

BYLAW 6049

A BYLAW OF THE CITY OF LETHBRIDGE
TO ESTABLISH THE CITY OF LETHBRIDGE
CIVIC ADDRESS AND NAMING AUTHORITY AND
PRESCRIBE ITS ROLES AND RESPONSIBILITIES

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 COUNCIL OF THE CITY OF LETHBRIDGE, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1) SHORT TITLE

This Bylaw may be known as the "The Municipal Naming and Addressing Bylaw".

2) DEFINITIONS

In this Bylaw:

- a) "ACT" means the Municipal Government Act.
- b) "ADDRESS NUMBER" means the numeric portion of a Civic Address.
- c) "AUTHORITY" means the Municipal Naming and Addressing Authority of the City.
- d) "CITY" means the Municipal Corporation of the City of Lethbridge.
- e) "CITY COUNCIL" means the municipal council of the City.
- f) "CIVIC ADDRESS" or "ADDRESS" means a locational description assigned by the City consisting of an Address Number and a Street Name.
- g) "DESIGNATED OFFICER" means the Land Coordinator, or an individual appointed by the Land Coordinator, or a Bylaw Enforcement Officer, or a Peace Officer.
- h) "LAND COORDINATOR" means an individual or individuals appointed to carry out the duties prescribed in this Bylaw as a Municipal Naming and Addressing Authority.
- i) "MUNICIPAL NAMES COMMITTEE" means a committee comprised of City employees appointed to carry out the duties prescribed by this bylaw as a Municipal Naming and Addressing Authority.

- j) "OWNER" means:
 - i) in respect of land, the person who is registered under the Land Titles Act R.S.A 2000 c L-4, as amended, as the owner of the fee simple estate in the land, and
 - ii) in respect of a Structure, the owner of the Structure, and
 - iii) In respect of land or a Structure where the owner is not able to be reached, the person in lawful possession of the land or Structure, if any.
- k) "PARCEL" means the aggregate of one or more contiguous areas of land described in a certificate of title.
- l) "PRIMARY ACCESS ROAD" means the road which gives the main vehicular access to a Property.
- m) "PROPERTY" means a Parcel of land in the city.
- n) "ROAD" means any thoroughfare, street, lane or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles.
- o) "STREET NAME" means the name assigned to a Road by the City.
- p) "STRUCTURE" means any building or structure intended for use or occupancy by one or more persons.
- q) "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) MUNICIPAL ADDRESS AND NAMING AUTHORITY

- a) In accordance with the Act the Municipal Naming and Addressing Authority (the "Authority") is hereby established.
- b) The Authority shall consist of:

- i) Municipal Names Committee:

Those individuals appointed by the City Manager from City Department areas as identified in Schedule "B" of this Bylaw are hereby appointed to the Municipal Names Committee in respect of any matter assigned to the Municipal Names Committee by this Bylaw, or any other Bylaw of the City or by City Council.

- ii) Land Coordinators:

Those individuals holding those positions with the City as identified in Schedule "A" of this Bylaw are hereby appointed as Land Coordinators in respect of any matter assigned to a Land Coordinator by this Bylaw, or any other Bylaw of the City, or by City Council.

c) Role of the Authority

The Authority shall advise and assist City Council in the performance of its duties in the regulation, creation, and display of Civic Addresses, street names, parks' names, city districts, neighbourhoods, subdivisions, and names for public facilities, in order to identify properties for the efficient delivery of municipal and emergency services.

