

BYLAW NO. 01/00  
OF THE CITY OF AIRDRIE  
IN THE PROVINCE OF ALBERTA

Being a bylaw to provide for the orderly numbering of parcels of land and buildings.

WHEREAS under the authority of and subject to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1, and amendments thereto, City Council may name roads or areas within its boundaries and may assign a number or other means of identification to buildings or parcels of land; and

WHEREAS City Council may require an owner or occupant of a building or parcel of land to display the identification in a certain manner; and

WHEREAS City Council deems it necessary to exercise this authority;

NOW, THEREFORE, the Municipal Council of the City of Airdrie in Council duly assembled hereby enacts as follows that:

- |                   |     |                                                                                                                                                                      |
|-------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title</b>      | 1.  | This Bylaw may be cited as the Addressing Bylaw.                                                                                                                     |
| <b>Definition</b> | 2.  | In this Bylaw, unless the context otherwise requires:                                                                                                                |
|                   | 1.  | "address number" means the number of a property which is used, or intended to be used, as part of the address for the property;                                      |
|                   | 2.  | "Addressing Officer" means the person appointed or designated by the City of Airdrie Engineering Services Department to assign addresses within the City of Airdrie; |
|                   | 3.  | "City" means the City of Airdrie and, where the context so requires, means the area contained within the boundaries of the City of Airdrie;                          |
|                   | 4.  | "City Clerk" means a person employed with the City of Airdrie in the capacity of City Clerk;                                                                         |
|                   | 5.  | "Council" means the Municipal Council of the City of Airdrie;                                                                                                        |
|                   | 6.  | "lane" includes a private lane, a public lane and a public walkway that is not adjacent to a public roadway;                                                         |
|                   | 7.  | "Municipal Enforcement Officer" means a person employed by the City of Airdrie in the capacity of Special Constable or Bylaw Enforcement Officer;                    |
|                   | 8.  | "owner" means, with respect to a property, the person who is registered under the Land Titles Act as owner of the property;                                          |
|                   | 9.  | "Peace Officer" means a person employed for the purposes of preserving and maintaining the public peace;                                                             |
|                   | 10. | "property" means a parcel of land, a building or a unit or sub-unit within a building;                                                                               |
|                   | 11. | "road" means land shown as a road on a plan of survey that has been filed or registered in a land titles office or used as a public road;                            |

12. "structure" means any building or structure capable of being occupied by one or more persons.
- Assigning Numbers**
3. The Addressing Officer is authorized:
    - (a) To assign numbers, in an orderly manner, to parcels of land and buildings and units and sub-units within buildings; and
    - (b) To revise such numbers from time to time.
- Record of Numbers**
4. The Addressing Officer shall keep a record of all numbers assigned to properties pursuant to this Bylaw.
- Notice**
5. (1) The Addressing Officer shall give the owner of a property a maximum of sixty (60) days' notice in writing of any number to be assigned to the property including any revisions thereof.
    - (2) Such notice may be given:
      - (a) By delivering the notice personally to the owner; or
      - (b) By sending the notice to the owner by ordinary mail at the address for such owner shown on the Tax Roll.
    - (3) Notwithstanding subsection (1), the owner of a property who has been given notice pursuant to subsection (1), may, at any time within the thirty (30) days immediately following the giving of such notice, request the Addressing Officer to extend the effective date for the assigning or revision of a number to his property by a further period not exceeding one hundred and twenty (120) days by filing a written request with the City Clerk and the Addressing Officer may extend the effective date in accordance with such a request.
- Display of Numbers**
6. (1) The owner of a property on which a structure has been erected shall cause the numbers assigned to the property pursuant to this Bylaw to be displayed, at all times, at a location plainly visible from the roadway to which the property is addressed.
    - (2) All 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.
- Display of Assigned Numbers**
7. No person shall display, or permit the displaying of, any address number on a property other than the number currently assigned pursuant to this Bylaw.
- Additional Names**
8. Where a name is used at any time or times to supplement the address for a property, the owner of the property shall forthwith inform the Addressing Officer in writing of the name, including any revisions thereof, for approval or rejection. Where, in the opinion of the Addressing Officer, a conflict may exist due to similar names, the Addressing Officer may reject an additional name.
- Appeals**
9. (1) The owner of a property that is the subject of a decision of the Addressing Officer made pursuant to Section 3 may, within thirty (30) days of having been given notice of such decision pursuant to Section 5, appeal that decision to Council:

- (a) By delivering a written notice of appeal personally to the City Clerk; or
  - (b) By sending a written notice of appeal to the City Clerk by registered mail.
- (2) On appeal, Council may confirm, vary or reverse the decision of the Addressing Officer.
- (3) The provisions of Section 5 shall apply to decisions of Council.
- Voluntary Payment Tag** 10. (1) Where a Municipal Enforcement Officer believes that a person has contravened any Section of this Bylaw as set out in Schedule "A" to this Bylaw, which said Schedule forms part of this Bylaw, he may serve upon such a person a Voluntary Payment Tag allowing payment of the penalty specified in Schedule "A" for such offence to the City and such payment shall be accepted by the City in lieu of prosecution for the offence.
- (2) If the person upon whom a Voluntary Payment Tag is served fails to pay the required sum within the time specified in the Voluntary Payment Tag, the provisions of this Section regarding acceptance of payment in lieu of prosecution do not apply.
- (3) Nothing in this Section shall:
- (a) Prevent any person from exercising his right to defend any charge of committing a breach of any of the Sections referred to in Schedule "A";
  - (b) Prevent any Municipal Enforcement Officer or Peace Officer from providing information or serving a Notice or Warning in lieu of a Voluntary Payment Tag; or
  - (c) Prevent any person from exercising any legal rights such person may have to provide information or file a complaint against any person (whether such person has made payment under the provisions of this Policy or not) a breach of any of the Sections listed in Schedule "A".
- (4) Where any person has made payment pursuant to the provisions of this Section and is subsequently prosecuted at the instance of some person other than the City for the offence in respect of which such payment has been made, such payment shall be refunded.
- Collection Through Taxes** 11. Wherever in this Bylaw it is directed that a person shall do any matter or thing, then in default of its being done by such a person, the same may be done by the City at the expense of such person and the City may recover the expenses thereof, with costs, in any Court of competent jurisdiction or in like manner as municipal taxes.
- Contravention** 12. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon Summary Conviction to a fine of not more than One Thousand (\$1,000.00) Dollars.

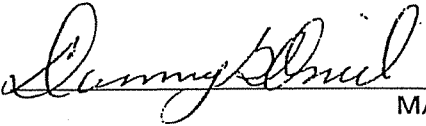
Effective 13. This Bylaw shall come into force upon receiving third reading and being signed in accordance with the Municipal Government Act.

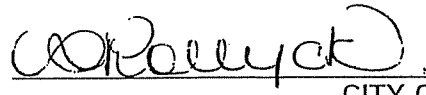
READ a first time this 17<sup>th</sup> day of January, 2000.

READ a second time this 7<sup>th</sup> day of February, 2000.

READ a third time this 7<sup>th</sup> day of February, 2000.

EXECUTED this 9 day of February, 2000.

  
MAYOR

  
CITY CLERK

**ADDRESSING POLICY**

**SCHEDULE "A"**

The Voluntary Payment which may be accepted in lieu of prosecution for a contravention of any of the provisions of any of the Sections set out below shall be that sum set out opposite the Section Number:

**Section Specified Sum  
for Voluntary Payment**

6 (1)	\$25.00
6 (2)	\$25.00
6 (3)	\$25.00
7	\$25.00
8	\$25.00