

BYLAW 2019-38

A BYLAW OF WHEATLAND COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE AND IMPLEMENT AN 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 Wheatland County deems it desirable to put into effect an Addressing System for utilization by Emergency Medical Services, Fire, Police, utility companies, and other purposes such as providing directions for delivery services;

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

1. TITLE

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

2. DEFINITIONS

2.1 In this Bylaw:

- (a) "Address" is the address assigned by the County which identifies a parcel of land, or a structure on a parcel of land, see schedule 1 for examples.
- (b) "Building" is defined as a relatively permanent enclosed structure over a plot of land, having a roof and usually windows used for activities ranging from residential dwelling to commercial or industrial operation.
- (c) "CAO" means Chief Administrative Officer as defined in the Act.
- (d) "Community Peace Officer" means a person employed as a Community Peace Officer by the County.
- (e) "Condominium Plan" means a condominium plan as defined in the *Condominium Property Act*.
- (f) "County" means Wheatland County.
- (g) "Council" means the elected Council of Wheatland County.
- (h) "Developer" is defined as an individual(s), corporation or other form of organization that obtains or seeks to obtain improvements to a property through land use redesignation changes, subdivision and/or through development as defined in the Act. This term is typically used for the landowner of the subject property, but may be applicable in other instances.
- (i) "Highway" means a provincial highway pursuant to the *Highways Development and Protection Act, S.A. 2004 Chapter H-8.5*.
- (j) "Lot Sign" is a sign as described in Schedule 2 of this bylaw, which shows the number of a lot.
- (k) "Multi-lot Subdivision" means a subdivision or condominium plan containing two or more Parcels of Land.
- (l) "Occupant" means a person residing at a property, and shall include both an owner and person(s) renting the property.
- (m) "Owner or Land Owner" as per the Act means

2.1.1. In respect to unpatented land, the Crown

2.1.2. In respect of other land, the person who is registered under the Land Titles Act as the owner of the fee simple estate of the land, and

2.1.3. In respect of any property other than land, the person in lawful possession of it.

(n) "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.

(o) "Primary Access" means the main access to a Parcel of Land or to a multi-lot subdivision as identified by the County.

(p) "Public Road" means all developed roads within the County, including a Highway.

(q) "Rural Address Sign" is a sign as described in Schedules 1 & 2 of this bylaw, which shows the rural address of a parcel of land.

(r) "Street Sign" is a sign displaying the name or number of a Public Road.

(s) "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.

(t) "Subdivision Sign" is a sign which includes the name and address of a multi-lot subdivision or bareland condominium or a map of the multi-lot subdivision or bareland condominium indicating the lot numbers and County name.

(u) "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.

(v) "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 the site is occupied daily by employees or agents as a place of employment or business.

4. RURAL ADDRESSING

4.1. All Parcels of Land located in the County, excluding those located in the Hamlets and Named Subdivisions of Carseland, Chancellor, Cheadle, Cluny, Eagle Lake, Gleichen, Lakes of Muirfield, Namaka, Redland, Rosebud, Speargrass, and Wheatland Industrial Park, supporting a structure and having a primary access onto a public road shall be assigned an address by the County.

4.2. Parcels of Land or buildings excluded from being assigned a Rural Address by this Bylaw may be assigned a Rural Address at the request of the owner.

5. RURAL ADDRESSING METHODOLOGY

5.1 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 40 meter intervals creating typically 80 address locations (40 on each side). The address interval numbering starts and ends at the edge of each section of land defined by the Alberta Township Survey (ATS). Address numbers will be assigned to each address interval starting in the south east corner, increasing from South to North and East to West. Even number addresses are placed along the North and West side of a road allowance and odd number addresses are placed along the South and East side of a road allowance.

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

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#1: 243008 RGE RD 213

5.2.4.1 The road section of the address (RGE RD 213) refers to the Public Road that accesses the property's Primary Access.

5.2.4.2 The first three digits (243) refer to the Public Road to the south of the property (virtual Township Road 24-3).

5.2.4.3 The last three digits (008) indicate that the Primary Access is within the eighth address interval (out of 80) north of virtual Township Road 24-3 and since it is an even number it is on the west side of Range Road 21-3.

5.3 Two or more Structures off one Primary Access (Schedule 1 Example#5):

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 an alphabetic suffix for each structure.

5.3.5 Example#5: 243009A RGE RD 214 and 243009B RGE RD 214

5.3.5.1 The Road section of the address (RGE RD 214) refers to the Public Road that accesses the property's Primary Access.

