



TOWN OF EDSON BYLAW NO. 2274

A Bylaw of the Town of Edson in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, to establish a municipal addressing system for the orderly numbering of streets, avenues, parcels, buildings, units, and internal suites in the Town of Edson.

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, grants a municipality the authority to assign a means of identification of buildings or parcels or land and to require an owner or occupant of a building or a parcel of land to display the identification in a certain manner;

AND WHEREAS it is deemed to be in the public interest to repeal Bylaw No. 1690 and enact a new bylaw respecting the numbering of parcels of land and structures;

NOW THEREFORE the Council of the Town of Edson, in the Province of Alberta, enacts as follows:

1. SHORT TITLE

1.1 This Bylaw may be cited as the Town of Edson “Addressing Bylaw.”

2. DEFINITIONS

- 2.1 “Administration” means employees of the Town of Edson with powers and duties to carry out the will of Council.
- 2.2 “Alphanumeric” means text that is either a letter or a number, or both.
- 2.3 “Avenues” are Public Roads that generally run east and west.
- 2.4 “Building” means anything constructed or placed on, in, over, or under land but does not include a highway or Public Road or a bridge forming part of a highway or Public Road.
- 2.5 “Chief Administrative Officer” or “CAO” means the person appointed as Chief Administrative Officer of the Town of Edson.
- 2.6 “Committee of the Whole” means Council when sitting as a committee.
- 2.7 “Council” means the Mayor and Councillors of the Town of Edson.
- 2.8 “Development Authority” means the person, or persons, identified as a Development Authority in the Town of Edson Land Use Bylaw No. 2070 and amendments thereto.
- 2.9 “Emergency Services” means services provided by the Edson and District Fire Department, Royal Canadian Mounted Police, and 9-1-1 dispatch.

- 2.10 “Lane” means a roadway intended to give access to the rear of buildings and parcels of land.
- 2.11 “Municipal Address” means an address assigned to a Parcel, Building, or Unit pursuant to this bylaw.
- 2.12 “Municipal Tag” means a ticket alleging an offence against this Bylaw which specifies an amount that may be paid to the Town by the offender within a prescribed period, and which allows for the offender, in the event of their payment of the prescribed amount, to avoid prosecution for the offence.
- 2.13 “Owner” means a person who, in respect of land, is registered under the *Land Titles Act* as the owner of a fee simple estate in a parcel of land or is recorded as the owner of a property on the Tax Roll of the Town.
- 2.14 “Parcel” means the aggregate of the one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a Land Titles Office.
- 2.15 “Peace Officer” means a Peace Officer, a Community Peace Officer, Bylaw Officer, and a member of the Royal Canadian Mounted Police.
- 2.16 “Private Road” means a road, excepting a Public Road, which is either constructed in accordance with proposals as approved by the Minister of Transportation or agreed by the parties to be a private road for the purposes of an Agreement.
- 2.17 “Public Road” means land shown as a road on a plan of survey that has been filed or registered in a land titles office, or used as a public road, and includes a bridge forming part of a public road and any structure incidental to a public road.
- 2.18 “Road” means any Public Road or Private Road.
- 2.19 “Streets” are Public Roads that generally run north and south.
- 2.20 “Town” means the Municipal Corporation of the Town of Edson, or the geographical area under its jurisdiction, as the context dictates.
- 2.21 “Unit” means a space, or set of rooms, in a multiple tenancy Building used by one tenant or tenant group, or for a particular use. A Unit includes space often identified as a Commercial Unit, Commercial Retail Unit (CRU), Retail Unit, Bay, Suite, or Apartment.
- 2.22 “Utility Agency” means private utility companies, jurisdiction departments or contractors working for private utility companies or jurisdiction departments, engaged in the provision of utilities, or the construction or maintenance of utility distribution lines and services, including water, steam, sanitary sewer, storm sewer, electric, gas, public transportation, irrigation, waste management, street lighting, telephone, television, internet, and other communication services.
- 2.23 “Violation Ticket” means a violation ticket as defined in the *Provincial Offences Procedure Act*, RSA 2000, c. P-34.

3. GENERAL APPLICATION

- 3.1 This Bylaw will apply to all Parcels, Buildings, and Units within Buildings within the Town.
- 3.2 All Parcels, Buildings, and Units require a Municipal Address, to be assigned by Administration.

