

**TOWN OF HARDISTY  
BYLAW NO. 1165/11**

**A BYLAW OF THE TOWN OF HARDISTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY NUMBERING OF PARCELS OF LANDS AND BUILDINGS**

**WHEREAS** pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, a municipality has the authority to assign a means of identification to buildings or parcels of land and to require an owner or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 expedient to identify properties and to assist emergency response vehicles in locating the appropriate address;

**THEREFORE**, the Council of the Town of Hardisty in the Province of Alberta, duly assembled, hereby enacts as follows:

**PART I: BYLAW TITLE**

1. This Bylaw is to be cited as the "Civic Addressing Bylaw".

**PART II: DEFINITIONS**

2. **DEFINITIONS**

- |    |                      |  |
|----|----------------------|--|
| a) | "Accessory Building" | means a building separate and subordinate to the main building, the use of which is incidental to that of the main building and is located on the same parcel of land. |
| b) | "Address Number"     | the number of a property designated by the Town, which may include a combination of numbers and/or words.  |
| c) | "Construction Site"  | means development of a new primary building and includes exterior renovations to an existing building if the exterior renovations exceed 30 days.                      |
| d) | "Council"            | the Council of the Town of Hardisty.   |
| e) | "Land Use Bylaw"     | means Bylaw 1139/09 for the Town of Hardisty.  |



- f) "Lane" means a right-of-way on which motorized vehicles are normally allowed to operate, which is 7.6 m (32.8 ft) or less, and 6.0 m (19.7 ft) or more in width, or an alley as defined in the *Highway Traffic Act*, as amended.
- g) "Owner" means:
- a) In the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land, or
  - b) In the case of any other land, the person shown as the owner of a parcel of land on the municipality's assessment roll;
- h) "Parcel" means:
- a) Any subdivided block or any lot, or any part of such a block or lot, in any area of land for which a plan of subdivision is registered in a land titles office.
  - b) If no such plan of subdivision, a quarter section of land according to the system of surveys under the *Surveys Act* or any other area the description of which have been approved by the proper land titles office.
- i) "Peace Officer" means a Bylaw Enforcement Officer, a member of the Royal Canadian Mounted Police and a Special Constable having jurisdiction in the Town.
- j) "Property" a parcel of land, on which a structure has been erected, and may include a building on the parcel or a unit within a building if two separate address numbers have been assigned.
- k) "Road" means a road as defined in the *Municipal Government Act, 2000*, as amended.
- l) "Town" means the Town of Hardisty in the Province of Alberta, or the area contained within the corporate boundaries.

### PART III: APPLICATION

3. Every legally registered parcel of land within the Town that is bordered by identifiable roads, shall be designated an Address Number by the Town. Following these general rules, and as identified on the Addressing Plan that is attached to this Bylaw as Schedule B:
  - a) Streets shall be numbered or lettered in sequence with existing streets, increasing east to west, or southeast to northwest whichever the case may be. Avenues shall be numbered or lettered in sequence with existing avenues, increasing south to north or southwest to northeast whichever the case may be.
  - b) Even address numbers shall be placed on the west and north side of the road and odd numbers shall be placed on the south and east sides of the road, based upon the direction that the primary residence may face.
  - c) Each building shall be numbered in succession, increasing from east to west or from south to north, or from Southeast to Northwest and/or Southwest to Northeast, whichever the case may be. Exception will be made for Lakeview Drive which shall be numbered from West to East as shown on the Addressing Plan.
  - d) Where each building cannot be numbered in succession because of numbering restrictions, the numbering will follow the sequence of numbering in the surrounding area to avoid duplication.
4. The Town shall be authorized to revise addresses from time to time.
5. The Town shall keep a record of all addresses assigned to properties pursuant to this Bylaw, which may be in the form of an Addressing Plan (Schedule B) or other written means.
6. The owner of a property shall cause the Address Number assigned to the property to be displayed, at all times, at a location plainly visible from the roadway to which the property is addressed.
7. The owner of a property which has access to a lane shall, in addition to complying with subsection 3, cause the Address Number assigned to the property to be displayed, at all times, at a location plainly visible from the lane.

no 10/11

8. The Address Number at acreage areas shall be affixed in a conspicuous place, either
  - a) On a sign adjacent to the driveway or approach at property line, or
  - b) On the mail or paper delivery box.
9. All Address Numbers required to be displayed pursuant to this Bylaw shall be displayed, at all times, in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be.
10. The owner of a property shall maintain the Address Number in good condition and shall not cause, allow, or permit the visibility, as required pursuant to this Bylaw, to be obscured.
  - a) Where the building is setback from the property line 10 meters or more or has landscaping obscuring visibility of the building, a sign or signs shall be installed within the property lines displaying the address of the building on the site in addition to an address affixed to the building may be erected.