4) DUTIES OF THE MUNICIPAL NAMES COMMITTEE

- a) The Committee shall name roads, open space, parks and facilities that are not named through the public process or corporate sponsorship process. The Committee and/or associated departments shall recommend to City Council the name of major parks and facilities.
- b) In selecting names for roads, open space, parks and facilities the Committee shall give priority to:
 - i) names that are assigned in an approved Area Structure Plan or Outline Plan, or
 - ii) names which have been recommended by the developer, or
 - iii) names which have historic significance, or include the names of noteworthy persons, geographical areas and historic events that are significant to the city, or
 - iv) names of a community organization, neighbourhood name or adjacent road.
- c) The Committee shall ensure that proposed names are: unique, not duplicates, appropriate and not easily confused with other names adopted or in use,
- d) The Committee shall determine appropriate street types (such as: boulevard, crescent, drive, etc.):
 - i) for the road hierarchy described in an Outline Plan and in accordance with the Canada Post Addressing Guidelines, Street Types and their abbreviations,
 - ii) for roads when they do not fall into a uniform grid system or are not described in an Area Structure Plan or Outline Plan,
 - iii) designated with the suffix West(W), North(N) or South(S).
- e) The Committee shall submit to City Council recommended name changes for existing roads. This shall be accompanied by rationale for and the financial/administrative implications of such change.
- f) The Committee shall have the authority to draft policies and criteria for its use.
- g) Decisions of the Committee shall be by consensus of the Committee members present at the meeting.

5) DUTIES OF THE LAND COORDINATOR

- a) The Land Coordinator shall ensure that every Parcel in the city has a Civic Address that is in accordance with the Civic Addressing Manual identified as Appendix "A" of this Bylaw.
- b) The Land Coordinator shall administer the "Change of Address Processes" described in Section 7.
- c) The Land Coordinator shall act as Chairman to the Municipal Names Committee.

6) ADDRESS DISPLAY

- a) The Owner of any Property in the city shall ensure:
 - i) the Address Number assigned to a Property on which a Structure has been erected shall be affixed to the Structure in a position which is plainly visible from the Road to which the Property is addressed.
 - ii) where the Address Number is not visible from the Road when mounted on the Structure, the Address Number is displayed on a sign erected in a location close to the parcel access and is plainly visible from the Road.
 - iii) when a Structure is under construction that the Address Number is displayed in another manner in which it is plainly visible from the Road.
 - iv) when there is more than one Unit within a Structure, the Address Number assigned to each Unit is displayed on or beside the front door to each Unit.
 - v) when the property abuts a lane, the Address Number must be, in addition to Section 6)(a)(i), also plainly visible from the lane.
 - vi) that the Address Numbers are not less than 10cm (4") in height.
 - vii) that the Address Numbers are in a color that contrasts with the color of the surface on which they are displayed.
 - viii) that the Address Numbers are not obscured by landscaping, fencing, additions, etc. and remain plainly visible from the road and lane at all times.
- b) Any person required to display an Address Number shall display, install and maintain the Address Numbers in accordance with Section 6)(a).
- c) No person shall display or permit the display of an Address Number on a Property other than the Address Number which has been assigned pursuant to this Bylaw.
- d) No person shall remove, or cause to be removed, the Address Number which has been assigned pursuant to this Bylaw.

7) CHANGE OF ADDRESS PROCESSES

- a) Request for a change of address:

- i) The Owner must submit a letter to the Land Coordinator indicating:
 - the present address,
 - the proposed address,
 - the reason for the requested change, and
 - the change of address fee in accordance with Schedule "C" of this Bylaw.
 - ii) The Land Coordinator shall:
 - determine if the request is possible,
 - render a decision on the request,
 - should the request be denied, determine if the fee should be refunded, and
 - notify parties in accordance with Section 8.
- b) City initiated change of address:
- i) Should a new Civic Address be assigned as a result of an Outline Plan Amendment or Area Structure Plan Amendment, owners are eligible to be reimbursed by the City for readdressing expenses as follows:
 - to a maximum of \$500.00 for residential properties.
 - to a maximum of \$1000.00 for commercial properties.
 - ii) The Owner must submit a letter to the Land Coordinator with proof of the associated costs included.

8) NOTIFICATION OF NEW ADDRESSES/CHANGE OF ADDRESS

- a) The Land Coordinator shall be responsible for notifying the land Owner, Canada Post, local utility companies and City departments of new Civic Addresses or changes to existing Civic Addresses.
- b) The Property Owner shall be responsible for confirming that their telephone service provider and all other utility providers are using the correct Civic Address.

