

**COUNTY OF VERMILION RIVER  
PROVINCE OF ALBERTA  
BYLAW NO. 15-19**

A bylaw of the County of Vermilion River in the Province of Alberta  
for the purpose of establishing a system of rural addressing,

**WHEREAS:** under section 7 of the Municipal Government Act, Statutes of Alberta, 2000, M-26, as amended (hereinafter referred to as the "Act"), a council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property;

**AND WHEREAS:** Section 58 (1) of the Act allows a municipality to name roads or areas within its boundaries and to assign a number or other means of identification in a certain manner;

**AND WHEREAS:** pursuant to Section 58(2) of the Act, a municipality may require an owner or occupant of a building or a parcel of land to display the identification in a certain manner;

**AND WHEREAS:** the Council of the County of Vermilion River deems it desirable to put into effect a rural addressing system which can be utilized by emergency service providers and for other purposes such as providing directions for delivery of services;

**NOW THEREFORE:** the Council of the County of Vermilion River, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

1.1 This Bylaw shall be known as the "Rural Addressing Bylaw".

**2. DEFINITIONS**

2.1 In this Bylaw:

- a) **"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.
- b) **"Approach"** means that portion of the Road Right-of-Way from the Public Road up to the boundary of a Parcel of Land, and which is constituted by a prepared surface area with or without a culvert and which gives access to the Parcel of Land.
- c) **"Building"** means any permanent structure according to approved zoning

used or intended for supporting residential occupancy or occupancy by employees or agents as a place of employment or business, but does not include an Accessory Building.

- d) **“Bylaw Enforcement Officer”** means a person appointed under Sections 555 and 556 pursuant to the Municipal Government Act, RSA 2000, c.M-26, to enforce the County By-Laws.
- e) **“Council”** means the Council of the County of Vermilion River.
- f) **“County”** means the County of Vermilion River.
- g) **“Developer”** means the person or company who subdivides land to create a new Parcel of Land or person(s) or company(s) who creates a new Building requiring a Rural Address.
- h) **“Development”** is as defined in the Land Use Bylaw.
- i) **“Development Authority”** means those persons appointed by the County as the Development Authority or Officer pursuant to the Land Use Bylaw.
- j) **“Highway”** is defined as in the *Traffic Safety Act*.
- k) **“Hamlet”** is defined as an unincorporated community within the County that has been given such designation as “hamlet” by bylaw.
- l) **“Internal Subdivision Road”** means a Public Road, named or unnamed, that is used to access Parcels of Land within a Multi-lot Subdivision.
- m) **“Multi-lot Subdivision”** means a named subdivision within the County boundaries
- n) **“Owner”** means
  - i. In the case of land, any person who is registered under the *Land Titles Act* as the owner of land, or
  - ii. in the case of property other than land, any person who is in lawful possession thereof.
- o) **“Parcel of Land”** means
  - i. where there has been a subdivision, any lot or block shown on a plan of subdivision that has been registered in a land titles office;
  - ii. where a Building has been affixed to the land that would without special mention be transferred by a transfer of land has been erected on two (2) or more lots or blocks shown on a plan of subdivision that has been registered in a land titles office;
  - iii. a quarter (1/4) section of land according to the system of surveys under the *Surveys Act* or any other area of land described on a certificate of title.

- p) **"Peace Officer"** means a member of the Royal Canadian Mounted Police or a Bylaw Officer or Special constable appointed by the Province of Alberta.
- q) **"Primary Access"** means the main access to a Parcel of Land as identified by the County.
- r) **"Public Road"** means all developed roads within the County, including a Highway, and developed roads and Highways located along the east and south boundaries of the County.
- s) **"Road Right-of-Way"** means:
  - i) a Road allowance established by a survey, made under the *Alberta Surveys Act*, or
  - ii) a Road widening, Road diversion, Highway, Road, street, avenue, lane, alley, walkway, or other public right-of-way as shown on a plan of survey registered in the North Alberta Land Registration District or the South Alberta Land Registration District.
- t) **"Rural Address"** is the address assigned by the County which identifies a Parcel of Land with a Building located on it.
- u) **"Rural Address Sign"** is a traffic control device as defined in the *Traffic Safety Act* which indicates the Rural Address of a Parcel of Land and as specified in this Bylaw.
- v) **"Signed Subdivision"** is a subdivision in the County that is identified by a County standard "subdivision entrance sign" as defined in County policy #3212.
- w) **"Violation Ticket"** means a tag as defined under Part 2 of the *Provincial Offences Procedures Act*, as amended;

and where these words appear in the text of this bylaw they are capitalized.