11. The Address Number required to be displayed pursuant to this Bylaw shall be on the contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Curb	Minimum Character Size
0 – 15 meters (0 – 49.2 feet)	10 cm (4 inches)
15 – 20 meters (49.2 – 65.6 feet)	15 cm (6 inches)
Greater than 20 meters (65.6 feet)	20 cm (8 inches)

12. No person shall display, or permit the displaying of, any Address Number on a property other than the number assigned by the Town.
13. The owner of a parcel of land which is a construction site, and for which a structure is being erected, shall ensure that a temporary Address Number is displayed at all times in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be.
14. The Town may consider a request for a change of address. Any request for a change of address shall be in writing and be accompanied by information and details to support the change of address request. All requests shall be approved by Council.

#### **PART IV: PENALTIES**

15. Any person who contravenes any provisions of this Bylaw is guilty of an offense and is liable on summary conviction to a fine not exceeding One Thousand Dollars (\$1,000.00).
16. A person charged with an offense under this Bylaw may, in lieu of prosecution, pay the voluntary fine identified in Schedule "A" within thirty (30) days of the date of issue of the offense ticket.
17. Where a contravention of this Bylaw is of a continuing nature, the offender is liable on summary conviction of a minimum fine of fifty dollars (\$50.00) per day, exclusive of costs, for each day that the contravention continues.
18. Wherever in this Bylaw it is directed that an owner shall do any matter or thing, then in default of it being done, the same may be done by the Town at the expense of the owner and the Town may recover the expenses, with costs, as a charge against the property as taxes due and owing in respect of that property.
  - a) Prior to the Town undertaking work when an owner is in default of it being done, written notice must be served in accordance with Section 545 of the *Municipal Government Act*.

#### **PART V: REPEAL**

19. Bylaw 1135/08 and any subsequent amendments are hereby repealed.



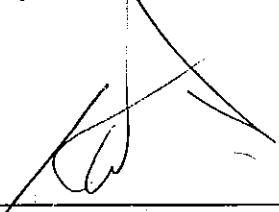
**PART VI: ENACTMENT**

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

**FIRST READING** passed in open Council duly assembled in the Town of Hardisty, in the Province of Alberta, this 23<sup>rd</sup> day of, March A.D. 2011.

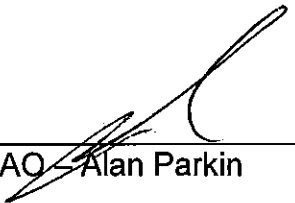
**SECOND READING** passed in open Council duly assembled in the Town of Hardisty, in the Province of Alberta, this 27<sup>th</sup> day of, April A.D. 2011.

**THIRD AND FINAL READING** passed in open Council duly assembled in the Town of Hardisty, the Province of Alberta, this 27<sup>th</sup> day of, April A.D. 2011.



---

Mayor – Kevin O'Grady



---

CAO – Alan Parkin



CIVIC ADDRESSING – SCHEDULE “A”

BYLAW SECTION	OFFENSE	VOLUNTARY FINE
3.	Address Number location not plainly visible from the roadway	\$50.00
4.	Address Number not displayed, at all times, at a location plainly visible from the lane	\$50.00
5.	Address Number in Industrial area not at the front of property line	\$50.00
6.	Address Number in acreage area not affixed in a conspicuous place	\$50.00
7.	Address Number not plainly visible from the adjacent roadway or lane	\$50.00
8.	Address Number not maintained in a good condition or visibility obscured	\$25.00
9.	Address Number not on a contrasting background or not in compliance with minimum character size	\$25.00
10.	Displaying of an address number on a property other than the number currently assigned by the Town	\$75.00
11.	Address not displayed at construction site	\$50.00

P. KA