

**LAC STE. ANNE COUNTY  
PROVINCE OF ALBERTA  
BYLAW 21-2021**

**BEING A BYLAW FOR LAC STE. ANNE COUNTY TO IMPLEMENT A MUNICIPAL ADDRESSING SYSTEM.**

**WHEREAS** under the provisions of the Municipal Government Act, R.S.A. 2000, Part 2, Section 7, provides that a Council may pass bylaws respecting the safety, health, and welfare of people and the protection of people and property, and;

**WHEREAS** the Council of Lac Ste. Anne County deems it desirable to put into effect a municipal addressing system that can be utilized by emergency service providers and for other purposes such as providing directions for delivery services,

**NOW THEREFORE** the Council of Lac Ste. Anne County, in the Province of Alberta, duly assembled enact as follows:

**Part 1: Name of the Bylaw**

1.1 This Bylaw may be cited as the "Municipal Addressing System Bylaw".

**Part 2: Definitions**

2.1 In this Bylaw:

- (a) "County Manager" means the Chief Administrative Officer or their designate for the County;
- (b) "County" means the municipality of Lac Ste. Anne County, in the Province of Alberta;
- (c) "Municipal Address" means the address that is designated by the County, which includes a combination of numbers and/or words;
- (d) "Owner" means a person or company registered under the Land Titles Act, RSA 2000, Chapter L-4, as amended, as the owner of the land;
- (e) "Peace Officer" has the same meaning as in the Provincial Offences Procedure Act, RSA 2000 Chapter P-34, as amended;
- (f) "Property" means a parcel of land or a building located thereon;
- (g) "Road" means any highway, street, avenue, boulevard, crescent, range road, township road, or any other public thoroughfare;
- (h) "Rural Areas" means any area outside of a Hamlet in the County;
- (i) "Structure" means a fixture of any type that may be located on the property;
- (j) "Supporting Residential, Commercial, and Industrial Development" means any property with an assessed building, excepting the oil and gas industry development that is regulated by Alberta Energy and Utility Board;
- (k) "Urban Areas" means any designated Hamlet within the County.

**Part 3: Addressing Regulations**

3.1 That all parcels of land Supporting Residential, Commercial, and Industrial Development with primary access onto a developed public road right-of-way will be assigned a

- Municipal Address by the County and as such, a Municipal Address sign(s) must be posted in accordance with this Bylaw.
- 3.2 Every person who obtains a development permit from the County to permit the construction of a Residential, Commercial, or Industrial Development shall be responsible for the erection of the Municipal Address sign(s) within three (3) months of the development permit approval in accordance with this Bylaw.
  - 3.3 Every person who, before the passing of this Bylaw, is the Owner of a parcel of land to which a Structure is affixed shall be required to comply with the addressing requirements of this Bylaw within six (6) months after the passage of this Bylaw.
  - 3.4 Every person who obtains a development permit where more than one structure is involved and where a Road is utilized, shall be responsible for the construction, erection, and maintenance of Municipal Address sign(s) to a standard acceptable to the County indicating the location of lots/units therein. In the case of a private access for multiple properties, a sign indicating the range of addresses served by the access should be placed at the entrance.
  - 3.5 In all cases the Municipal Address shall be displayed either permanently or temporarily during construction upon issuance of a development permit.
  - 3.6 The Owner of property within Rural Areas must always display their Municipal Address in a location plainly visible from the road using an engineered grade blue aluminum panel with a minimum of 100mm reflective white numbers/letters. The Municipal Address sign for a property should be placed at the entrance of the driveway leading to the specific property/parcel. The sign should be aligned parallel to and facing the highway. Signs should not be placed on rural mailbox posts or telephone posts. Where a post is used, it should be a standard signpost.
  - 3.7 The Municipal 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 at a height no lower than 1.0m or no higher than 2.0m and placed directly parallel to the road. Signs shall be placed within 6.1 meters (20 feet) on either side of the shoulder of the driveway (approach) and located 1 meter (3.3 feet) from the property boundary either within the property boundary or within the road right-of-way boundary. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign) and no higher than 2 meters (6.6 feet) from ground level (measured from top of sign).
  - 3.8 The Municipal Address in Urban Areas shall be plainly visible and not higher than the first story of a building or at an equivalent height in the case of other structures. The numbers/letters are to be a minimum of 150mm for the Municipal Address sign(s) in Urban Areas. Lot signs within Urban Areas must be placed either on the property line or 1 meter (3.3 feet) either side of the property line and within 6.1 meters (20 feet) on either side of the entrance to the property. In the case of a building which fronts the street within 1 meter (3.3 feet), the sign may be placed on the building. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from the bottom of the sign) and no higher than 2 meters (6.6 feet) from ground level (measured from top of sign).
  - 3.9 Nothing in this Bylaw shall be construed to prevent any Owners or occupier of any property within an Urban Area, required by this Bylaw to be numbered, from affixing numbers of such size or type as the Owner or occupier prefers, provided that such numbers meet the requirements of Section 3.7 and 3.8 of this Bylaw.
  - 3.10 The costs associated with a Municipal Addressing sign(s) and placement shall be the responsibility of the Owner. The Owner may order a sign(s) through the County, from another supplier, or make their own as long as the sign(s) conform to the specifications for Rural Areas set out in Section 3.6 and 3.7 of this Bylaw.

