

**BEING A BYLAW OF THE TOWN OF WESTLOCK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING CIVIC ADDRESSING.**

**WHEREAS**, under the provisions of Section 7, Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council may pass a Bylaw for the purposes of safety, health and welfare of people and the protection of people and property;

**And WHEREAS**, the Town of Westlock Council desires to establish standards and requirements for the orderly numbering of parcels of land, buildings, units and sub-units with buildings; and require Owners to display the number assigned to their land, building, unit or sub-unit to ensure accurate response by emergency services personnel.

**NOW THEREFORE**, the Municipal Council of the Town of Westlock in the Province of Alberta, duly assembled, in accordance with the Municipal Government Act, C.M-26, RSA 2000, as amended, **HEREBY ENACT AS FOLLOWS:**

- i. That this Bylaw may be cited as the "Civic Addressing Bylaw".
- ii. That where the provisions of this Bylaw conflict with the provision of any other Bylaw of the Town of Westlock, this Bylaw shall prevail.

**SECTION 1.0 - DEFINITIONS**

In this bylaw, unless the context otherwise requires:

**1.1 DEVELOPMENT AUTHORITY OFFICER** - means a designated officer established and appointed pursuant to the Act through the Town of Westlock Subdivision and Development Authorities Bylaw (Bylaw 2015-14).

**1.2 OWNER** - means the person who is registered under the Land Titles Act as Owner of the property.

**1.3 MULTI-BUILDING COMPLEX** - means a development where there is more than one multi-unit building on a single parcel of land, such as in the case of a retail shopping area, office park or a multi-building residential development.

**1.4 PEACE OFFICER** – means a "Peace Officer" as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34 and all amendments thereto.

**1.5 PERMIT SERVICES REPORT (PSR)** – means a report issued to the property owner upon closure of a safety codes permit by a designated Inspector describing the final outcome of the inspection process.

**NUMBER and GENDER REFERENCES** - All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

**SECTION 2.0 - ASSIGNMENT/REASSIGNMENT OF ADDRESSES**

- 2.1 All parcels of land, buildings, unit and sub-units in buildings, street and avenues within the corporate boundaries of the Town, shall be assigned a civic address by the Development Authority.
- 2.2 Addresses shall be assigned or revised by the Town of Westlock at the discretion of the Development Authority, as required, following:
  - a) approval of a Subdivision Application;
  - b) approval of a Development Permit;
  - c) annexation of lands into the Town of Westlock;
  - d) approval of a Change of Address request; or
  - e) a request from a utility agency or Emergency Services.
- 2.3 Each occupancy shall be allocated an individual number.
- 2.4 Addressing is at the cost to the Owner.

**SECTION 3.0 - NUMBERING PRINCIPLES**

- 3.1 The address may contain a combination of numbers and/or letters. Buildings must have at a minimum a building number and applicable unit numbers posted.
- 3.2 Avenues shall generally run north and south and streets shall run east and west.
- 3.3 Even number integers are assigned to properties on the north and west sides of streets and avenues. Odd number integers are assigned to properties on the south and east sides of streets and avenues. This principle should also be adhered to if the street or avenue changes direction; numbers should not “jump” across the roadway because the roadway changes direction. Even and odd integers should “pair-off” across the roadway as closely as possible. If a property falls in between two directions (ie., Northeast or southwest), the north and south direction shall trump the other direction in deciding parity.
- 3.4 Property numbering intervals should be uniform based on roadway frontage. This includes uniform intervals within blocks and between blocks.
- 3.5 The numbering interval used should be the smallest that will ever be needed for future division of the property and should also accommodate possible growth and development in the area.
- 3.6 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.
- 3.7 Where a consolidation of parcel occurs, new addresses shall be assigned as required while re-using current address numbers whenever possible.

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**SECTION 4.0 - NUMBERING DIFFERENT TYPES OF STRUCTURES**

**4.1 Numbering Single-Detached Dwellings**

**4.1.1** House numbers for single-detached dwellings shall be assigned in intervals of four (4).

**4.1.2** Numbering should typically increase in either a southerly or westerly direction through each block.

**4.2 Numbering Semi-Detached and Multi-Attached Dwellings**

**4.2.1** House numbers for semi-detached and multi-attached dwellings shall be assigned in intervals of two (2).

**4.2.2** Numbering should typically increase in either a southerly or westerly direction through each block.

**4.2.3** Semi-detached and multi-attached dwellings with each dwelling unit located on an individually titled parcel shall be assigned one (1) address per dwelling unit.

