

**TOWN OF MORINVILLE  
PROVINCE OF ALBERTA**

**BYLAW 9/2019**

**NUMBERING OF STREETS, PARCELS AND BUILDINGS BYLAW**

A BYLAW OF THE TOWN OF MORINVILLE, IN THE PROVINCE OF ALBERTA, RESPECTING THE NAMING AND NUMBERING OF STREETS, PARCELS OF LAND AND BUILDINGS

**WHEREAS**, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Part 3, Division 6, Section 58(1) and (2) provides that a Municipality may establish road names and assign a number to buildings or parcels of land; and may require an owner or occupant of a building of a parcel of land to display the number or other identification in a certain manner;

**NOW THEREFORE**, the Municipal Council of the Town of Morinville, Alberta, duly assembled, hereby enacts as follows.

- 1.0 This bylaw may be cited as the "Numbering of Streets, Parcels and Buildings bylaw".
- 2.0 In this Bylaw, except where otherwise defined or specified:
- 2.1 **"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.
- 2.2 **"ACT"** means the Municipal Government Act.
- 2.3 **"ADDRESS"** means a locational description assigned by the Town that may consist of numbers and a street name.
- 2.4 **"ADDRESSING AUTHORITY"** means the Chief Administrative Officer or their designate.
- 2.5 **"BUILDING"** means any structure used or intended for supporting or sheltering any use or occupancy.
- 2.6 **"CHIEF ADMINISTRATIVE OFFICER (CAO)"** means the Chief Administrative Officer of the Town of Morinville appointed by Council, or the Director(s) or Department(s) designated by the Chief Administrative Officer.
- 2.7 **"FLOOR"** means a level internal to the structure which is capable of being occupied or used. A mezzanine floor, or loft, shall be considered a separate floor to the floor of principal reference. A stair landing, catwalk or other similar minor level shall not be considered a floor for the purposes of this bylaw.
- 2.8 **"GROUND FLOOR"** means the floor located closest to the ground plane as indicated on the elevation plans or as otherwise determined by the Addressing Authority.
- 2.9 **"LANE"** includes a private lane, a public lane and a public walkway that is not adjacent to a public roadway;
- 2.10 **"PARCEL"** means a parcel of land, as defined in the Act;
- 2.11 **"PRIMARY ACCESS"** means the street which gives the main access to a Property.
- 2.12 **"STREET NAME"** means the name assigned to a Road by the Town.

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Mayor

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2.13 **"SUB-UNIT"** means a portion of a Suite or Unit which is designed for or which forms a semi-separate occupancy.

2.14 **"SUITE"** or **"UNIT"** means a portion of a building which is designed for or which forms a separate occupancy, including suites, bays, condominium units, or apartments.

**3.0 Assigning Numbers**

The Addressing Authority is authorized:

3.1 To assign numbers & names, in an orderly manner, to streets and parcels and buildings and accessory buildings and units and sub-units within buildings; and

3.2 To revise such numbers and names from time to time.

**4.0 Record of Numbers**

4.1 The Addressing Authority shall keep a record of all numbers assigned to properties pursuant to this Bylaw.

**5.0 Notice**

5.1 The Addressing Authority shall give the owner of a property a maximum of sixty (60) days' notice of any number to be assigned to the property including any revisions thereof.

5.2 Such notice may be given:

5.2.1 By delivering the notice personally to the owner; or

5.2.2 By sending the notice to the owner by ordinary mail at the address for such owner shown on the Tax Roll.; or

5.2.3 As otherwise deemed appropriate by the Addressing Authority.

5.3 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 Authority 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 and the Addressing Authority may extend the effective date in accordance with such a request.

**6.0 Display of Numbers**

6.1 The owner of a property 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.

6.2 All numbers required to be displayed pursuant to this Bylaw shall, in the opinion of the Addressing Authority, be displayed, at all times, in a conspicuous manner so as to be plainly visible from the adjacent roadway.

6.3 No person shall display, or permit the displaying of, any address on a property other than the number currently assigned pursuant to this Bylaw.

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- 6.4 The address assigned pursuant to this bylaw shall be affixed to a building or such other structure, unit or entrance as may be addressed by the Addressing Authority in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings.
- 6.5 The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Adjacent Curb line	Minimum Character Size (non-internally illuminated)	Minimum Character Size (internally illuminated)
0 - 15 m (0 - 49.2 ft.)	10 cm (4 in.)	7.5 cm (3 in.)
15 - 20 m (49.2 - 65.6 ft.)	15 cm (6 in.)	10 cm (4 in.)
Greater than 20 m (65.6 ft.)	20 cm (8 in.)	15 cm (6 in.)

