

BY-LAW 689-23, OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, FOR THE ORDERLY NUMBERING OF PARCELS OF LAND AND BUILDINGS FOR THE VILLAGE OF INNISFREE

WHEREAS, the *Municipal Government Act*, RSA 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.

WHEREAS, the *Municipal Government Act*, RSA 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 Village of Innisfree in the Province of Alberta duly assembled hereby enacts as follows:

1. BYLAW TITLE

- 1.1. That the Bylaw shall be known as the "Civic Addressing Bylaw".

2. DEFINITIONS

- 2.1. **"Address Number"** – the number of a property designed by the Planning and Development Departments of the Village of Innisfree, which may include a combination of numbers and/or words.
- 2.2. **"Construction Site"** – means development of a new primary building and includes exterior renovations to an existing building if the exterior renovations exceed 30 days.
- 2.3. **"Council"** – means the Council of the Village of Innisfree.
- 2.4. **"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.
- 2.5. **"Owner"** – with respect to a property, the person who is registered under the Land Titles Act as owner of the property.
- 2.6. **"Peace Officer"** – refers to a member of the Royal Canadian Mounted Police or the Village's designated Bylaw Enforcement Officer or Peace Officer.
- 2.7. **"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.
- 2.8. **"Structure"** – means any building or improvement capable of being occupied by one or more persons.
- 2.9. **"Village"** – the Municipal Corporation of the Village of Innisfree or, where the context so requires, means the area contained within the legal identified boundaries of the Village of Innisfree.

3. APPLICATIONS

- 3.1. Every legally registered parcel of land within the Village that is bordered by identifiable roads, shall be designated an Address Number by the Village as soon as possible.
- 3.2. 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.
- 3.3. 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 metres of the back lane. The rear address number shall meet the same display requirements as the front address number.
- 3.4. The Owner of a property located in an industrial district as designated under the Village's Land Use Bylaw, shall cause the Address Number assigned to the property be displayed, at all times, at the front of the front property line adjacent to the main entrance of the property.
- 3.5. The Address Number in rural areas shall be affixed in a conspicuous place, either:
- 3.5.1. On a sign adjacent to the driveway at property line; or
 - 3.5.2. On the main or paper delivery box.
- 3.6. 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.
- 3.7. 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.
- 3.8. 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 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)

- 3.8.1. Address Number signs shall have a surface area of no more than 0.3 square meters (3.30 square feet).
 - 3.8.2. For Multi-dwellings, one Address Number sign not exceeding 1 square meter (10.76 square feet) in area shall be allowed on each property.
- 3.9. No person shall display or permit the displaying of any Address Number on a property other than the number assigned by the Village.
- 3.10. 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.

3.11. 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 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. The Address Number must be displayed at least two months prior to completion of construction.

4. PENALTIES

4.1. 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).

4.2. 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.

4.3. 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 the contravention continues.

4.4. Wherever this Bylaw it is directed that the Owner shall do any matter or thing, then in default of it being done, the same may be done by the Village at the expense of the owner and that Village may recover the expenses, with costs, as a charge against the property taxes due and owing in respect of that property.

4.4.1. Prior to the Village 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*.

5. ENACTMENT

5.1. This bylaw shall come into full force and effect upon the date of the third and final reading.

READ for a first time this 19th day of September 2023 A.D.

READ for a second time this 19th day of September 2023 A.D.



E. Raycraft - Mayor



T. Rogers - Interim CAO

READ for a third time this ____ day of _____ 2023 A.D.

E. Raycraft - Mayor

T. Rogers - Interim CAO

SCHEDULE 'A'

Bylaw Section	Offence	Voluntary Fine
Part 3.2	Address Number location not plainly visible from the roadway.	\$75
Part 3.3	Address Number not displayed, at all times, at a location plainly visible from the lane.	\$50
Part 3.4	Address Number not displayed, at all times, at the front property line, adjacent to the main entrance	\$50
Part 3.5	Address Number in rural areas not affixed in a conspicuous place.	\$50
Part 3.6	Address Number not plainly visible from the adjacent roadway or lane.	\$50
Part 3.7	Address Number not maintained in good condition or visibility obscured.	\$25
Part 3.8	Address Number not on a contrasting background or not in compliance with minimum character size.	\$25
Part 3.9	Displaying of an Address Number on a property other than the number currently assigned by the Village.	\$75
Part 3.10	Removing, defacing, obliterating, or destroying the Address Number.	\$75
Part 3.11	Address not displayed at construction site.	\$50