- 3.3 A Municipal Address will be assigned or revised by the Town, as required, following:
- a. approval of a subdivision, including consolidation;
 - b. approval of, or exemption from, a development permit;
 - c. annexation of lands into the Town;
 - d. approval of a Change of Municipal Address Application; or
 - e. a request from a Utility Agency or Emergency Services.
- 3.4 A Municipal Address will follow the form: Unit number (if applicable) [hyphen] Building or Parcel number [space] Road number or name (e.g. 3 - 5506 4 Avenue).

4. ROAD NUMBERING & NAMING

- 4.1 Cardinal numbers are to be utilized when naming Roads.
- 4.2 Streets will be numbered consecutively from east to west.
- 4.3 Avenues will be numbered consecutively from south to north, with the Avenue immediately north of the Canadian National Railway Company (CN) tracks being 1 Avenue.
- 4.4 Avenues developed south of the CN tracks will be numbered consecutively from north to south and appended with suffix "South," with the Avenue immediately south of the CN tracks being 1 Avenue South.
- 4.5 If named Roads are proposed, instead of numbered Streets and Avenues, the CAO, or their designate, will be responsible for the final approval of the names.
- a. Proposed names for Roads must be taken to Committee of the Whole for input before a final approval is made.
 - b. The name must not duplicate or approximate phonetically the name of any other Road.
 - c. Preference will be given to names with some historical significance to the Town, or a name that is descriptive, pertaining to the geographical or topographical layout.
 - d. Larger areas may use a theme for naming Roads.
- 4.6 Roads may not be suffixed/named with "Park".
- 4.7 Named Roads may only use suffixes recognized by Canada Post.

5. PARCEL NUMBERING

- 5.1 Numbers assigned to Parcels are to be consecutive, even if the Road changes direction or is on a diagonal.
- 5.2 Even numbers are to be assigned to Parcels on the west of any Street and north on any Avenue.
- 5.3 Odd numbers are to be assigned to Parcels on the east of any Street and south of any Avenue.
- 5.4 Assigned numbers should start at 1, or 2, unless context dictates a different starting number.
- 5.5 Even and odd Parcel numbers should pair-off across a Road as closely as possible (e.g. "18" should be opposite "17" or "19").

- 5.6 Unless context dictates otherwise, one number will be provided for each 7.62 meters of frontage. Thus, notwithstanding Section 5.1, numbers may not increase by one integer at a time along a Road.
- 5.7 Numbers assigned to Parcels will be numbered consecutively
- a. from east to west if fronting onto an Avenue;
 - b. from south to north if fronting onto a Street north of the CN tracks;
 - c. from north to south if fronting onto a Street south of the CN tracks;
 - d. from the point of origin to the point of destination, in a similar manner to Section 5.7(a-c), where the Road is named, or meanders; or
 - e. in any other manner that Administration deems rational and appropriate.
- 5.8 Assigned Parcel numbers will be prefixed with the
- a. Street number to the east if along an Avenue;
 - b. Avenue number to the south if fronting onto a Street north of the CN tracks;
 - c. Avenue to the north if fronting onto a Street south of the CN tracks;
 - d. the respective Street or Avenue number that would have been given, should the grid have been continued in a non-grid pattern development; or
 - e. in any other manner that Administration deems rational and appropriate.
- 5.9 Where a number is less than 10, the number should be prefixed with a "0" (e.g. "5903 6 Ave" should be used instead of "593 6 Ave").
- 5.10 Corner Parcels will be numbered accordingly:
- a. In the event that a Building has been granted a Development Permit, the Parcel or Building number will be based on the Road that the principal entrance faces;
 - b. If the principal entrance is not visible from the Road that it faces, or is inaccessible for emergency access from that Road, then the Parcel or Building will be numbered based on the alternative Road;
 - c. If the Parcel is undeveloped, the assigned number will be based off the Road which has the shorter parcel boundary; or
 - d. If the Parcel has equal length parcel boundaries along both Roads on which it fronts, Administration will assign a number that it deems rational and appropriate taking into account the existing address scheme of the adjacent parcels.
- 5.11 Parcels that front onto two Roads (e.g. a Parcel has entrances to both 3 Avenue and 4 Avenue) will be numbered accordingly:
- a. In the event that a Building has been granted a Development Permit, the Parcel or Building number will be based on the Road that the principal entrance faces;
 - b. If the principal entrance is not visible from the Road that it faces, or is inaccessible for emergency access from that Road, then the Parcel or Building will be numbered based on the alternative Road;

- c. If the Parcel is undeveloped, the assigned number will be based off the Road which is considered higher up in the Road hierarchy; or
- d. In any other manner that Administration deems rational and appropriate.

