

## BYLAW NUMBER 2015/43

**BYLAW NO. 2015/43** is a Bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta, for the purpose of establishing a system of rural addressing.

**WHEREAS:** under section 7 of the Municipal Government Act, Statutes of Alberta, 2000, M-26, as amended (hereinafter referred to as the "Act"), a council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property;

**AND WHEREAS:** Section 58 (1) of the Act allows a municipality to name roads or areas within its boundaries and to assign a number or other means of identification in a certain manner;

**AND WHEREAS:** pursuant to Section 58(2) of the Act, a municipality may require an owner or occupant of a building or a parcel of land to display the identification in a certain manner;

**AND WHEREAS:** the Council of the County of Wetaskiwin No. 10 deems it desirable to put into effect a rural addressing system which can be utilized by emergency service providers and for other purposes such as providing directions for delivery services;

**NOW THEREFORE:** the Council of the County of Wetaskiwin No. 10, in the Province of Alberta, duly assembled, hereby enacts as follows:

### 1. TITLE

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

### 2. DEFINITIONS

2.1 In this Bylaw:

- a) "**Accessory Building**" means a structure naturally and normally incidental, subordinate and exclusively devoted to the principal building and located on the same lot or site.
- b) "**Approach**" means that portion of the Road Right-of-Way from the Public Road up to the boundary of a Parcel of Land, and which is constituted by a prepared surface area with or without a culvert and which gives access to the Parcel of Land.
- c) "**Approved Recreational Vehicle**" means a Recreation Vehicle for which the required development permit has been issued.
- d) "**Bare Land Condominium**" means land defined by boundaries marked on the land; any buildings on the land are contained in the condominium unit. A bare land condominium complex may look like a neighbourhood of single-family homes or townhomes. Bare land condominiums operate in the same way as conventional condominiums, but may not have as many common property elements since yards and driveways are located inside the boundaries of each condominium unit.

- e) **"Building"** means any permanent structure according to approved zoning used or intended for supporting residential occupancy or occupancy by employees or agents as a place of employment or business, but does not include an Accessory Building.
- f) **"By-law Enforcement Officer"** means a person appointed under Sections 555 and 556 pursuant to the Municipal Government Act, RSA 2000, c.M-26, to enforce the County By-Laws.
- g) **"Council"** means the Council of the County of Wetaskiwin No. 10.
- h) **"County"** means the County of Wetaskiwin No. 10.
- i) **"Developer"** means the person or company who subdivides land to create a new Parcel of Land or person(s) or company(s) who creates a new Building requiring a Rural Address.
- j) **"Development"** is as defined in the Land Use Bylaw.
- k) **"Development Officer"** means that person appointed by the County as the Development Officers pursuant to the Land Use Bylaw.
- l) **"Highway"** is defined as in the *Traffic Safety Act*.
- m) **"Hamlet"** is defined as an unincorporated community within the County that has been given such designation as "hamlet" by bylaw.
- n) **"Internal Subdivision Road"** means a Public Road, named or unnamed, that is used to access Parcels of Land within a Multi-lot Subdivision.
- o) **"Multi-lot Subdivision"** means a subdivision or condominium plan resulting in there being three (3) or more Parcels within a quarter section.
- p) **"Multiple Address Suffix"** means a lettered suffix used in conjunction with a rural address to designate multiple buildings on one parcel of land using a single approach.
- q) **"Multiple Address Suffix Sign"** is a traffic control device as defined in the Traffic Safety Act which indicates the Multiple Address Suffix attached as a tab below the rural address on a single post or to the right of the rural address on multiple posts.
- r) **"Owner"** means
  - i) In the case of land, any person who is registered under the Land Titles Act as the owner of land, or
  - ii) in the case of property other than land, any person who is in lawful possession thereof.
- s) **"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 has been 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.
- t) **“Primary Access”** means the approach that gives main access to a Parcel of Land as identified by the County.
- u) **“Public Road”** means all developed roads within the County, including a Highway, Range Road, Township Road, Forced Road, Internal Subdivision Road and developed roads and Highways located along the east and south boundaries of the County.
- v) **Road Right-of-Way”** means:
- i) a Road allowance established by a survey, made under the Alberta Surveys Act, or
  - ii) a Road widening, Road diversion, Highway, Road, street, avenue, lane, alley, walkway, or other public right-of-way as shown on a plan of survey registered in the North Alberta Land Registration District or the South Alberta Land Registration District.
- w) **“Rural Address”** is the address assigned by the County which identifies the primary access to a Parcel of Land determined using a basic grid derived from the Township and Range Roads.
- x) **“Rural Address Sign”** is a traffic control device as defined in the *Traffic Safety Act* which indicates the Rural Address of a Parcel of Land determined by the approach and as specified in this Bylaw. (Schedule “D”) Types of signs may include:
- |                         |              |
|-------------------------|--------------|
| Rural Address           | Way Finding  |
| Multiple Address Suffix | Small Parcel |
- y) **“Signed Subdivision”** is a subdivision in the County that is identified by a County standard “subdivision entrance sign” as defined in County policy #3212.
- z) **“Small Parcel”** means a one to three digit tab assigned to individual lots to be used within a block of three or more residential lots that are 700 m<sup>2</sup> or less.
- aa) **“Violation Ticket”** means a tag as defined under Part 2 of the *Provincial Offences Procedures Act*, as amended;
- bb) **“Way Finding Sign”** means a sign placed at intersections accessing and within a Multi Lot Subdivision, and forced roads which will include an arrow to make it distinctly clear what direction leads to which addresses as per Schedule “B”.