**4.2.4** Semi-detached and multi-attached dwellings located on the same titled parcel shall be assigned one parcel address and individual unit numbers.

**4.2.5** Semi-detached and multi-attached dwellings titled as conventional condominiums shall be assigned one parcel address and individual unit numbers.

**4.3 Numbering Secondary Suite Dwellings**

**4.3.1** Secondary Suite dwellings will be assigned a unit number of 'B' upon issuance of a Permit Services Report (PSR) on the associated building permit and fulfillment of all development permit conditions.

**4.4 Numbering Rear Structures or Entrances**

**4.4.1** Parcels with a rear structure or a rear entrance requiring a separate address, shall be assigned an alpha qualifier of B (i.e., 12B King Street).

**4.4.2** Parcels with a rear structure or a rear entrance shall display the separate address on the front of the structure with an appropriate arrowhead to assist with wayfinding.

**4.4.3** Accessory buildings to non-residential structures should not be assigned separate addresses unless required/requested by either the owner or Emergency Services.

**4.5 Numbering for Multi-Unit Buildings**





- 4.5.1** Buildings with multiple units shall have a single distinctive street address consistent with the numbering principles of this Bylaw.
- 4.5.2** Each unit within the building shall be assigned a distinctive unit number, in intervals of two (2). Alternate schemes may be used, if determined appropriate at the discretion of the Development Authority.
- 4.5.3** All unit numbers shall be consistent in terms of odd or even with the parent address. For example, if the parent address is 3 Fisher Street all of the units in the building shall have odd unit numbers (i.e., 1, 3, 5, etc.).

**4.6** Numbering for Multi-Building Complexes

- 4.6.1** The entire parcel for this type of development shall be assigned a single distinctive street address consistent with the numbering principles of this Bylaw.
- 4.6.2** Each building within the development shall be assigned a distinctive number, assigned at the time of the Development Permit approval.
- 4.6.3** For developments where all buildings are one floor or only require addresses for the first floor, buildings shall be assigned numbers in one hundred intervals (i.e. 100, 200, 300, etc.), with the last two digits being used for differentiating units. The X00 unit is to be reserved for the mechanical room, if applicable. All Units in this form of development shall be consistent in terms of odd or even with the parent address. For example, if the parent address is 3 Fisher Street all of the units on site shall be odd numbers (i.e., 301, 303, 305, etc.).
- 4.6.4** For developments containing multi-story buildings, buildings shall be assigned numbers in one thousand intervals (i.e., 1000, 2000, 3000, etc.). The second digit will be used for the floor the unit is on and the last two digits will be used for differentiating units. For example, 2301 would refer to the second building, the third floor, and the first unit on that floor. Both even and odd numbers may be used for unit numbers for this form of development, regardless of the number of the parent address. However, odd/even parity should be used to separate units within buildings.
- 4.6.5** Owners of a multi-building complex using an internal roadway access system shall be responsible for the construction, erection and maintenance of directional signs indicating the location of internal buildings and units to the standards set by the Development Authority.



**SECTION 5.0 – NUMBERING ON DIFFERENT TYPES OF ROADWAYS**

**5.1 Numbering Corner Lots**

- 5.1.1** The parcel address number shall be assigned to the side of the parcel having the shortest frontage.
- 5.1.2** The address of a corner lot shall be displayed only on the side of the parcel having the shortest frontage.
- 5.1.3** If a building on a corner lot has two entrances which serve as front entrances, consideration should be given to the roadway which is most prominent and the general site layout.

**5.2 Numbering on Curvilinear Roadways**

- 5.2.1** Consecutive addresses shall be assigned in the regular manner first to the side of the roadway having the greatest number of individual properties fronting the roadway.
- 5.2.2** The side of the roadway having the lesser number of individual fronting properties shall be assigned next with attention given to pairing-off addresses across the roadway.
- 5.2.3** Addresses shall not cross the roadway, maintaining the even & odd parity, by determining the direction the block faces predominately and maintaining the allocation for the entire length of the roadway.
- 5.2.4** Addressing shall have only one start point and one end point. The start point shall be established at the most prominent point of entry.