### **3. EXEMPTIONS**

- 3.1 Parcels of Land located within the Hamlets of the County are exempt from this Bylaw.
- 3.2 Parcels of Land containing farm buildings only are exempt from this Bylaw
- 3.3 Oil and gas industry Parcels of Land regulated by the Alberta Energy Resources Conservation Board are exempt from this Bylaw unless:
  - 3.2.1 The Parcel of Land is occupied by employees or agents as a place of employment or business.

#### **4. RURAL ADDRESS ASSIGNMENT**

- 4.1 All Parcels of Land supporting a Building and having a Primary Access onto a Public Road shall be assigned a Rural Address by the County according to the methodology outlined in Schedule "A" of this Bylaw.
- 4.2 For Multi-lot Subdivisions governed by a development agreement, Rural Addresses may be assigned for Parcels of Land where there is no Building presently constructed.

#### **5. SIGNAGE**

- 5.1 Each Parcel of Land having a Primary Access on to a Public Road that has been assigned a Rural Address shall have a posted Rural Address Sign in accordance with the provisions of Schedule "B" of this Bylaw;
- 5.2 No person shall use a Rural Address Sign if such sign does not comply with this Bylaw;
- 5.3 No person shall in any way alter, deface or attach any additional signage to the Rural Address Sign;
- 5.4 For Parcels of Land with a shared single Primary Access, Owners may display the assigned prefix or suffix according to the guidelines outlined in Schedule "B" at their own cost.

#### **6. COST AND MAINTENANCE**

- 6.1 All Rural Address Signs remain the property of the County and shall be installed and maintained by the County;
- 6.2 The costs associated with the placement and replacement of a sign shall be set out in the 'County Fee Bylaw' as amended from time to time.
- 6.3 Single Lot Parcels
  - 6.3.1 The costs associated with the supply and installation of a Rural Address Sign on a Parcel of Land that has been assigned a Rural Address, or has been granted a permit for a development that will require a Rural Address, prior to original passing of this Bylaw, will be granted a Rural Address;
  - 6.3.2 The costs associated with the supply and installation of a Rural Address Sign on a Parcel of Land that requires a Rural Address due to a development approved after original passing of the Bylaw, shall be borne by the Owner;

## 6.4 Multi-lot Subdivisions

- 6.4.1 For Parcels of Land within a Multi-lot subdivision registered prior to original passing of this Bylaw, the costs associated with the supply and installation of Rural Address Signs will be borne by the County only where a Building exists or is being constructed.
- 6.4.2 Unless otherwise directed in a development agreement, the costs associated with the supply and installation of Rural Address Signs in a Multi-lot Subdivision registered after original passing of this Bylaw, shall be borne by the Developer or Owner, whether or not a sign had previously been placed and whether or not the sign was placed by the County or by another party.
- 6.5 All Rural Address Signs will be purchased and installed by the County. Where the costs associated with purchase and installation are the responsibility of the Owner or Developer, the County will invoice or charge the Owner or Developer pursuant to the rates set out in the County Fee Bylaw.
- 6.6 The County will install Rural Address Signs once annually. All new properties or buildings requiring signs after July 31 of a year will be installed in the following year.
- 6.7 The cost and responsibility of the replacement of signs in a no fault accident, (e.g. motor vehicle accident), shall be that of the County. The property owner is responsible for notifying the County of damaged or missing rural addressing signs.
- 6.8 Once the rural address sign is installed it is the property owner's responsibility to maintain the area around the sign and keep it free of obstructions and legible from the road.

## 7. OFFENCES

- 7.1 Any person who contravenes any section of this Bylaw is guilty of an offence and is liable, on summary conviction, to a penalty as set out in Schedule "C" herein. A second offence shall be defined as occurring within twelve (12) consecutive months of the first offence, a third offence shall be defined as occurring within twelve (12) consecutive months of the second offence, and a fourth offence shall be defined as occurring within twelve (12) consecutive months of the third offence;

## 8. ENFORCEMENT

- 8.1 For the purposes of this Bylaw, a Bylaw Enforcement Officer may access any Parcel of Land at any time for inspection or enforcement activities regarding matters relating to this Bylaw;
- 8.2 Any person who is guilty of an offence as set out in Section 7.1 shall be issued a written warning prior to the issuance of a Violation Ticket for a first offense. Any person who receives a written warning will have thirty (30) days from the date of the

issuance of the written warning to rectify the offense before the issuance of a Violation Ticket for first offense. Any offenses which occur within 12 calendar months of a previous offense where a violation ticket has been issued will not receive a warning.