6. BUILDING NAMING

- 6.1 The Town does not formally recognize where a development or building has been given a name for the purpose of an assigned Municipal Address.
- 6.2 The Town will not keep a registry of named developments or buildings or be held liable if a duplication occurs within the Town.

7. BUILDING & UNIT NUMBERING

- 7.1 Unless divided into Units, a Building's Municipal Address is the same as that assigned to the Parcel.
- 7.2 All Units require a distinct Municipal Address.
- 7.3 An identifier is not included as part of the assigned Unit number (i.e., Unit, Apartment, Bay, etc.).
- 7.4 Where multiple buildings exist on a Parcel, each Building may be assigned a Unit number accordingly:
 - a. The assigned Unit number will start at 1 and increase by one integer at a time;
 - b. The assigned Unit numbers will incrementally increase from east to west, if the Parcel fronts onto an Avenue;
 - c. The assigned Unit numbers will incrementally increase from south to north, if the Parcel fronts onto a Street north of the CN tracks;
 - d. The assigned Unit numbers will incrementally increase from north to south, if the Parcel fronts onto a Street south of the CN tracks;
 - e. Where a Parcel fronts onto several Roads, the Buildings will be assigned Unit numbers from the principal entrance to the site in a clockwise manner; or
 - f. In any other manner that Administration deems rational and appropriate.
- 7.5 For multi-unit Buildings where less than four units are present (e.g. duplex or strip mall), Units will be numbered accordingly:
 - a. The assigned Unit number will start at 1 and increase by one integer at a time;
 - b. The assigned Unit numbers will incrementally increase from east to west, if the Parcel fronts onto an Avenue;
 - c. The assigned Unit numbers will incrementally increase from south to north, if the Parcel fronts onto a Street north of the CN tracks;
 - d. The assigned Unit numbers will incrementally increase from north to south, if the Parcel fronts onto a Street south of the CN tracks;
 - e. Where a Parcel fronts onto several Roads, the Buildings will be assigned Unit numbers from the principal entrance to the site in a clockwise manner; or
 - f. In any other manner that Administration deems rational and appropriate.

- 7.6 For multi-unit buildings where more than four units are present (e.g. office building or apartment), Units will be numbered accordingly:
- a. Units in the basement should be appended with a “B” immediately before the Unit number (e.g. B1). Units in the subbasement should be appended with a “SB” immediately before the Unit number (e.g. SB5);
 - b. Units on the first floor should be appended with a “1” immediately before the Unit number (e.g. 18). Units on the second floor should be appended with a “2” immediately before the Unit number (e.g. 21). Similarly, Units on subsequent floors should be appended with the floor number immediately before the Unit number;
 - c. In a Building with one main corridor Unit numbers should start at the principal entrance and increase incrementally as you move away from the entrance. Even numbers are to be assigned to Units on the west and north of the corridor;
 - d. In a Building with multiple corridors, Units should be numbered clockwise from the principal entrance of the Building. Even numbers are to be assigned to Units on the west and north of corridors; or
 - e. In any other manner that Administration deems rational and appropriate.
- 7.7 For accessory Units where future subdivision of the accessory Unit is improbable (e.g. residential basement suite), Units will be numbered accordingly:
- a. The principal Unit will be assigned the number ordinarily assigned to the Parcel, in accordance with Section 5, and suffixed with the letter “A”.
 - b. The accessory Unit will be assigned the number ordinarily assigned to the Parcel, in accordance with Section 5, and suffixed with the letter “B”.

8. OWNER REQUESTED CHANGE TO A MUNICIPAL ADDRESS

- 8.1 A change to an assigned Municipal Address may be requested through Administration by submitting a Change of Municipal Address Application and any applicable fee as set out in the Fees, Rates, and Charges Bylaw. The Change of Municipal Address Application will require, at a minimum:
- a. the applicant name and contact information, including a mailing address, phone number, and email address;
 - b. the current Municipal Address and legal description;
 - c. the reason for the request;
 - d. the applicant’s signature and date;
 - e. the Owner’s signature and date, if the applicant is not the Owner; and
 - f. a site/building plan showing the individual Units, where the change involves a multi-tenant Building.
- 8.2 When a Municipal Address is changed pursuant to an application from an Owner, Administration will advise any affected Owner of the particulars of the revision(s) and the effective date of the change(s).