- 6.6 Notwithstanding 6.5 above, where the building is set back from the property line 10 m or more or has landscaping obscuring visibility of the building, a sign or signs within the property lines displaying the address of the building or buildings on the site in addition to an address affixed to the building shall be erected.
- 6.7 Display of the address on more than one face of the building is encouraged.
- 6.8 Address display shall be illuminated, either internally or externally, on all newly constructed buildings that started construction after the passing of this bylaw.
- 6.9 An owner shall ensure that all addresses assigned pursuant to this Bylaw are posted and maintained in a legible form within the terms of this bylaw.
- 6.10 No owner of a building bearing an incorrect address shall continue to use same, if notified in accordance with Section 7.0.
- 6.11 No person shall remove, deface, or obliterate or destroy the address placed upon or affixed to any building in accordance with the Bylaw, except during demolition of the building.
- 7.0 **Enforcement:**
- 7.1 Where premises or property are found to be in violation of any provisions of this Bylaw, the Peace Officer may in accordance with Section 545 of the Municipal Government Act issue a written order to the owner of the premises or property to remedy the condition on the premises or property which violates this Bylaw.
- 7.2 An order written may:
- 7.2.1 Direct a person to stop doing something, or to change the way in which the person is doing it;

  
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- 7.2.2 Direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- 7.3 The Peace Officer shall give reasonable notice from the date of the notice being issued for compliance with the notice. During this period for compliance, a person may appeal the notice with the appeals section of this Bylaw.
- 7.4 Any Owner or occupant that fails to comply with a written order made under this bylaw is guilty of an offence.
- 7.5 A notice by a Peace Office shall be deemed to be sufficiently served if:
- 7.5.1 served personally on the individual or corporation named in the order;
- 7.5.2 mailed to the last known address of the registered owner of premises or property, or to the person concerned;
- 7.5.3 it is left with a person apparently over the age of 16 years at the place of abode of the person to whom the notice is addressed;
- 7.5.4 it is posted in a conspicuous place on the premises or property referred to on the notice; or,
- 7.5.5 in the opinion of a Peace Officer, service of the written order cannot be reasonably affected, or if the Peace Officer believes that the owner of the premises or property is evading service, the Peace Officer may post the written order in a conspicuous place on the premises or property to which the written order relates, or on the private dwelling place of the owner of the premises or property, and the written order shall be deemed to be served upon the expiry of three (3) days after the written order is posted.
- 7.6 Contravention
- 7.6.1 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction to a fine not exceeding \$10,000 and in default of payment of any fine imposed, to imprisonment for not more than one year, or both.
- 7.6.2 Where a Peace Officer believes that a person has contravened any section of this bylaw, he may serve upon such a person for such offence to be made to the Town, a voluntary payment tag in a form prescribed by the Town allowing payment of the penalty specified as set by resolution of council, and such payment shall be accepted by the Town in lieu of prosecution for the offence.
- 7.6.3 Where a contravention of this bylaw is of a continuing nature, further violation tags or tickets for the same offence may be issued, provided however, that no more than one (1) violation tag shall be issued for each day that the contravention continues.
- 7.6.4 Where a Peace Officer believes that any person has contravened any section of this bylaw, they may serve upon such person a violation ticket in the form and manner as prescribed by the provisions of the Provincial Offences Procedure Act, Chapter P-34, RSA 2000, and all amendments thereto.

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**8.0 Enforcement Appeals**

8.1 A person who receives a written notice/order to comply with a section pursuant to this Bylaw may, by written notice within 14 days after the date the order is issued, request Council to review the order.

8.2 After reviewing the order, Council may confirm, change, substitute or cancel the order.

8.3 This subsection does not apply to violation tags or violation tickets written by a Peace Officer.

8.4 If a person considers themselves aggrieved by a decision under Section 7.0, they may appeal the decision by originating Notice to the Court of Queen's Bench.

**9.0 Additional Names**

9.1 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 Authority of the proposed name, including any revisions thereof, for approval or rejection. The Addressing Authority may reject an additional name.

**10.0 SEVERABILITY**

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.


That Bylaw 5/73 is hereby rescinded when Bylaw 9/2019 receives third and final reading.

That Bylaw 14/84 is hereby rescinded when Bylaw 9/2019 receives third and final reading.

READ a first time the 12<sup>th</sup> day of November, 2019

READ a second time the 10<sup>th</sup> day of December, 2019

READ a third time and finally passed the 10<sup>th</sup> day of December, 2019

  
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Barry Turner  
Mayor

  
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Stephane Labonne  
CAO

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SCHEDULE A: Penalties

Section	Description	Specified Penalty	Second Offence Within One Year
	Display of Numbers		
6.0	Fail to display assigned numbers or names as per bylaw	\$250	\$500