### 3. EXEMPTIONS

- 3.1 Parcels of Land located within the Hamlets of the County are exempt from this Bylaw.

3.2 Oil and gas industry Parcels of Land regulated by the Alberta Energy Resources Conservation Board are exempt from this Bylaw unless:

3.2.1 The Owner of the Parcel of Land requests, in writing, by completing the Rural Address Request Form in Schedule "D" and submit applicable fee, to have a Rural Address assigned and installed by the County.

3.3 New or existing second residence or business on a single parcel of land sharing the same Primary Access may be exempt from requiring a second Multi Address Suffix Sign if the landowner applies for the exemption by completing the Rural Address Request Form in Schedule "D".

#### **4. RURAL ADDRESS ASSIGNMENT**

4.1 All Parcels of Land supporting a Building or Approved Recreational Vehicle and having a Primary Access onto a Public Road shall be assigned a Rural Address by the County according to the methodology outlined in Schedule "A" Diagram 1,2,3,4 and 5 of this Bylaw.

4.2 For Multi-lot Subdivisions governed by a development agreement, Rural Addresses may be assigned for Parcels of Land where there is no Building presently constructed.

4.3 Upon receipt of the completed Rural Address Request Form (Schedule "D") and applicable fee from the landowner, as outlined in 6.3 of this By-law a rural address may be assigned to an established approach.

#### **5. SIGNAGE**

5.1 Each Parcel of Land having a Primary Access on to a Public Road that has been assigned a Rural Address shall have a posted Rural Address Sign in accordance with the provisions of Schedule "B" of this Bylaw;

5.2 No person shall use a Rural Address Sign if such sign does not comply with this Bylaw;

5.3 No person shall in any way alter, deface or attach any additional signage to the Rural Address Sign;

5.4 For Parcels of Land with a shared single Primary Access, Owners may display the assigned prefix or suffix according to the guidelines outlined in Schedule "B" at their own cost.

#### **6. COST, INSTALLATION AND MAINTENANCE**

6.1 Rural Address Signs remain the property of the County and shall be installed and maintained by the County;

6.2 Within three (3) months of application, payment, and construction of an approved approach, the County shall supply and install the rural address sign with the exception of multi-lot subdivisions where the Developer will be responsible to supply

and install the rural address sign and way finding signs as per County of Wetaskiwin specifications.

- 6.3 The costs associated with the placement and replacement of a sign shall be as follows:

Sign Type	Cost
Rural Address	\$150.00
Way Finding	\$150.00
Multiple Address Suffix	\$50.00
Small Parcel	\$150.00

6.4 Single Lot Parcels

6.4.1 The costs associated with the supply and installation of a Rural Address Sign on a Parcel of Land that has an existing building and has been assigned a Rural Address on or prior to October 1, 2012, shall be borne by the County;

6.4.2 The costs associated with the supply and installation of a Rural Address Sign on a Parcel of Land that has been assigned a Rural Address on or after October 1, 2012 shall be borne by the Owner;

6.5 Multi-lot Subdivisions

6.5.1 For Parcels of Land within a Multi-lot subdivision registered prior to October 1, 2012, the costs associated with the supply and installation of Rural Address Signs will be borne by the County only where a Building exists or is being constructed prior to October 1, 2012.

6.5.2 Unless otherwise directed in a development agreement, the costs associated with the supply and installation of Rural Address Signs and way finding signs in a Multi-lot Subdivision registered after October 1, 2012, shall be borne by the Developer or Owner, whether or not a sign had previously been placed and whether or not the sign was placed by the County or by another party.