9) VIOLATIONS

- a) Where the Designated Officer believes that any person has committed a breach of any provision of this Bylaw the Designated Officer may serve upon such persons a Municipal Tag or the Designated Officer may commence proceedings by issuing a summons by means of a Violation Ticket in accordance with the "Provincial Offences Procedure Act" Alberta.
- b) A Municipal Tag or Violation Ticket shall be deemed to have been sufficiently served if:
 - i) served in person; or
 - ii) served by registered mail; or

- iii) left at the usual place of abode or business with an occupant or employee who appears to be at least eighteen (18) years of age.
 - c) Upon production of any such Municipal Tag or Violation Ticket within twenty-one (21) days from the date of service of such notice, together with the payment of the sum specified in Schedule "C" to a person authorized by the City of Lethbridge or Province of Alberta to receive such payment, an official receipt for such payment shall be issued, and subject to the provisions of this Section, such payment shall be accepted in lieu of prosecution. If the person upon whom any such Municipal Tag or Violation Ticket is served fails to pay the said sum within the time allotted, the provisions of this Section shall no longer apply.
 - d) The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule "C" of this Bylaw in respect of that provision.
 - e) Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of no more than TEN THOUSAND (\$10,000.00) DOLLARS and in default of the payment is liable to imprisonment for a term not exceeding six (6) months.
- 10) CITY COUNCIL DISCRETION
- a) Nothing in this Bylaw precludes City Council in its discretion from changing the Street Name or Civic Address, or both, of a Property.
 - b) Where City Council has decided to change a Street Name or a Civic Address of a Property, the Owner of the Property may be eligible to be reimbursed by the City for readdressing expenses, as long as the Owner has submitted a letter to the Land Coordinator with proof of the associated costs, as follows: i) to a maximum of \$500.00 for residential properties, or ii) to a maximum of \$1000.00 for commercial properties.
 - c) Other than the costs indicated in b) above, The City shall not be liable to the Owner for any costs, damages or loss resulting from any Street Name change or Civic Address change.
- 11) BYLAW COMES INTO FORCE
- a) Section 6)(a)(v) shall come into force 24 months from the date of passage of this

Bylaw.

- b) All other sections of this Bylaw shall come into force as of the date of passage of this Bylaw.

READ A FIRST TIME this 10 day of APRIL, A.D. 2017
[Signature]
MAYOR [Signature] DEPUTY CITY CLERK

READ A SECOND TIME this 24 day of APRIL, A.D. 2017
[Signature]
MAYOR [Signature] DEPUTY CITY CLERK

READ A THIRD TIME this 24 day of APRIL, A.D. 2017
[Signature]
MAYOR [Signature] DEPUTY CITY CLERK

BYLAW 6049
SCHEDULE "A"

The individuals holding the following positions with the City of Lethbridge are each appointed as a Land Coordinator

- Director, Planning and Development
- Manager, Customer Service
- Senior Subdivision Planner
- Tempest Land Coordinator

BYLAW 6049
SCHEDULE "B"

The Municipal Names Committee shall be comprised of those individuals appointed to the Committee, by the City Manager, from the following City of Lethbridge Department areas:

- Planning and Development Services
- Infrastructure Services
- Community Services
- Galt Museum
- Lethbridge Police Services

BYLAW 6049
SCHEDULE "C"

Fees:

Change of Address Request Application fee..... \$250

Exemption:

Should a corner parcel be developed with the building facing the longer front property line and a new Civic Address assigned as a result, the address change is without cost to the property owner.

Fines:

Specified amounts in lieu of prosecution:

| Section | Violation | Penalty |
|---------|--|---------|
| 6)(a) | Non-compliance with display requirements | \$250 |
| 6)(c) | Wrong Address Number displayed..... | \$250 |
| 6)(b) | Failure to install or maintain Address Numbers | \$250 |
| 6)(d) | Removal of assigned Address Numbers..... | \$250 |

Where any person contravenes the same provision of this Bylaw within one twelve month period the following additional fines shall be applied:

Second offence \$500
Third and subsequent offences..... \$1000

BYLAW 6049
APPENDIX "A"

Civic Addressing
Manual



CITY OF
Lethbridge

December, 2016

Planning & Development Services Department

City of Lethbridge

Civic Addressing Manual

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Introduction

1.1 Overview

Assigning numbers to each property and/or occupancy within the City of Lethbridge provides locational identification for a variety of services such as:

- Emergency services
- Utility accounts
- Tax accounts
- Land use permitting and licensing functions
- Canada Post
- Other private sector functions

The efficiency of a property location system depends upon a consistent and logical property numbering process.