**SECTION 6.0 – DISPLAY OF ADDRESSING**

- 6.1** The Owner of the parcel of land, building, or unit shall place the appropriate numbers, affixed to a building or such other structure in a location approved by the Development Authority.
- 6.2** The address assigned shall be displayed in a conspicuous place no higher than the ceiling level of the ground floor.
- 6.3** The address display must be clearly visible from the public or internal street and be on a contrasting background. The minimum size of the characters shall be as follows:



<b>Building Setback from Adjacent Curb</b>	<b>Minimum Character Size (Non-Illuminated)</b>	<b>Minimum Character Size (Internally Illuminated)</b>
0 – 15 m (0 – 49.2 ft)	10 cm (4 inches)	7.5 cm (3 inches)
15 – 20 m (49.2 – 65.6 ft)	15 cm (5 inches)	10 cm (4 inches)
Greater than 20 m (65.6 ft)	20 cm (8 inches)	15 cm (6 inches)

- 6.4 No person shall allow a displayed address to be obstructed by trees, shrubs, ornaments, structures, or items.
- 6.5 The display of the address shall be on the face of the building fronting the street the parcel or building is addressed from, on corner lots. For example, a building addressed as “10007 100 Avenue” shall display its address facing 100 Avenue.
- 6.6 An Owner shall ensure that all addresses assigned pursuant to this Bylaw are posted and maintained in a legible form consistent with the terms of this Bylaw.
- 6.7 An Owner of a newly constructed building shall post the assigned address pursuant to this Bylaw prior to commencing occupation of the building.
- 6.8 No Owner of a building bearing an incorrect address shall continue to use the incorrect address, after being notified by the Development Authority Officer.
- 6.9 No person shall have a displayed address that does not comply with the regulations set out in this bylaw.
- 6.10 No person shall remove, deface, obliterate or destroy the address placed upon or affixed to any building or structure in accordance with this Bylaw, except during the demolition of the building.

**SECTION 7.0 – ENFORCEMENT**

**7.1 Offence and Penalty**

- 7.1.1 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine of not less than \$500.00 and not more than \$10,000.00 or imprisonment for a term of not more than one year, or both.
- 7.1.2 Notwithstanding the foregoing, the minimum fine payable in respect of a contravention of this Bylaw shown for any offence referred to in Column 1 of Schedule “A” to this Bylaw is the immediately adjacent amount shown in Column 2 of same Schedule.
- 7.1.3 When a voluntary payment option is provided, the specified penalty payable in respect of a contravention of this Bylaw shown for any offence referred to in Column 1 of Schedule “A” to this Bylaw is the immediately adjacent amount shown in Column 2 of same Schedule.
- 7.1.4 The specified penalty prescribed by this Bylaw shall be reduced by 20%, if paid within 21 days of service of the corresponding Violation Tag or Violation Ticket.



**7.1.5** A contravention of this Bylaw constitutes a separate offence in respect of each day or part of a day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this bylaw for each such day. No proceedings may be instituted under this Bylaw more than 6 months after the last occurrence of the alleged offence.

**7.1.6** Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within twenty-four (24) months shall be double the minimum fine and specified penalty of the previous offence, up to a maximum penalty of \$10,000.00.

**7.2 Vicarious Liability**

**7.2.1** In this Bylaw, the legal and beneficial owners of any land are each severally liable and each guilty of the offence, if the tenant(s), lessee(s), or occupier(s) of such land contravene or fail to comply with this Bylaw in relation to such land.

**7.3 Inspecting and Remedying Contraventions**

**7.3.1** On behalf of the Town of Westlock, any Peace Officer, employee, or agent of the Town of Westlock may enter upon any parcel of land within the Town of Westlock and take any actions or measures deemed necessary by such person(s) to achieve any of the following purposes:

- a) To carry out any inspections to determine compliance with this Bylaw; or
- b) To enforce this Bylaw.

**7.3.2** Where an investigation to determine compliance is conducted, notice may be effected upon the occupants of the premises in writing or verbally not less than 24 hours in advance, and need not be in the form of an Order to Remedy.

**7.3.3** Subject to the foregoing, no such action or measures referred to in the preceding section may be performed until 7 days have elapsed following the mailing of an order to remedy the danger, unsightly condition, or contravention, as prescribed by the Municipal Government Act, RSA 2000, c M-26, and all amendments thereto (an "Order to Remedy"). An Order to Remedy shall be served personally or by registered mail to the address specified in the Land Titles Certificate for any parcel of land which will be affected by such action or measures. Such mailing shall be effective notwithstanding that the registered mail is not accepted or retrieved.