- 8.3 A Bylaw Enforcement Officer is hereby authorized to immediately issue a Violation Ticket to any person who the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw and who has previously been issued a written warning within 12 calendar months;
- 8.4 Where a Bylaw Enforcement Officer believes that a Person has contravened any provision of this Bylaw, he/she may serve upon such Person a Violation Ticket provided by this Section either personally or by mailing or leaving the same at his/her last known address and such service shall be adequate for the purpose of this Bylaw;
- 8.5 A Violation Ticket shall be in such form as determined by the County and shall state the Section of the By-law which was contravened and the amount which is provided in Schedule "C" that will be accepted by any Provincial Courthouse in the Province of Alberta in lieu of prosecution;
- 8.6 The levying and payment of any fine provided in the Bylaw shall not relieve a person from the necessity of paying any fee, charges, or costs for which he/she is liable under the provisions of this By-law;

## **9. SEVERABILITY**

- 9.1 Should any provision of this Bylaw be invalid, then such provision shall be severed and the remaining Bylaw shall be maintained;

**10. EFFECTIVE DATE**

10.1 This Bylaw shall take effect on the day of final passing thereof.

Read a first time this 26 day of May, 2015

Read a second time this 26 day of May, 2015

Read a third time and passed, this 26 day of May, 2015

SIGNED by the Reeve and Chief Administrative Officer this 26<sup>th</sup> day of May 2015.

SEVERED

REEVE

SEVERED

CHIEF ADMINISTRATIVE OFFICER

## Schedule A Bylaw 15-19

### 1. Standard Rules

- 1.1 Rural Addresses will be determined using a basic grid derived from the township and range roads.
- 1.2 The grid is based on a 40 meter interval, starting in the south from Range Roads and in the East for Township Roads see diagram 1). Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. This is referred to as the blind line.
- 1.3 Where the actual road deviates from the road allowance as surveyed on the original Township Plat (ie: "bought" or "forced" road allowance), the original road allowance on the section/quarter boundaries shall be used for creation of rural addresses
- 1.4 Intervals are reset to zero at each section line.
- 1.5 The 40 meter grid starts over at quarter line but address interval continues to section line.
- 1.6 Any remaining portions of the section less than 3 meters in width will be included in the preceding interval.
- 1.7 Any remaining portions of the section greater than 3 meters will create an additional interval
- 1.8 Interval numbers increase in the north and west direction.
- 1.9 Odd interval numbers are on the south and the east
- 1.10 Even interval numbers are on the north and the west.
- 1.11 Named Multi Lot Subdivision addresses will be determined as follows:
  - 1.11.1 The Internal Subdivision Street/Road Name will be used in place of the Range Road or Township Road
  - 1.11.2 Addresses will be assigned in numeric order (1, 2, 3...) in clockwise order beginning from an entrance to the Subdivision
  - 1.11.3 Odd addresses will be located on the South and East side of the subdivision road(s). Even addresses will be located on the North and West side of the subdivision road(s).
- 1.12 The Rural Address number is a 5-6 digit number. For multiple Buildings located off the same Primary Access the suffix (A, B, C...) will be added to the 1-3



digit number.

The Multi Lot Subdivision address is a 1-3 digit number. For multiple Buildings located off the same Primary Access the suffix (A, B, C...) will be added to the 1-3 digit number.

1.12.1 The left two or three digits of the 5-6 digit Rural Address are allocated for the township or range reference road.

1.12.2 The right three (3) digits represent the interval number. The interval number must always be three (3) digits therefore the values can require preceding zeros. Example: 54029 TWP RD 500

- 54 (Reference Road is Range Road 54)
- 029 (Interval 29 in 40 meter grid west from Range Road 54 – odd number indicates location on south side)
- off south side of Township Road 500

## **2. Assigning Rural Addresses**

2.1 Addresses will be determined at the location where Primary Access is gained to the Building along a Public Road.

2.3 For multiple Buildings located off the same Primary Access, the first Building off the Primary Access will be labelled with an “A”, designation as a suffix of the Rural Address, the second a “B” designation and so forth, moving from the township/range road inward along the Primary Access Road.