Historically, addressing parcels within the City of Lethbridge followed a simplistic format based upon the classic urban grid street pattern. Lots were numbered with even numbers on the south sides of avenues and west sides of streets. Odd numbers were assigned to the north sides of avenues and east sides of streets. Numbering increased as development progressed outward from a central point within the community.

With the modern practices of subdivision design, new street patterns have emerged such as the cul-de-sac and p-loop. Changes have also occurred in residential and commercial developments from single buildings with one use on a lot to multiple buildings on a lot with multiple tenants within each building. To facilitate an efficient and consistent property numbering system, a formal addressing procedure and guidelines are a necessity.

Authority for Numbering

1.2.1 Section 58(1)(2) of the Municipal Government Act grants a municipality the authority to:

- Name roads or areas within its boundaries and assign a number or other means of identification to buildings or parcels of land;
- Require an owner or occupant of a building or a parcel of land to display the identification in a certain manner.

1.2.2 The Land Coordinator shall be responsible for the creation of all new civic addresses within the City of Lethbridge, changes to existing civic addresses and notification of new and changed addresses to affected parties.

Numbering Principles

2.1 Basic Concepts

2.1.1 A civic address shall be assigned to each titled parcel of land within the City of Lethbridge. Addresses assigned to titled land (parcels) will be known as a **“parcel address OR civic address”**. For situations where a development consists of multiple residential, commercial or industrial units located on one parcel of land, addresses assigned to each unit will be known as an **“alias address”**.

2.1.2 Numbers assigned to parcels along a roadway should be consecutive, beginning at a logical starting point. In residential subdivisions, the parcel addresses should increase in increments of 4. Commercial or industrial subdivisions, where lot frontages are larger, parcel addresses may increase in larger increments where practical.

2.1.3 In the grid system and curvilinear system, parcels on the south or west side of roadways should typically be assigned even numbers and parcels on the north or east side of roadways should typically be assigned odd numbers (**south/west/even principle**). Even and odd numbering should not switch sides of the roadway because the road curves. Addresses assigned to parcels across the roadway from each other should pair off as close as possible, i.e. #39 should be across the street from #40.

Assigning Numbers

3.1 Introduction

The majority of residential land developed with the City of Lethbridge in the last 30 years uses the curvilinear form of subdivision design. This manual is intended to provide guidance in assigning civic addresses for a variety of street patterns within a curvilinear subdivision design, as well as a modified grid design along with multi-family and commercial developments.

3.2 Corner Lots

Numbers should be assigned to corner lots assuming the development will face the shortest frontage of the lot. Should the lot be developed with the building facing the longer frontage of the lot, an alternate number can be assigned. If a development appears to have principle entrances facing both frontages, consideration should be given to the roadway which is most prominent. In the event a change of address is required, the alternate address will become the official civic address in all records. Notification of affected parties of this change is necessary. The property owner will not be charged for changes in this situation. See Figure 1.

3.3 Crescents

Subdivision designs in this category generally have more parcels on one side of the crescent than the other. Consecutive numbers should be assigned, either even or odd, to the side of the street having the greater number of parcels first. An attempt should be made to adhere to the south/west/even principle at the entry point. Assign numbers to the other side of the road giving attention to the “pairing” of numbers on opposite sides of the roadway. Even/odd numbering should not cross the roadway to maintain the south/west/even principle. See Figure 2.

3.4 P-loops

P-loops differ from crescents in that they use the same roadway to enter and exit the subdivision. Assigning numbers to this subdivision form should follow the same procedure used for crescents. See Figure 3.

3.5 Cul-de-sacs

3.5.1 In cases where the lots in the access roadway continue into the cul-de-sac, the numbering should continue through the cul-de-sac using the access road name. See Figure 4.