**7. OFFENCES**

7.1 Any person who contravenes any section of this Bylaw is guilty of an offence and is liable, on summary conviction, to a penalty as set out in Schedule "C" herein. A second offence shall be defined as occurring within twelve (12) consecutive months of the first offence, a third offence shall be defined as occurring within twelve (12) consecutive months of the second offence, and a fourth offence shall be defined as occurring within twelve (12) consecutive months of the third offence;

**8. ENFORCEMENT**

8.1 For the purposes of this Bylaw, a Bylaw Enforcement Officer may access any Parcel of Land at any time for inspection or enforcement activities regarding matters relating to this Bylaw;

8.2 Any person who is guilty of an offence as set out in Section 7.1 shall be issued a written warning prior to the issuance of a Violation Ticket for a first offense. Any person who receives a

written warning will have thirty (30) days from the date of the issuance of the written warning to rectify the offense before the issuance of a Violation Ticket for first offense. Any offenses which occur within 12 calendar months of a previous offense where a violation ticket has been issued will not receive a warning;

- 8.3 A Bylaw Enforcement Officer is hereby authorized to immediately issue a Violation Ticket to any person who the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw and who has previously been issued a written warning within 12 calendar months;
- 8.4 Where a Bylaw Enforcement Officer believes that a Person has contravened any provision of this Bylaw, he/she may serve upon such Person a Violation Ticket provided by this Section either personally or by mailing or leaving the same at his/her last known address and such service shall be adequate for the purpose of this Bylaw;
- 8.5 A Violation Ticket shall be in such form as determined by the County and shall state the Section of the By-law which was contravened and the amount which is provided in Schedule "C" that will be accepted by any Provincial Courthouse in the Province of Alberta in lieu of prosecution;
- 8.6 The levying and payment of any fine provided in the Bylaw shall not relieve a person from the necessity of paying any fee, charges, or costs for which he/she is liable under the provisions of this By-law;

## **9. SEVERABILITY**

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

## **10. EFFECTIVE DATE**

- 10.1 This Bylaw shall take effect on the day of final passing thereof.
- 10.2 Upon passing By-law 2015/43, this By-law repeals By-law 2012/06 and By-law 2012/29.

**READ: A First time this 5<sup>th</sup> day of August , A.D. 2015.**

**READ: A Second time this 5<sup>th</sup> day of August , A.D. 2015.**

**READ: A Third time and finally passed this 5<sup>th</sup> day of August , A.D. 2015.**

Original Signed

REEVE

Original Signed

Chief Administrative Officer

## **Schedule "A"**

### **Bylaw 2015/43**

#### **1. Standard Rules**

- 1.1 Rural Addresses will be determined using a basic grid derived from the township and range roads.
- 1.2 The grid is based on a 40 meter interval, starting in the far southeast section corner (see Diagram 1). Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. This is referred to as the blind line.
- 1.3 Intervals are reset to zero at each section line.
- 1.4 The 40 meter grid starts over at quarter line but address interval continues to section line.
- 1.5 Any remaining portions of the section less than 3 meters in width will be included in the preceding interval.
- 1.6 Any remaining portions of the section greater than 3 meters will create an additional interval (see Diagram 2).
- 1.7 Interval numbers increase in the north and west direction.
- 1.8 Odd interval numbers are on the south and the east.
  - 1.8.1 First Interval will be "1" on the south and east
- 1.9 Even interval numbers are on the north and the west.
  - 1.9.1 First Interval will be "2" on the north and west
- 1.10 The Rural Address number is a 6 digit number. For multiple Buildings located off the same Primary Access, the suffix, i.e. "A", is not considered as part of the 6 digits. For multiple parcels with individual primary accesses off of the same interval of the reference road, the pre-fix, i.e. 26, is not considered as part of the 6 digits. (see Diagram 3)
  - 1.10.1 The left two or three digits of the 6 digit Rural Address are allocated for the township or range reference road.
  - 1.10.2 The right three (3) digits represent the interval number. The interval number must always be three (3) digits therefore the values can require preceding zeros.  
Example: 464062 RGE RD 31
    - 464 (Reference Road is Township Road 464
    - 062 (Interval 62 in 40 meter grid north of Township Road 464 – even number indicates location on the west side)
    - Off to the west of Range Road 31 (see Diagram 4)

#### **2. Assigning Rural Addresses**

- 2.1 Addresses will be determined at the location where Primary Access is gained to the Building or Approved Recreational Vehicle along a Public Road.

