

**BYLAW #468  
OF THE TOWN OF SEDGEWICK  
PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF SEDGEWICK IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE  
ORDERLY NUMBERING OF PARCELS OF LAND AND BUILDINGS.**

**WHEREAS**, the Municipal Government Act, R. S.A. 2000, Chapter M-26.1, as amended grants a municipality 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.

**NOW THEREFORE**, the Municipal Government Act, R.S.A. 2000, Chapter M-26.1, as amended grants a municipality 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**, in accordance with the Act, Council desires to maintain a civic address system to identify properties and to assist emergency response vehicles in locating the appropriate address.

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

**Part I – BYLAW TITLE**

1. That the Bylaw shall be known as the “Civic Addressing Bylaw”.

**Part II – DEFINITIONS**

- a. “Address Number” – the number of a property designed by the Planning and Development Department of the Town of Sedgewick, which may include a combination of numbers and/or words.
- b. “Town” – the Municipal Corporation of the Town of Sedgewick or, where the context so requires, means the area contained within the boundaries of the Town of Sedgewick.
- 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” – means the Council of the Town of Sedgewick.
- e. “Lane” – means a public thoroughfare for vehicles and provides a secondary means of access to a parcel or parcels or as defined as an alley in the Highway Traffic Act.
- f. “Owner” – with respect to a property, the person who is registered under the Land Titles Act as owner of the property.
- g. “Peace Officer” – refers to a member of the Royal Canadian Mounted Police or the Town’s designated Peace Officer.
- h. “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.
- i. “Structure” – means any building or improvement capable of being occupied by one or more persons.

**Part III – APPLICATION**

1. Every legally registered parcel of land within the Town that is bordered by identifiable roads, shall be designated an Address Number by the Town as soon as possible.
2. 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.

3. The owner of a property which has access to a lane shall, in addition to complying with subsection 3., cause a rear address to be displayed when the property has a rear garage, or shed, or fence within 15.00 meters of the back lane. The rear address number shall meet the same display requirements as the front address number.
4. The owner of a property located in an industrial district as designated under the Town’s Land Use Bylaw, shall cause the Address Number assigned to the property to be displayed, at all times, at the front property line adjacent to the main entrance to the property.
5. The Address Number in rural areas shall be affixed in a conspicuous place, either:
  - a) on a sign adjacent to the driveway at property line; or
  - b) on the main or paper delivery box.
6. 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.
7. 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.
8. The Address Number required to be displayed pursuant to this Bylaw shall be on a contrasting background. The minimum size of the characters shall be as follows:

Distance of Building Setback from Adjacent Curb Line	Minimum Character Size
0 – 15 m (0 – 49.2 ft.)	10 cm (4 inches)
15 – 20 m (49.2 – 65.6 ft.)	15 cm (6 inches)
Greater than 20 m (65.6 ft.)	20 cm (8 inches)

- a) Address Number signs shall have a surface area of no more than 0.3 square meters (3.30 square feet).
  - b) For multi-dwellings, one Address Number sign not exceeding 1 square meter (10.76 square Feet) in area shall be allowed on each property.
9. No person shall display, or permit the displaying of any Address Number on a property other than the number assigned by the Town.
10. No person shall remove, deface, obliterate or destroy the Address Number placed upon or affixed to any property in accordance with this Bylaw, except during the demolition or exterior renovation of a building.
11. 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. This number must be displayed at least two months prior to completion of construction.

**PART IV – PENALTIES**

1. Any person who contravenes any provision of this Bylaw is guilty of an offense and is liable on a summary conviction to a fine not exceeding Five Hundred Dollars (\$500.00).
2. 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.
3. 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.
4. 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 that 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.

BYLAW# \_\_\_\_

## SCHEDULE "A"

<b>Bylaw Section</b>	<b>Offense</b>	<b>Voluntary Fine</b>
<b>Part III – 2.</b>	Address Number location not plainly visible from the roadway.	\$75.00
<b>Part III – 3.</b>	Address Number not displayed, at all times, at a location plainly visible from the lane.	\$50.00
<b>Part III – 5.</b>	Address Number in rural areas not affixed in a conspicuous place.	\$50.00
<b>Part III – 6.</b>	Address Number not plainly visible from the adjacent roadway or lane.	\$50.00
<b>Part III – 7.</b>	Address Number not maintained in good condition or visibility obscured.	\$25.00
<b>Part III – 8.</b>	Address Number not on a contrasting background or not in compliance with minimum character size.	\$25.00
<b>Part III – 9.</b>	Displaying of an Address Number on a property other than the number currently assigned by the Town.	\$75.00
<b>Part III – 10.</b>	Removing, defacing, obliterating or destroying the Address Number.	\$75.00
<b>Part III – 11.</b>	Address not displayed at construction site.	\$50.00

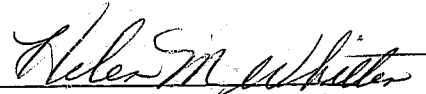
**PART IV – ENACTMENT**

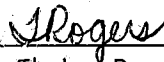
1. That this bylaw shall take effect May 20, 2010.

READ a first time this 20<sup>th</sup> day of May 2010.

READ a second time this 20<sup>th</sup> day of May 2010.

READ a third time by unanimous consent of council this 20<sup>th</sup> day of May 2010.

  
\_\_\_\_\_  
Helen Whitten, Mayor

  
\_\_\_\_\_  
Thelma Rogers, CAO

Signed by the Mayor and CAO this 26 day of May, 2010.