



Consolidated Version  
of  
**the Addressing Bylaw**

(being Bylaw No. 5/2017 of the City of St. Albert, as amended by Bylaw No. 5/2019, consolidated and printed under the authority of the Chief Administrative Officer of the City of St. Albert)

This is certified to be a true copy of consolidated  
Bylaw No. 5/2017 of the City of St. Albert.

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**David S. Leflar**  
Director of Legal and Legislative Services  
Chief Legislative Officer

## ADDRESSING BYLAW

	<b>NUMBER</b>	<b>1<sup>ST</sup> READING</b>	<b>2<sup>ND</sup> READING</b>	<b>3<sup>RD</sup> READING</b>	<b>SIGNED AND PASSED</b>
<b>ORIGINAL BYLAW</b>	Bylaw 5/2017	Mar 6/17	Mar 6/17	Mar 6/17	Mar 7/17
<b>AMENDMENT 1</b>	Bylaw 5/2019	Jan 21/19	Jan 21/19	Jan 21/19	Jan 21/19

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 5/2019) refers to Bylaw No. 5/2019.

## CITY OF ST. ALBERT

### BYLAW 5/2017

A Bylaw to provide for the orderly numbering of parcels of land, buildings, units, and internal suites.

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WHEREAS the *Municipal Government Act, RSA 2000, c.M-26* 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.

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

#### Title

1. This Bylaw may be referred to as “The Addressing Bylaw.”

#### Definitions

2. In this Bylaw:
  - a. “Address” means the address that is designated by the Addressing Authority, which includes the municipal assigned number and the road name.
  - b. “Address Number” means the address that is designated by the Addressing Authority, which includes the municipal assigned number but not the road name.
  - c. “Addressing Authority” means the Chief Administrative Officer.  
**(BL 5/2019)**
  - d. “Building” means any structure used or intended for supporting or sheltering any use or occupancy.
  - e. “City” means the City of St. Albert.

- f. “Municipal Violation Tag” means a City-issued notice that alleges an offence and provides a Person with the opportunity to pay an amount to the City in lieu of prosecution for the offence.
- g. “Owner” means, with respect to property, the person, persons or corporation registered on title under the Land Titles Act as owner of the property.
- h. “Parcel” means the aggregate of the one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in the Land Titles Office.
- i. “Peace Officer” means a person employed for the purposes of preserving and maintaining the public peace, and includes:
  - i. a provincially appointed Community Peace Officer;
  - ii. a Bylaw Enforcement Officer authorized to enforce this Bylaw in accordance with his or her appointment; and
  - iii. a Police Officer.

### **Requirements for Addresses**

- 3. The Addressing Authority shall assign addresses to parcels of land, buildings, units, and internal suites.
- 4. The owner of any property with a building shall display the address number at all times so that it is clearly visible from the road for which the property is addressed.
- 5. The owner of a property which has access to a lane shall, in addition to complying with Section 4, display the address number assigned to the property at a location clearly visible from the lane.
- 6. The address number shall be a contrasting colour with the background on which the number is displayed.
- 7. The address number should be displayed lower than or at the first storey of a building or at an equivalent height in the case of other buildings. If displayed on a higher storey, the address number shall remain visible from the ground level.

8. The minimum size of the address number characters shall be as follows:

Distance Building Setback from Adjacent Curbline	Minimum Character Size
0 - 10 m (0 – 32.8 ft.)	10 cm (4 in.)
Greater than 10 m (32.8 ft.)	15 cm (6 in.)

9. Where there is more than one internal suite or unit within a building, the address number assigned to each unit must be displayed on, beside, or above the front door to the unit.
10. In all cases, where there are multiple buildings on a property, the address number shall be clearly visible at the property line and at the entrance of each building or unit.
11. No person shall display, or permit the displaying of, any address on a property other than that which was assigned by the City's Addressing Authority.
12. When construction is taking place on a property, the owner shall ensure that the address number is displayed on a temporary sign in a location that is clearly visible from the road for which the property is addressed.

### **Changing an Address**

13. The Addressing Authority may, as he or she deems appropriate and in consideration of service delivery and/or public safety, designate or re-designate an address. No compensation shall be payable to property owners or occupants in conjunction with the exercise of this authority.
14. An owner may apply to the Addressing Authority for change of address in order to eliminate confusion or correct an addressing error.

### **Offence**

15. Any person who contravenes any provision of this Bylaw is guilty of an offence.

16. Every day during which a contravention continues is deemed to be a separate offence.

### **Fines and Penalties**

17. A person who commits an offence under this Bylaw is liable
- a. to a fine as prescribed in Schedule 1; or
  - b. on summary conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than 1 year, or both.

### **Municipal Violation Tag**

18. A Peace Officer may issue, with respect to an offence under this Bylaw, a Municipal Violation Tag specifying the fine amount (including any early payment fine amount) established by this Bylaw.
19. Where a Municipal Violation Tag is issued, the fine amount indicated thereon may be paid as directed in lieu of prosecution.
20. Remedial action must be undertaken by the owner within Thirty (30) days of the date that a Municipal Violation Tag was issued.

### **Violation Ticket**

21. A Peace Officer may issue, with respect to an offence under this Bylaw, a Violation Ticket:
- a. specifying the fine amount established by this Bylaw; or
  - b. requiring an appearance in court without the option of making a voluntary payment.
22. Where a Violation Ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed.
23. The size requirements of Section 8 shall not be enforceable until June 30, 2018.

**Schedule 1  
Specified Penalties**

<b>OFFENCE</b>	<b>PENALTY</b>
First offence	\$100
Second and subsequent offence	\$250