

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 800, 2010

A BY-LAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AND MAINTAIN A CIVIC ADDRESS SYSTEM.

WHEREAS the Council of the Municipality of Crowsnest Pass desire to maintain a civic address system to identify properties and to assist emergency response vehicles in locating the appropriate address,

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw shall be known as “The Civic Address Bylaw”.

DEFINITIONS

2. In this Bylaw:
 - a) **“Address”** means the civic address assigned by the Finance Department from time to time, which may include a combination of numbers and/or words;
 - b) **“Governance and Priorities Committee”** shall be a committee which includes the following persons:
 - (i) Mayor
 - (ii) All Councillors
 - c) **“Municipality”** shall mean Municipality of Crowsnest Pass.
 - d) **“Occupancy”** means every building or portion of a building or a sub-unit thereof identified in accordance with the classification designated in the Alberta Building Code, as determined by the Building Inspector;
 - e) **“Owner”** means, with respect to a property, the person who is registered under the Land title Act as owner of the property;

- f) **“Property”** means a parcel of land or a building situated thereon;
 - g) **“Street”** shall mean and include all streets, avenues, crescents, drives, boulevards, greens, square roads and closes which give access to the front or lane of any occupancy and shall not include any lane.
 - h) **“Rural”** shall mean and include sparsely populated areas outside the limits of the higher density designated residential, commercial or industrial centres.
3. Every legally registered parcel of land within the Municipality shall be assigned a civic address by the Finance Department in accordance with the following general rules, wherever possible:
- a) street names shall be determined primarily by the Governance and Priorities Committee with Council’s approval;
 - b) the names selected shall be in accordance with the Civic Addressing Policy and wherever possible, shall not sound the same as other names in the same subdivision, or any other subdivision;
 - c) Even numbers shall be placed on the south and west sides of streets and avenues, and odd numbers shall be placed on the north and east sides of streets and avenues;
 - d) Each legally registered property shall be allocated an individual number;
 - e) With respect to new multiple unit buildings:
 - (i) where such buildings have one main identifying number, but have internal units, bays, or apartments, internal numbering will be utilized.
4. (1) The posting of civic addresses on legally register properties will be controlled as follows:
- (a) for developments ready for occupancy, the posting of the civic address will be a requirement.
 - (b) by notice in writing given to the owner of any property by the Municipality.
- (2) Any person who requests a change of an existing address shall make application therefore to the Finance Department and shall pay the fee. Naming Applications shall name two choices and reasons for the changes.

5. (1) The owner of a property shall permanently display the address at the principal entry on the exterior of the residence. Where the principal entry does not face the street, the address will be placed on the exterior location that does face the street. Numbers must be in a contrasting color and in a position thereon which is visible from the street and lane of such property.
- (2) The owner of a rural property shall display the address at the entrance off the main access to the property.
- (3) The address numbers or panel with numbers shall be placed within 30 feet of the street and shall be large enough to be read from the street.
- (4) The owner shall use numerals or letters which are not less than 5 inches (12.70 cm) in height and 2 ½ inches (6.35 cm) in width.
- (4) No person shall display or permit the displaying of any address on a property other than the address currently assigned pursuant to this Bylaw.
- (5) The owner shall maintain the address signage in good condition and shall not cause, allow, or permit the visibility of the address from the street to be obscured.

OFFENCES AND PENALTIES

6. The Bylaw Officer is hereby authorized to ensure the provisions of this Bylaw and to issue offence tickets to any person they reasonably believe has contravened the provisions of this Bylaw.
7. (1) Any person who contravenes any of the provisions of this Bylaw is guilty of an offence and is liable to a penalty of \$50.00.
- (2) Any person who, being guilty of a first breach of this Bylaw, contravenes any of the provisions of this Bylaw a second time with the same breach beyond sixty (60) days is guilty of an offence and is liable to a penalty of \$200.00.

8. This Bylaw shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME THIS 4th DAY OF May 2010

READ A SECOND TIME THIS 4th DAY OF May 2010

READ A THIRD TIME THIS 4th DAY OF May 2010

Original Signed

Mayor

Original Signed

Chief Administrative Officer