council to Change Street Name**

18. Nothing in this Bylaw precludes Council in its discretion from changing the Street Name or Civic Address of a Property, or both. In such cases the City shall not be liable to the Owner for damages or loss resulting from the change.

**Offences and Penalties**

- 19. A person who contravenes any provision of this Bylaw is guilty of an offence and liable upon summary conviction to a fine of \$250.00 for a first offence, \$500.00 for a second offence and \$1,000.00 for a third or subsequent offence.
  
- 20. Where a Bylaw Officer or Peace Officer believes that a person has contravened any provision of this Bylaw, the Officer may, in addition to any other remedy used by the City, serve upon the person a violation ticket, in the form used by the City, allowing payment of the penalty as set out in Section 19 of this Bylaw, which payment will be accepted by the City in lieu of prosecution for the offence, or the Officer may issue a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, allowing a voluntary payment of the penalty as set out in Section 13 of this Bylaw, or, requiring a person to appear in court without the alternative of making a voluntary payment. The recording of the payment of a penalty made to the City or the Provincial Court of Alberta, shall constitute an acceptance of a guilty plea and conviction for the offence.
  
- 21. This section shall not prevent any Bylaw Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedures Act*, or from laying information in lieu of issuing a violation ticket.
  
- 22. Bylaw No. 3125/95 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this 10<sup>th</sup> day of January 2011.  
 READ A SECOND TIME IN OPEN COUNCIL this 10<sup>th</sup> day of January 2011.  
 READ A THIRD TIME IN OPEN COUNCIL this 10<sup>th</sup> day of January 2011.  
 AND SIGNED BY THE MAYOR AND CITY CLERK this 10<sup>th</sup> day of January 2011.

“Morris Flewwelling”  
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 MAYOR

“Elaine Vincent”  
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 CITY CLERK