- a. The Owner will be given notice by ordinary post mail to the address for the Owner as shown on the tax roll.
 - b. The Owner may be given notice by delivering the notice personally to the Owner.
- 8.3 Upon an effective change of Municipal Address pursuant to an application from an Owner, the Owner will have 30 days to ensure that the Municipal Address is displayed in accordance with Section 10 of this Bylaw.
- 8.4 A change to a Municipal Address pursuant to an application from an Owner cannot be contested or appealed.
- 8.5 The Owner bears the responsibility for all costs associated with a Municipal Address change pursuant to an application from an Owner.

9. TOWN INITIATED CHANGE TO A MUNICIPAL ADDRESS

- 9.1 Further to Section 3.3, when a Municipal Address is changed, and the change has not been initiated by the Owner, Administration will advise any affected Owner of the particulars of the revision(s) and the effective date of the change(s).
- a. The Owner will be given notice by ordinary post mail to the address for the Owner as shown on the tax roll.
 - b. The Owner may be given notice by delivering the notice personally to the Owner.
- 9.2 Upon an effective change of Municipal Address that was not initiated by the Owner, the Owner will have 30 days to ensure that the Municipal Address is displayed in accordance with Section 10 of this Bylaw.
- 9.3 A change to a Municipal Address that was not initiated by the Owner cannot be contested or appealed.
- 9.4 The Owner bears the responsibility for all costs associated with a Municipal Address change pursuant to a Town initiated change.

10. DISPLAYING THE MUNICIPAL ADDRESS

- 10.1 It is the responsibility of the Owner to ensure that the assigned Municipal Address is displayed on every Building and Unit that fronts onto, and is accessible by, a Road or Lane. All Parcel, Building, and Unit numbers must be prominently and conspicuously displayed in a manner that is plainly visible from the adjacent Road or Lane, as the case may be.
- 10.2 An assigned number, affixed to the Building, must not be displayed above the first storey of the Building, or 4 meters, whichever is less.
- 10.3 Notwithstanding Section 10.1, Units that are accessible only from inside a building are exempt from displaying their assigned number on the exterior of the building. However, Units that are accessible only from inside a building must have their assigned number prominently and conspicuously displayed in a manner that is plainly visible from the hallway, corridor, atrium, or similar common space.
- 10.4 Any address number other than the number currently assigned by the Town must not be displayed.

- 10.5 New Buildings or Units have 30 days to display the assigned Municipal Address from the date of construction completion.

11. SEVERABILITY

- 11.1 If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 11.2 In any place where this Bylaw conflicts with any Provincial Act or Regulation, the latter shall govern.

12. ENFORCEMENT

- 12.1 Where appropriate, a Development Authority or Peace Officer will take reasonable measures to inform an Owner of their obligations under this Bylaw so that voluntary compliance can occur.
- 12.2 An Owner who contravenes this Bylaw is guilty of an offence.
- 12.3 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and an owner guilty of such an offence is liable to a fine in an amount not less than that established in the Fees, Rates, and Charges Bylaw for each such day.
- 12.4 An Owner who is guilty of an offence is liable to a fine in an amount not less than that established in the Fees, Rates, and Charges Bylaw and not exceeding \$10,000.00, and to imprisonment for not more than one year for non-payment of a fine.
- 12.5 A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Owner who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 12.6 A Municipal Tag may be issued to an Owner personally, or by providing a notice by regular post mail to the address registered on the Tax Roll.
- 12.7 The Municipal Tag will be in a form approved by the CAO and must state:
- a. The Owner's name;
 - b. The offence;
 - c. The specified penalty established by this Bylaw for the offence; and
 - d. That the penalty must be paid within 30 days of the issuance of the Municipal Tag.
- 12.8 Where a Municipal Tag is issued pursuant to this Bylaw, the Owner to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay the Town the penalty specified within the period indicated on the Municipal Tag.
- 12.9 If a Municipal Tag has been issued, and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- 12.10 If a Violation Ticked is issued in respect of an offence, the Violation Ticket must
- a. Specify the fine amount established by this Bylaw for the offence, or
 - b. Require an Owner to appear in court without the alternative of making a voluntary payment.

12.11 An Owner guilty of an offense may:

- a. if a Violation Ticket is issued in respect of the offence, and
- b. if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

13. EFFECTIVE DATE

13.1 Bylaw No. 1690 is hereby repealed.

13.2 This Bylaw will come into effect upon third reading.

READ a first time this ____ day of ____, 20__.

READ a second time this ____ day of ____, 20__.

PLACED for third reading this ____ day of ____, 20__.

READ a third time and finally passed this ____ day of ____, 20__.

Mayor Kevin Zahara

Christine Beveridge, CAO