2.4 Where a single Building exists off one Primary Access at the time of original passing of this Bylaw, and additional Buildings requiring addresses are added afterwards, the original Building will remain the same and the additional buildings will be labelled with suffixes beginning with “A” as per section 2.3

2.4 For Buildings for which there exists more than one Access point, the Access that appears to be the Primary will be used for the purpose of assigning a Rural Address. If there is no clear Primary Access, the first Access moving in a clockwise direction starting at the East boundary of the section will be determined to be the Primary Access for the purpose of assigning a Rural Address.

2.6 Addresses for structures located off Highway service roads will be addressed off the Highway.

## **Schedule B Bylaw 15-19**

### **Part 1 – Sign Design**

- 1.1 Sign Material: 5052-H38 Sign Grade Aluminium – 0.081” (2mm) Thickness
- 1.2 Sign Face: 3M (or equivalent) High Intensity Grade Prismatic Reflective Sheeting
- 1.3 Rural Address Sign Dimensions: 300mm x 600mm  
Multi Lot Subdivision Sign Dimensions: 230mm x 300mm
- 1.4 Lettering:  
Rural Address - 100” White Text – Line 1 Address Number, Line 2 Reference Road  
  
Multi Lot Subdivision - 150” White Text – Line 1 Address Number
- 1.5 Sign Background: Green
- 1.6 Sign Border: White – ½” around perimeter of sign
- 1.7 Post: 1 U-Channel Post (heavy duty post 2 lbs/ft x 8 feet)

### **Part 2 – Sign Placement**

#### **2.1 Standard Sign Placement**

Rural Address Signs shall be placed within 6.1 meters (20 feet) on either side of the should of the driveway (approach) and located 1 meter from the property boundary (either within the private property or within the road right of way) See Schedule B - Diagram 1

#### **2.2 Single Lot Parcels – Single Building off one Primary Access**

- 2.2.1 The Rural Address Sign shall display the Rural Address assigned by the County pursuant to the Rural Addressing Bylaw. The sign shall be affixed along the Approach where it is observable from the Road. It shall be located within two (2) meters of the shoulder of the Approach and one (1) meter from the Parcel boundary within the Road Right-of-Way and parallel to the Road. Notwithstanding this, where existing utilities prohibit the placement of the sign in the prescribed location, the sign shall be placed in such a location that it unambiguously identifies the Approach as the subject of the sign and is visible from the Road.

- 2.2.2 The Rural Address Sign shall be affixed at a minimum height of one (1) meter from height of the Approach and no higher than two point five (2.5) meters from level of the Approach relevant to the top of the sign.

**2.3 Single Lot Parcels – Two or more Buildings off one Primary Access**

- 2.3.1 For multiple Parcels that are accessed from a single Primary Access, a multiple Rural Address Signs displaying the Rural Address, including the suffix, assigned by the County pursuant to the Rural Addressing Bylaw. The Rural Address Signs shall be placed according to 2.2.1 of this schedule at the intersection of the Public Road and the Primary Access. Where multiple Parcels are accessed from a single Primary Access, multiple signs may be placed on a single sign post provided they meet the other sign specifications identified herein

- 2.3.2 The Rural Address Sign shall be affixed at a minimum height of one (1) meter from height of the Approach and no higher than two point five (2.5) meters from level of the Approach relevant to the top of the sign.