**7.3.4** All expenses, costs, and legal costs on a solicitor-client basis incurred by the Town of Westlock or its agents for any such action or measure performed pursuant to this Bylaw or the Municipal Government Act, RSA 2000, c M-26, and all amendments thereto, are amounts owing to the Town of Westlock by the person who was required to do something by the Order to Remedy, shall be paid within 30 days of any such person receiving notice of the amount due by registered mail served and effective in the same manner as the Order to Remedy, and are amounts which may be added to the property tax roll, the



business tax roll, or both pursuant to the Municipal Government Act, RSA 2000, c M-26, and all amendments thereto.

**7.3.5** On behalf of the Town of Westlock, any Peace Officer, employee, or agent of the Town of Westlock that on reasonable grounds believes that a person is contravening any provision of this Bylaw, the Peace Officer, employee, or agent and/or his designate may, by written Order, require any Person responsible for the contravention to remedy it:(i) Any person who fails to comply with an Order made under Section 7.3.4 is guilty of an offence.

**7.3.6** No person shall obstruct or hinder any other person in the exercise or performance of that person's powers pursuant to this Bylaw.

**7.4** Violation Tags and Tickets

**7.4.1** Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a Violation Tag/Ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw.

**7.4.2** A Violation Tag/Ticket may be issued to any person either:

- a) Personally; or
- b) By mailing a copy to such person by registered or ordinary mail to their last known mailing address.

**7.4.3** A Violation Tag/Ticket shall be in a form approved by the Town of Westlock and shall include:

- a) the name of the person;
- b) the date upon which the offence was committed;
- c) the section number(s) of this Bylaw which were contravened;
- d) the appropriate specified penalty or minimum fine for the offence as prescribed by this Bylaw;
- e) the time within which the entire penalty must be paid to the Town of Westlock; and
- f) that, if payment is not received within the time permitted by such Violation Tag, there shall be an administrative surcharge of \$20.00, or 20% of the specified penalty, whichever amount is greater.

**7.4.4** If payment is received by the Town of Westlock within the period of time permitted by any such Violation Tag, no Information or Violation Ticket may be issued against the same offender for the same offence.





- 7.4.5 Except where a Violation Tag has been paid as prescribed herein, nothing in this Bylaw shall limit a Peace Officer's discretion to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, RSA 2000, c P-34 and all amendments thereto, or instead lay an Information pursuant to the *Criminal Code*, RSC 1985, c C-46 and all amendments thereto, at any time within 6 months of the last occurrence of the offence, regardless of whether or not a Violation Tag has been issued.
- 7.4.6 Any Peace Officer, in that Officer's sole discretion, is authorized to issue a Violation Ticket which permits the voluntary payment of the fine or specified penalty indicated thereon in the manner specified by the *Provincial Offences Procedure Act*, RSA 2000, c P-34, and all amendments and regulations thereto.
- 7.4.7 Any fine or penalty imposed upon conviction for any offence occurring within the Town of Westlock enures to the benefit of the Town of Westlock.

**SECTION 8.0 - SEVERABILITY**

- 8.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

**SECTION 9.0 - REPEAL**

- 9.1 Bylaw 2012-07 Civic Addressing Bylaw, and all its amendments are hereby repealed.

**SECTION 10.0 – EFFECTIVE DATE**

- 10.1 This Bylaw shall come into force and effect on the date of the passing of the third and final reading.


READ a first time this 22<sup>nd</sup> day of June 2020

READ a second time this 22<sup>nd</sup> day of June 2020

Unanimous consent for third and final reading this 22<sup>nd</sup> day of June 2020

READ a third and final time and passed this 22<sup>nd</sup> day of June 2020

Signed by Mayor and CAO this 22<sup>nd</sup> day of June 2020

  
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 Ralph Leriger, MAYOR  
 MURTAZA SAMALI, DEPUTY MAYOR

  
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 Simone Wiley, CAO

**Schedule "A"**

**OFFENCE PENALTIES**

<b>Column 1 (Section Number of Bylaw)</b>	<b>Column 2 (Minimum Fine and Specified Penalty in Dollars)</b>	<b>Column 3 Early Payment Option</b>
6.4 Allow displayed address to be obstructed	\$500.00	\$400.00
6.9 Fail to Comply with Bylaw re: displayed address	\$500.00	\$400.00
6.8 – Display of Incorrect address	\$500.00	\$400.00
6.10 – Removal, defacing, obliterating, or destroying posted address	\$600.00	\$480.00
7.3.5 Fail to comply with an enforcement order	\$500.00	\$400.00
7.3.6 – Obstruct an authorized person or designated officer in exercise of their powers under this Bylaw	\$1000.00	\$800.00