3.5.2 Cul-de-sacs, with varying number of parcels, and having a unique street name, should be numbered adhering to the south/west/even principle whenever possible, switching from even to odd at the center of the cul-de-sac bulb. See Figure 5.

3.6 2 Unit Dwellings

3.6.1 Typically two unit dwellings are developed in a side by side orientation. This housing form can be developed on a single parcel or on pre-subdivided lots where each side of the duplex is on its own titled parcel. When a two unit dwelling is developed on a single parcel, the parcel will likely have an existing *"parcel address"*. Assign the existing *"parcel address"* to the first unit. Assign an *"alias address"* for the second unit, maintaining an interval of 2 between units. Maintain an interval of 4 numbers between buildings if possible. See Figure 6.

3.6.2 During the subdivision process, parcels specifically created for two unit dwelling development may be included on the plan of subdivision. Assign consecutive even or odd numbers to these parcels, maintaining an interval of 2 numbers between duplex units and an interval of 4 numbers between adjacent parcels. See Figure 7.

3.6.3 In cases where there are multiple residential units within a single family dwelling (i.e. suites), secondary or basement suites will be assigned an *"alias address" to the parent address*, typically starting with '2'. A typical *"alias address"* for a secondary or basement suite may be *2, 1234 – 15 St. S.*

3.7 Four Unit Dwellings

3.7.1 When one four-plex structure is located on a parcel, the units within the structure will receive a unit number that will be combined with the *"parcel address"* to form an *"alias address"* for each of the 4 units. Assign unit numbers to a four-plex with consideration to the grouping of the entrance door locations. See Figure 8.

3.7.2 When more than one four-plex structure is located on a parcel, follow the recommended approaches as outlined in Section 3.10 Multiple Building Residential Developments.

3.8 Street Oriented Townhouse Development

3.8.1 Street oriented townhouse development is typically comprised of 4 or more side by side units, each on its own parcel. In this situation, each unit will use its parcel address.

3.8.2 In cases where the building sits on one lot, the building will use the parcel address and each unit within that building assigned a unit number.

3.9 Apartment Buildings

3.9.1 Units within a multi-story apartment building situated on a parcel are numbered by combining the floor number and unit number with the *"parcel address"*. A typical *"alias address"* for a unit on the fifth floor of an apartment building may be *510, 21 Berkeley Place West.*

3.9.2 For addressing more than one apartment building on a single parcel, follow the recommended approach as outlined in Section 3.10 Multiple Building Residential Developments to number the buildings. Then assign unit numbers within the buildings as previously indicated.

3.10 Multiple Building Residential Developments

3.10.1 Assigning addresses to multi-family residential developments consisting of more than one structure on a parcel can be achieved through the following method. Assign each structure on the parcel an alias address other than the original parcel address. The units within each structure of the development are then assigned a unit number, when combined with the *"alias structure address"*, will form the *"alias address"* for the unit.

3.11 Commercial Developments

3.11.1 Commercial developments with a single structure on the parcel may or may not have multiple rental bays within the structure. In cases where there is one occupant/business in the structure, the *"parcel address"* will likely be in place before development commences. The occupant/business would use the assigned *"parcel address"*.

3.11.2 In cases where there are multiple rental bays within a single structure on a parcel, each occupant/business will require an individual *"alias address"* to receive mail. A bay number should be assigned in combination with the *"parcel address"*. To avoid being left without enough bay numbers should additional bays be developed between existing bays, number the bays by 10's for single storey structures. For multi-storey structures, begin with bay "101" for main floor bays and "201" for second floor bays while maintaining a factor of 4 between bays.

3.11.3 Commercial developments of the "Big Box" variety involve multiple structures developed on a parcel, some with multiple rental bays. In most cases, the parcel will have a *"parcel address"* assigned to it at the subdivision stage. As the parcel is developed, assign an *"alias address"* to each structure, without re-using the *"parcel address"* if possible. Rental bays within each structure will be assigned a bay number as described in Section 3.11.2.

3.12 Condominium Conversions (Buildings)

3.12.1 In cases where an existing multiple unit residential/commercial/industrial structure is converted to condominium ownership, try to maintain the existing address configuration.