**2.3 Multi-lot Subdivisions – multiple Parcels located off a single interval via an Internal Subdivision Road**

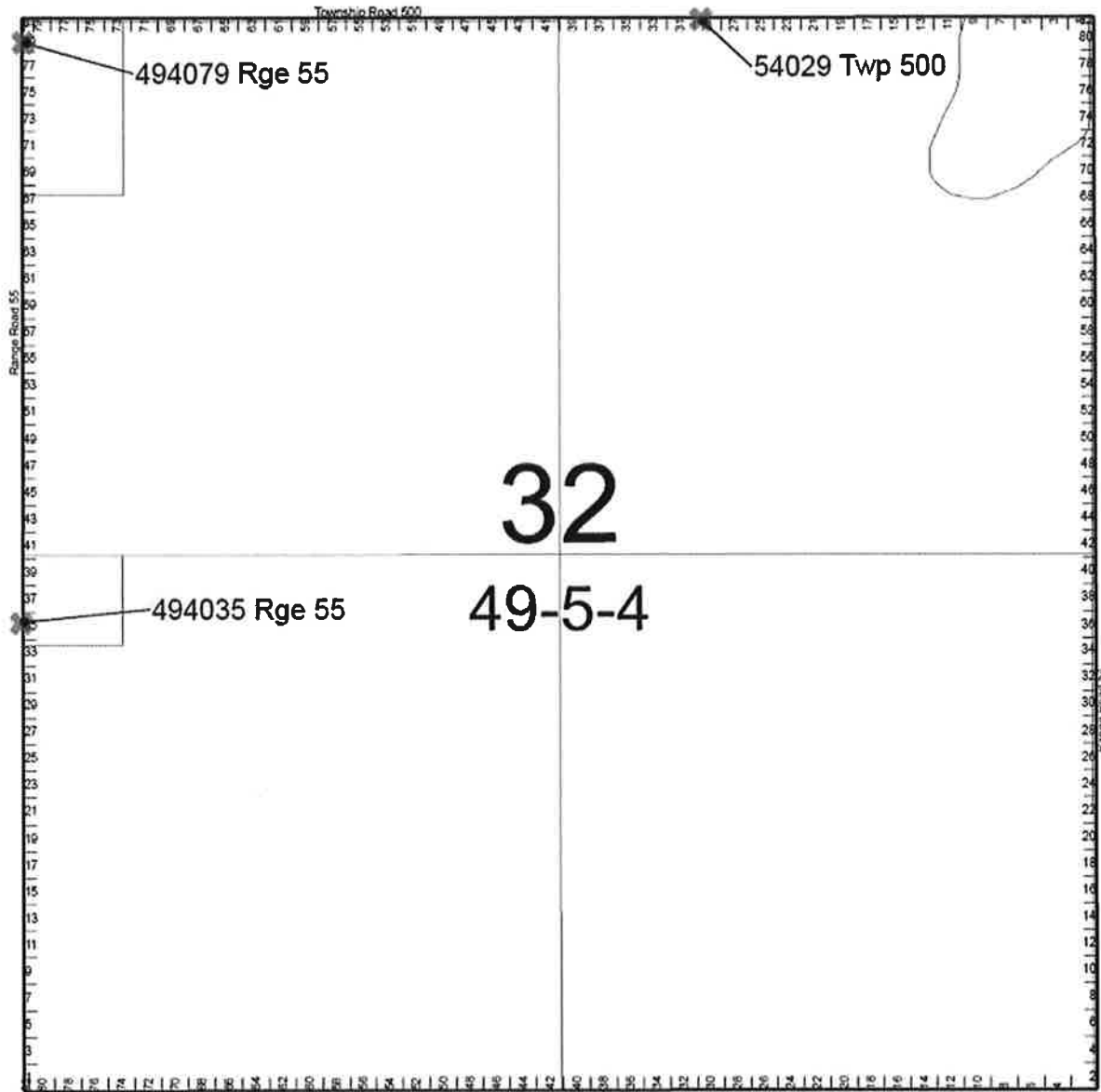
- 2.3.1 In Multi-lot Subdivisions where multiple Parcels of Land are accessed via an Internal Subdivision Road at a single interval, a Rural Address Sign shall be displayed at the entrance of each Parcel according to the specifications outlined in 2.2.1 of this schedule.
- 2.3.2 The Rural Address Sign shall be affixed at a minimum height of one (1) meter from height of the Approach and no higher than two point five (2.5) meters from level of the Approach relevant to the top of the sign.

### Schedule C - Penalties Bylaw 15-19

A Person issued a Violation Ticket pursuant to Bylaw 15-19 shall be subject to the following fines:

Section	Description	Specified Penalty
7.1	First Offence (after 30 day warning period as set out in Section 8.2)	\$300
7.1	Second Offence (within 12 consecutive months of the first offence)	\$400
7.1	Third Offence (within 12 consecutive months of the second offence)	\$500
7.1	Fourth Offence (within 12 consecutive months of the third offence)	\$1000
7.1	Any Additional Offence within 12 consecutive months of the Fourth Offence	\$1000

# SCHEDULE A DIAGRAM 1



# SCHEDULE B DIAGRAM 1

SIGNAGE AT PRIMARY ACCESS TO RESIDENTIAL, COMMERCIAL AND INDUSTRIAL DEVELOPMENT

COUNTY ROADWAY (Township, Range Road, Street)