5.3.5.2 The first three digits (243) refer to the Public Road to the south of the property (virtual Township Road 24-3).

5.3.5.3 The next three digits (009) indicate that the Primary Access is within the ninth address interval (out of 80) north of virtual Township Road 24-3 and since it is an odd number it is on the east side of RGE RD 21-4.

5.3.5.4 The suffixes (-A and -B) indicate that there are two structures located on the property accessed off of the Primary Access. In general, "A" will be assigned to the first structure and "B" to the second, based on their location while moving inward off of the public road. Newer units may be assigned latter suffixes to avoid re-assignment of existing structures.

5.4 Multi-lot Subdivisions (Schedule 1 Example #6):

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 Access Road is off a Range Road.

5.4.4 The multi-lot subdivision addresses are also based on the location of the primary access on a road allowance. The lots are numbered clockwise using an increment of 4, with odd numbers along the South and East and even numbers along the North and West (if possible).

5.4.5 Example#6: 243047 (5, 12, 16 & 21) RGE RD 214 (residential subdivision)

5.4.5.1 The Road section of the address (RGE RD 21-4) refers to the Public Road that accesses the property's Primary Access.

5.4.5.2 The first three digits (243) refer to the Public Road to the south of the Primary Access (virtual Township Road 24-3).

5.4.5.3 The next three digits (047) indicate that the Primary Access is within the forty seventh address interval north of Township Road 24-3 and since it is an odd number it is on the east side of Range Road 21-4.

5.4.5.4 The suffix (5, 12, 16 & 21) indicates the residence number.

6. RURAL 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 Rural Address shall be posted with a Rural Address Sign in accordance with the provisions of this Bylaw and Schedule "1 & 2" attached hereto.

6.1.2 Beginning January 1, 2017, all costs associated with the supply and installation of Rural Address Signs shall be borne by the Owner or Occupant, as per the County Schedule of Fees.

6.1.3 The Owner or Occupant shall be responsible for reporting any damaged or missing Rural Address signs to the County.

6.1.4 The County will make the determination on if a damaged or missing Rural Address sign should be replaced and will bear the cost if it deems replacement is warranted.

6.1.5 In cases of multiple residences off one Primary Access, the Owner or Occupant shall be responsible for putting up the appropriate suffix letter signs on the property. The lettered signs can be purchased through the County, and must be displayed by the residence or the road leading into the residence.

6.2 Multi-lot Subdivisions and Condominium Plans

6.2.1 A Rural 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 "1&2" attached hereto.

6.2.2 Each Parcel of Land in a Multi-lot Subdivision or Condominium Plan that has been assigned a Rural Address shall be posted with a Lot Sign in accordance with the provisions of this Bylaw and Schedule "1&2" attached hereto.

6.2.3 A Subdivision Sign shall be posted at each Primary Access into a Multi-lot Subdivision or Bareland Condominium having six (6) or more Parcels of Land in accordance with the provisions of this Bylaw and Schedule "1&2"

attached hereto.

6.2.4 Unless otherwise directed in a development agreement, the costs associated with the supply and installation of Rural Address Signs, Lot Signs, Subdivision Signs and Subdivision Street Signs in a Multi-lot Subdivision registered shall be borne by the Developer or Owner.

6.2.5 The Owner or Occupant shall be responsible for reporting any damaged or missing Lot Signs to the County.

6.2.6 The County will make the determination on if a damaged or missing Lot sign should be replaced and will bear the cost if it deems replacement is warranted.

7. HAMLET ADDRESSING AND NAMED SUBDIVISION ADDRESSING

7.1 All parcels of land within the boundaries of the Hamlets and Named Subdivision of Carseland, Chancellor, Cheadle, Cluny, Eagle Lake, Gleichen, Lakes of Muirfield, Namaka, Redland, Rosebud, Speargrass, and Wheatland Industrial Park, are hereby numbered in the manner deemed most appropriate by the CAO or designate.

7.2 All parcels of land containing a building within the Hamlets and Named Subdivision of Carseland, Chancellor, Cheadle, Cluny, Eagle Lake, Gleichen, Lakes of Muirfield, Namaka, Redland, Rosebud, Speargrass, and Wheatland Industrial Park are required to have address numbers appropriately displayed.

7.2.1 Address numbers must be a minimum of 4 inches in height, with a recommended height of 6 inches, and in a contrasting colour to the building background. Address numbers shall be of an appropriate size that ensures clear legibility from the public road.

7.2.2 The registered property owner or occupant of the parcel of land shall place the appropriate address numbers in an unobscured location no higher than the first story or equivalent height on the building and facing the street named in the parcel's address. All costs associated with the purchase and installation of the address numbers shall be borne by the owner or occupant.