3.12.2 If the structure is not occupied when the condominium conversion application is made, an *"alias addresses"* may be created by combining the "unit number" on the Condominium Plan, with the *"parcel address"*. This method may work when there is just one structure on the parcel.

3.12.3 When two or more structures are undergoing condominium conversion on a parcel, use the most appropriate method described in Section 3.10 Multiple Building Residential Developments or Section 3.11.3 Big Box Commercial Developments to assign numbers to the development.

3.13 Bare Land Condominiums

3.13.1 Bareland condominium applications are processed the same as a subdivision application. In most cases, there is an existing parcel that will be the subject of a Bareland application. When there are enough numbers available between adjacent parcels, bare land units within a bare land condominium plan can be treated as if the units are lots facing the street and numbered accordingly.

3.13.2 When this method is not possible, use the *"parcel address"* in combination with the unit number from the bare land condominium plan to create an *"alias address"* for each unit.

3.14 Infrastructure

3.14.1 In the cases where a utility, structure or street furniture is in the road right of way and needs to be addressed for permit and/or locational purposes; an *"alias address"* will be created from the nearest

adjacent "parcel address". In this case depending where the structure is the "alias address" will have the nearest available street address before, between or after the "parcel address(es)". Examples of this would be for a public wash room, bus shelter, irrigation controller, electric meter or a water meter.