- 2.2 For multiple buildings located off the same Primary Access, the first Building off the Primary Access will be labelled with an "A" designation as a suffix of the Rural Address, the second a "B" designation and so forth, moving from the township/range road inward along the Primary Access Road (see Diagram 5). The Multi Address suffix will be on a separate tab affixed below the Rural Address sign. It will be the responsibility of the landowner to erect address signs on each building. If the landowner does not require multiple signs, Schedule "D" must be completed and submitted to the County Office. The Multi Address suffix will be on a separate tab affixed below the Rural Address sign or to the right of the Rural Address sign on a separate post if required.
- 2.3 For Multi Lot Subdivisions with higher residential densities where multiple Parcels of Land are accessed via an Internal Subdivision Road at a single interval, Rural Addresses will be assigned at the interval of the Internal Subdivision Road
  - 2.3.1 Parcels of land with an area greater than 700 m<sup>2</sup> will be labelled with up to a three digit prefix as part of the Sign Design – General, Schedule "B", Section 1.4.
  - 2.3.2 Parcels of land with an area 700 m<sup>2</sup> or less will be labeled with up to three digit Small Parcel sign as per Sign Design – Small Parcel, Schedule "B", Section 1.2.
  - 2.3.3 Way Finding signs shall be placed at each intersection accessing and within a Multi Lot Subdivision.  
(See Schedule "B" Diagram 6)
- 2.4 Rural Addresses for Subdivisions will be numbered clockwise using an increment of 4 with odd interval numbers on the south and east if possible and even interval numbers on the north and west if possible.
- 2.5 Where a numbered prefix may be required in combination with a lettered suffix, the numbered prefix will take precedence and the lettered suffix will appear immediately after the numbered prefix.
- 2.6 For property for which there exists more than one Access point, the Access that appears to be the Primary will be used for the purpose of assigning a Rural Address. If there is no clear Primary Access, the first Access moving in a clockwise direction starting at the East boundary of the section will be determined to be the Primary Access for the purpose of assigning a Rural Address.
- 2.7 Addresses for structures located off Highway service roads will be addressed off the Highway.
- 2.8 For new development that has an existing rural address sign, the land owner can waive payment and placement of the Rural Address sign subject to signing the waiver in Schedule "D".

## **Schedule "B"**

### **Bylaw 2015/43**

#### **1. Sign Design –**

##### **1.1 Sign Design - Way Finding Sign (See Diagram 6)**

- 1.1.1 Sign Material: Extruded Aluminum 2.5mm Thickness.
- 1.1.2 Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- 1.1.3 Sign Dimensions: 150mm x 1000mm with 7mm crop in each of the 4 corners.
- 1.1.4 Lettering: 100mm White Text
- 1.1.5 Sign Background: Blue.
- 1.1.6 Sign Border: White – 7mm wide line centered 12.5mm from edge of sign placed around the perimeter of sign.
- 1.1.7 Post: 1 U-Channel Post (heavy duty post 2 lbs/ft x 12 feet).
- 1.1.8 County identification mark "County of Wetaskiwin" identification in 7mm letters centered in a break in the sign border in bottom right hand corner of face of sign.

##### **1.2 Small Parcel (up to 3 digits) (See Diagram 7)**

- 1.2.1 Sign Material: 5052-H38 Sign Grade Aluminium – 2mm Thickness
- 1.2.2 Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- 1.2.3 Sign Dimensions: 150mm x 300mm with 7mm crop in each of the 4 corners.
- 1.2.4 Lettering: 100mm White Text – Line 1 Address Number
- 1.2.5 Sign Background: Blue.
- 1.2.6 Sign Border: White –7mm wide line centered 12.5mm from edge of sign placed on the perimeter of sign.
- 1.2.7 Post: 1 U-Channel Post (heavy duty post 2 lbs/ft x 8 feet).
- 1.2.8 County identification mark "County of Wetaskiwin" identification in 7mm letters centered in a break in the sign border in bottom right hand corner of face of sign.

##### **1.3 Multiple Address Suffix (single letter) (See Diagram 8)**

- 1.3.1 Sign Material: 5052-H38 Sign Grade Aluminium – 2mm Thickness.
- 1.3.2 Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting.

- 1.3.3 Sign Dimensions: 150mm x 150mm with 7mm crop in each of the 4 corners.
- 1.3.4 Lettering: 100mm White Text – Line 1 Address Number,
- 1.3.5 Sign Background: Blue.
- 1.3.6 Sign Border: White – 7mm wide line centered 12.5mm from edge of sign placed on the perimeter of sign.
- 1.3.7 Post: 1 U-Channel Post (heavy duty post 2 lbs/ft x 8 feet).
- 1.3.8 County identification mark "County of Wetaskiwin" identification in 7mm letters centered in a break in the sign border in bottom right hand corner of face of sign.