7.2.3 If the building is located at such a distance from the public road where address numbers may not be clearly legible, or if the building is not visible from the public road, a sign bearing the address numbers of the building must be placed where the primary access to the building meets the public road on the owner's property. Signs must meet the specifications as those as described in Schedule "2" – Lot Sign Specifications.

8. GENERAL

8.1 Address Systems and signs other than those set out in this Bylaw shall not be permitted on Parcels of Land with a Structure created after the passing of this Bylaw.

8.2 The CAO, or designate, is authorized to waive or modify any requirement of this bylaw to address unique circumstances or situations.

9. OFFENCES

9.1 No person shall use a Rural Address Sign, Lot Sign, Subdivision Sign or Street 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 temporarily or not.

9.4 Should any person contravene Sections 9.1, 9.2 or 9.3 of this Bylaw, written notification shall be provided by a Community Peace Officer to the owner of the parcel of land requiring them to correct or remedy the contravention within thirty

(30) days of the date of the notification.

- 9.5 Should the owner of the parcel of land fail to correct or remedy a contravention of Sections 9.1, 9.2, 9.3 of this Bylaw, after being notified to do so in accordance with Section 9.4 of this Bylaw, the County may correct or remedy the contravention and recover any associated costs from the owner of the parcel of land.
- 9.6 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.
- 9.7 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.
- 9.8 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. ENFORCEMENT

- 10.1 For the purposes of this Bylaw, a Community Peace Officer may:
 - 10.1.1 Access any Parcel of Land at any time for inspection or enforcement activities regarding matters relating to this Bylaw.
 - 10.1.2 Issue a Violation Tag to any person who contravenes any section of this Bylaw; or
- 10.2 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.
- 10.3 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.
- 10.4 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.

11. REPEAL

Bylaw 2016-23 Rural Addressing is hereby repealed upon the passing and signing of this Bylaw.

12. EFFECTIVE DATE

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

BIGGAR MOVED first reading of Bylaw 2019-38, on December 17, 2019, this being a bylaw to provide and implement an Addressing System.

Carried.

WILSON MOVED second reading of Bylaw 2019-38, on December 17, 2019, this being a bylaw to provide and implement a Rural Addressing System.

Carried.

IKERT MOVED that permission be granted to hold third and final reading of Bylaw 2019-38.

Carried Unanimously.

KOESTER MOVED third reading of Bylaw 2019-38, on December 17, 2019, this being a bylaw provide and implement a Rural Addressing System.

Carried.



Reeve



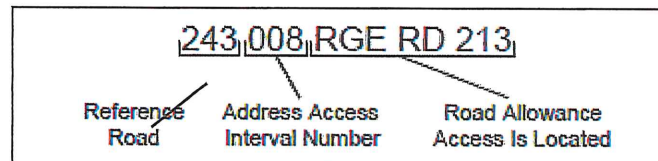
Interim Chief Administrative Officer

SCHEDULE "1"

General Rules & Guidelines

Rural Addresses will be determined at the location where Primary Access is gained to the structure along a Township Road, Range Road or Highway. Each mile of road is divided into 40 meter address grid. Each mile of Township Road, Range Road or Highway has typically 80 address locations (40 on each side). The address interval numbering starts and ends at the edge of each section of land defined by the Alberta Township Survey (ATS).

Address numbers will be assigned to each address interval starting in the south east corner, increasing from South to North and East to West. Even number addresses are placed along the North and West sides of a road allowance and odd number addresses are placed along the South and East side of a road allowance. For the purposes of addressing, virtual township roads exist between all sections, whether an actual road allowance exists or not.



TWP RD = Township Road

RGE RD = Range Road

Example #1: 243008 RGE RD 213

The access is along the west side of RGE RD 213. It's located in address interval 8. 243 is the intersecting TWP RD number to the south.

Example #2: 213033 TWP RD 244

When there are multiple accesses, the primary access is used. In this case, the access is along the south side of TWP RD 244. 213 is the intersecting RGE RD to the east, and 33 is the interval the primary access is in.

Example #3: 243032 RGE RD 213

When there are multiple accesses along the same side of a road allowance, the primary access, interval 32, is determined.