#### **Part 4: Assigning Municipal Addresses**

- 4.1 The County Manager is hereby authorized to assign Municipal Addresses within the County.
- 4.2 All property within the County shall be designated a Municipal Address by the County Manager, as soon as possible, including new properties created through a subdivision.
- 4.3 The County Manager reserves the right, in the interest of service delivery and public safety, to designate or re-designate a Municipal Address.
- 4.4 Upon written request by an Owner, the County Manager will consider an application to change a Municipal Address; in all cases, service delivery and public safety shall prevail. A Municipal Address change request based on personal numerical preferences shall not be accepted.
- 4.5 The County Manager shall keep a record of Municipal Addresses following the County's current Records and Information Management Bylaw.

#### **Part 5: Naming of a Road**

- 5.1 New Road names created through the subdivision process shall be assigned by the County Manager following the Street Naming policies and procedures as approved by the County.
- 5.2 Change (renaming) of Road names is subject to Council approval.
- 5.3 Before consideration for renaming a Road under Section 5.2 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.
- 5.4 The official record of Road names shall be kept in accordance with the County's current Records and Information Management Bylaw.

#### **Part 6: Unauthorized Numbers**

- 6.1 No Owner of a structure bearing a number shall continue to use the said number if notified in writing by the County that such structure is not numbered in accordance with the Bylaw.
- 6.2 Written notice pursuant to Section 6.1 of this Bylaw shall be served upon the Owner and shall require alteration of the wrong number to a correct number designated by the County within 30 days of the date of the notice.

#### **Part 7: Enforcement**

- 7.1 Where a Peace Officer issues an Owner a Violation Ticket in accordance with a portion of this Bylaw, the Peace Officer may either:
  - (a) allow the Person to pay the minimum and specified penalty established in "Schedule A" for the offence by including such minimum and specified penalty in the Violation Ticket; or
  - (b) require a Court appearance of the Person where the Peace Officer believes that such an appearance is in the public interest, pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*.
- 7.2 No provision of this Bylaw nor any action taken pursuant to any provision of this Bylaw shall in any way restrict, limit, prevent or preclude the County from pursuing any other remedy concerning an offence, as may be provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

**Part 8: Severability**

8.1 Should any provisions of this Bylaw be invalid by a Court of competent jurisdiction; all other provisions of this Bylaw will remain valid and enforceable.

**Part 9: Repeal**

9.1 Bylaw 15-2002 is hereby repealed in its entirety upon third and final reading of this Bylaw.

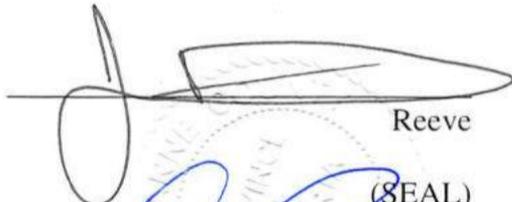
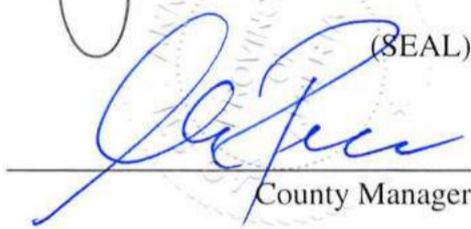
**Part 10: Enactment**

10.1 This Bylaw shall come into force and effect upon third reading of County Council.

FIRST READING the 8<sup>th</sup> day of April, 2021.

SECOND READING the 22 day of April, 2021.

PASSED AT THIRD READING the 22 day of April, 2021.

  
\_\_\_\_\_  
Reeve  
(SEAL)  
  
\_\_\_\_\_  
County Manager

**Schedule 'A'**

**Minimum and Specified Penalties**

<b>Section</b>	<b>Offence</b>	<b>Minimum and Specified Penalty</b>
3.2	Failure to install a sign subject to a Development Permit	\$300.00
3.3	Failing to install a sign	\$300.00
3.5	Failure to properly display sign	\$250.00
6.1	Unauthorized sign number	\$250.00
6.2	Failure to correct unauthorized sign number	\$600.00