**1.4 Sign Design – General (for all other properties)  
(See Diagram 9)**

- 1.4.1 Sign Material: 5052-H38 Sign Grade Aluminium – (2mm) Thickness.
- 1.4.2 Sign Face: 3M High Intensity Grade Prismatic Reflective Sheeting
- 1.4.3 Sign Dimensions: 300mm x 600mm with 7mm crop in each of the 4 corners.
- 1.4.4 Lettering: 100mm White Text – Line 1 Address Number, Line 2 Reference Road.
- 1.4.5 Sign Background: Blue.
- 1.4.6 Sign Border: White – 7mm wide line centered 12.5mm from edge of sign placed on the perimeter of sign.
- 1.4.7 Post: 1 U-Channel Post (heavy duty post 2 lbs/ft x 8 feet).
- 1.4.8 County identification mark "County of Wetaskiwin" identification in 7mm letters centered in a break in the sign border in bottom right hand corner of face of sign.

**2. Sign Placement**

**2.1 Single Lot Parcels – Single Building off one Primary Access**

2.1.1 The Rural Address Sign shall display the Rural Address assigned by the County pursuant to the Rural Addressing Bylaw. The sign shall be affixed to the right hand side of the approach, if possible, where it is observable from the Road. In the case of two parcels accessing from a common single primary access the Rural Address sign shall be installed on either side of the approach if possible adjacent to the corresponding lot. It shall be located within two (2) meters of the shoulder of the Approach and one (1) meter from the Parcel boundary within the Road Right-of-Way and parallel to the Road.

2.1.2 The Rural Address Sign shall be affixed at a minimum height of 1.2m to 1.375m from ground level relevant to the top of the sign.

## **2.2 Single Lot Parcels – Two or more Buildings off one Primary Access**

2.2.1 For Small Parcels that are accessed from a single Primary Access, in a multi lot subdivision, including an Internal Subdivision Road, a single Rural Address Sign shall display the Rural Address assigned by the County pursuant to the Rural Addressing Bylaw. The Rural Address Sign shall be placed according to 2.1.1 of this schedule at the intersection of the Public Road and the Primary Access and shall display the common Rural Address. The primary access to each lot within the multi lot subdivision shall have a Small Parcel Sign as per 2.1.1.

2.2.2 The Rural Address Sign shall be affixed at a minimum height of 1.2m to 1.375m from ground level relevant to the top of the sign.

2.2.3 Where a Parcel of Land has been assigned a common Rural Address containing a lettered suffix, the multiple address suffix will be installed and used in conjunction with a rural address to designate multiple buildings on one parcel of land using a single approach and the Owner may display the assigned suffix in a location within the boundary of the Parcel of Land provided that the multiple address suffix is visible from the Primary Access.

## **2.3 Multi-lot Subdivisions – multiple Parcels located off a single interval via an Internal Subdivision Road**

2.3.1 In Multi-lot Subdivisions where multiple Parcels of Land are accessed via an Internal Subdivision Road at a single interval, a Rural Address Sign shall be displayed at the entrance of each Parcel according to the specifications outlined in 2.1.1 of this schedule.

2.3.2 The Rural Address Sign shall be affixed at a minimum height of 1.2m to 1.375m from ground level relevant to the top of the sign.

## **2.4 Way Finding Signs –**

2.4.1 Way Finding signs shall be displayed in the north east corner of the intersections accessing and within a Multi Lot Subdivision, and forced roads which will include an arrow to make it distinctly clear what direction leads to which addresses as per Schedule "B" Diagram 6.

**Schedule "C"**  
**PENALTIES**  
**Bylaw 2015/43**

A Person issued a Violation Ticket pursuant to Bylaw 2015/\*\* shall be subject to the following fines:

Section	Description	Specified Penalty
7.1	First Offence (after 30 day warning period as set out in Section 8.2)	\$300
7.1	Second Offence (within 12 consecutive months of the first offence)	\$400
7.1	Third Offence (within 12 consecutive months of the second offence)	\$500
7.1	Fourth Offence (within 12 consecutive months of the third offence)	\$1000
7.1	Any Additional Offence within 12 consecutive months of the Fourth Offence	\$1000

**Schedule "D"**  
**RURAL ADDRESS REQUEST FORM**  
**Bylaw 2015/43**