Example #4: 243072 RGE RD 213

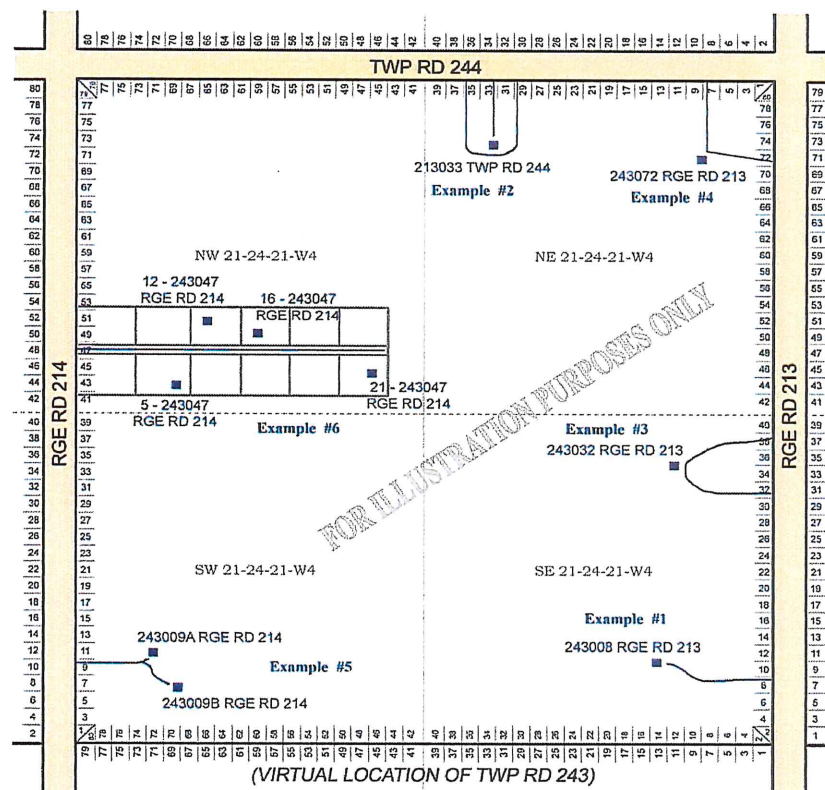
When there is one access along a TWP RD, one access along a RGE Rd, and no clear primary access, the one along the RGE RD is typically chosen.

Example #5: 243009A & 243009B RGE RD 214

When there are multiple residences located off the same primary access, the address sign by the access stays the same as previous examples without the suffix. Individual residences are identified by a small blue sign indicating the suffix that are located by the residence or the road leading into the residence.

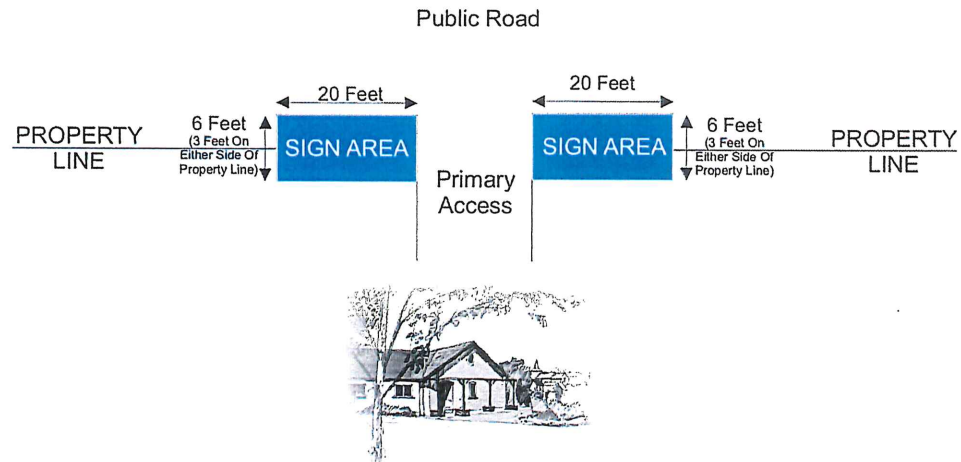
Example #6: 243047(5, 12, 16 & 21) RGE RD 214

Subdivision addresses are also based on the location of the primary access on a road allowance. The lots are numbered clockwise using an increment of 4, with odd numbers along the South and East and even along the North and South (if possible).