Figures

Figure 1

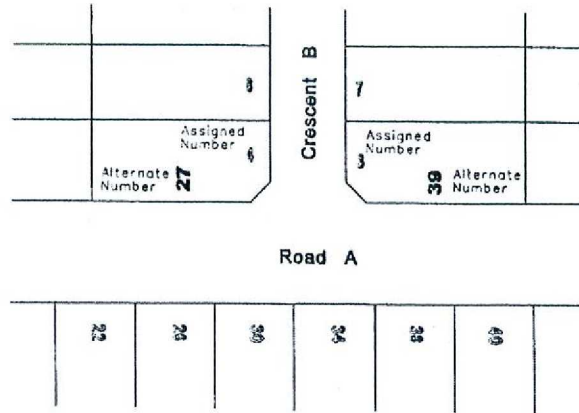


Figure 2

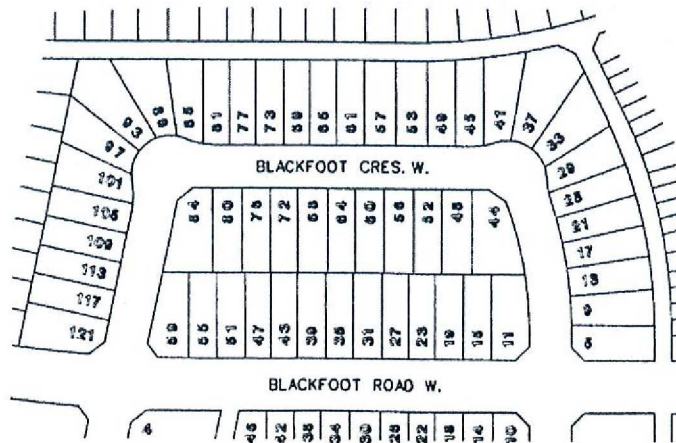


Figure 3

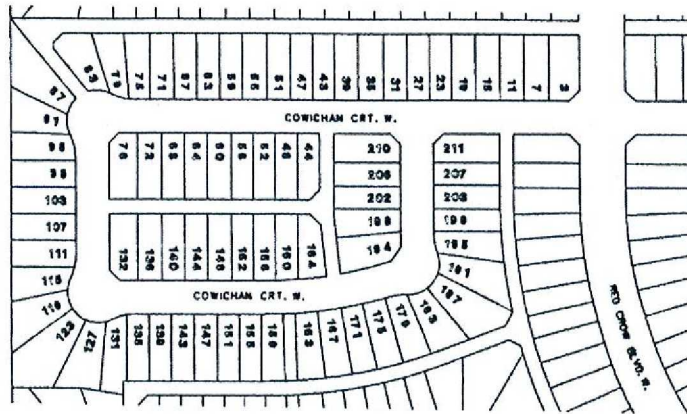


Figure 4

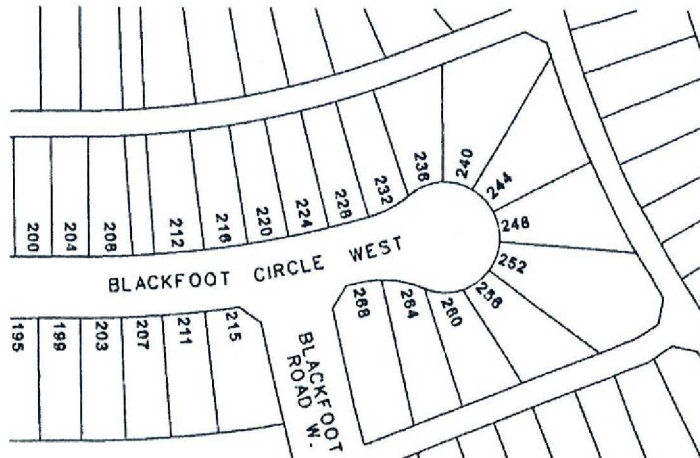


Figure 5

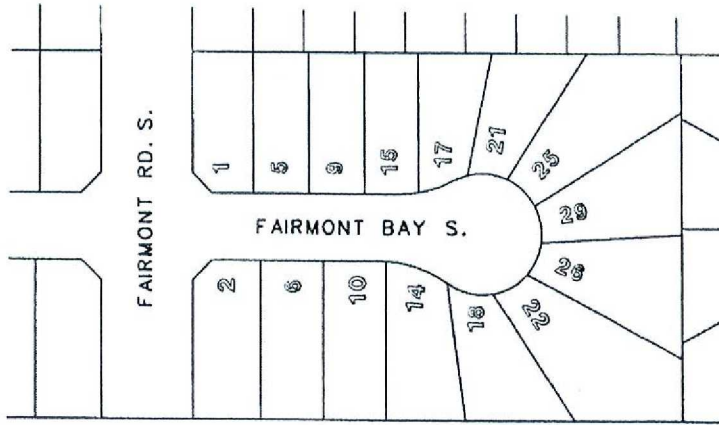


Figure 6

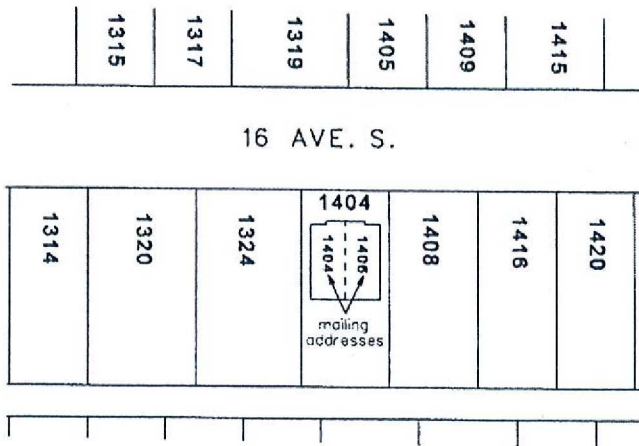


Figure 7

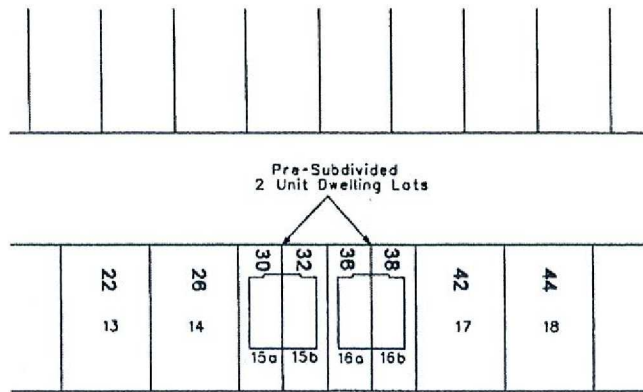


Figure 8