SCHEDULE "2"

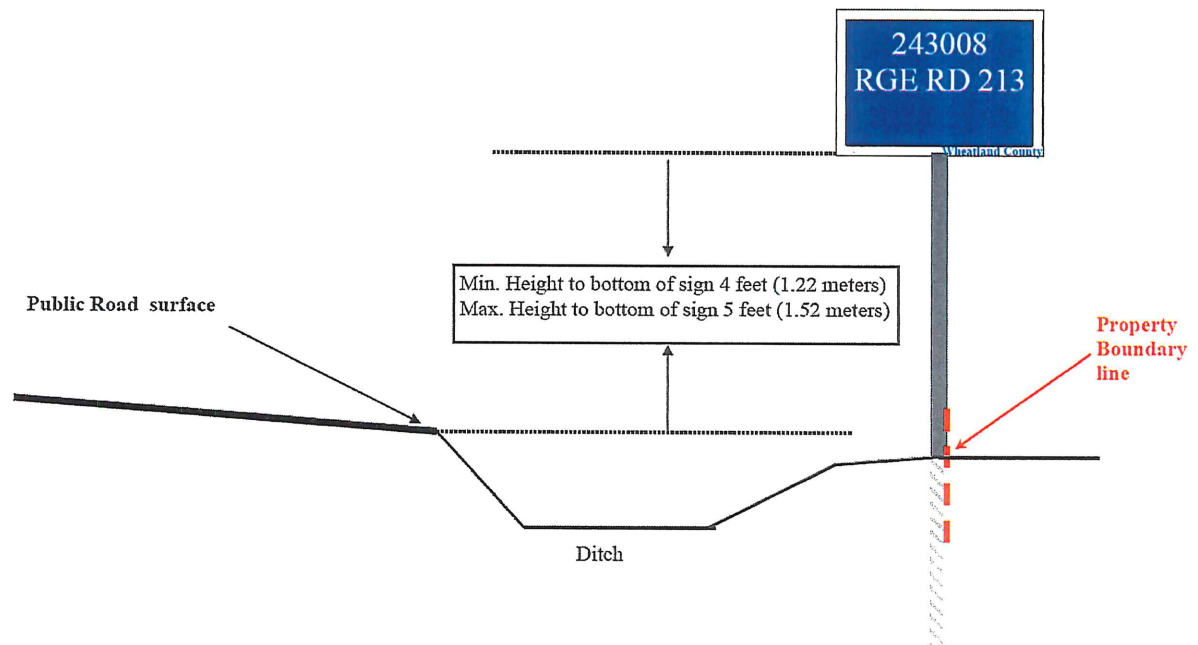
Rural Address and Lot Sign's Location & Specifications



Sign Location

Signs shall be placed in a visible location preferably on the south or east side of the primary access within 20 feet (6.10 meters) of the shoulder of the primary access and maximum 3 feet (.91meters) from the property boundary either inside the property or on the road right-of-way. Sign must be situated perpendicular to the public road and parallel to primary access.

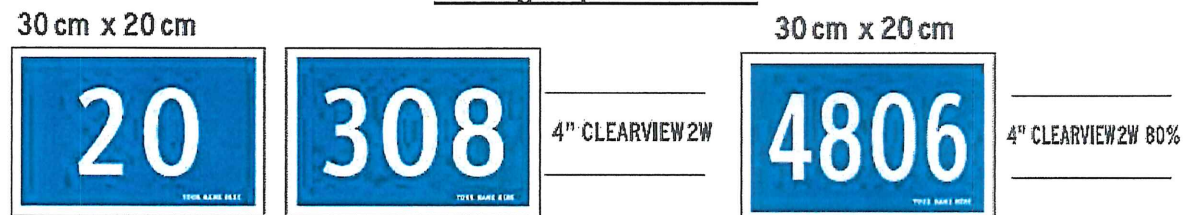
The sign shall be installed no lower than 4 feet (1.22 meters) from the top of the road surface (measured from the bottom of sign) and no higher than 5 feet (1.52 meters) from the top of the road surface (measured from bottom of sign).



SCHEDULE "2" Continued
Rural Address and Lot Sign's Location & Specifications
Rural Address Sign Specifications



Lot Sign Specifications



Please note that Rural Address signs will be composed of 2 signs of identical Rural Address labels that are bolted to a 2.5" U-Channel Post or 1.75" square post and situated perpendicular to the public road and parallel to primary access.

Sample of Signs



Sign Material: 30 x 60 cm (12"x24") Single Sided, 5052-H38 Sign Grade Aluminum 0.081" (2 mm) Thickness. Must have predrilled holes on middle of top & bottom side of each sign to accommodate bolts to anchor to the post

Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting or equivalent with rounded corners.

Sign Background: Blue

Sign Border: White – minimum 127mm (1/2") around perimeter of sign

Rural Address Lettering: upper letters 10.16cm (4") & lower letters 7.62 cm (3").

Font type: CLEARVIEW 2W,

Text Color: White

County identification lettering: approx. 1/2" (12.70mm) situated on bottom right-hand corner above or within the sign border

Text Color: White if above border, Blue if within border