

# BIRCH HILLS COUNTY

## BYLAW NO. 2015-03

**Being a Bylaw of Birch Hills County, in the Province of Alberta, to provide and implement a Municipal Rural Addressing System.**

**WHEREAS** Birch Hills County has the authority to provide services, facilities and other things that are necessary or desirable for the entire municipality;

**AND WHEREAS** the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, authorizes a municipality to name roads or areas within its boundaries and may assign a number or other means of identification to the buildings or parcels of land;

**AND WHEREAS** the Council of Birch Hills County deems it desirable to put into effect a standardized Municipal Rural Addressing system for the entire municipality which can be utilized by emergency service providers and for other purposes such as providing directions for delivery or other services to identify an occupied property;

**NOW THEREFORE** the Council of Birch Hills County, duly assembled, enacts as follows:

### 1. TITLE:

1.1. This bylaw shall be known as the “Rural Addressing Bylaw”.

### 2. DEFINITIONS:

2.1. For the purpose of this bylaw:

- a. “**Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- b. “**Building**” means any structure that requires an address pursuant to this bylaw;
- c. “**Chief Administrative Officer**” means the Chief Administrative Officer for the County;
- d. “**County**” means Birch Hills County;
- e. “**Developer**” means the person(s) or company(s) who subdivides land to create new titles or person(s) or company(s) who creates a new structure requiring addressing;

- f. **“Development Permit”** means a permit issued by the County’s Development Authority;
- g. **“Internal Subdivision Road”** means a public road that has been created during the subdivision process to provide access to the subdivided lots, and shall include a service road.
- h. **“Lot Sign”** is a traffic control device as defined by the Traffic Safety Act which indicates the lot number component of a rural address. The lot number in this context does not correspond with the lot number as registered on the title at Land Titles Office;
- i. **“Multi-lot Subdivision”** generally means a subdivision plan where access to the multi-lot subdivision is from a single access off of a public road, and access to each lot is from an internal subdivision road.
- j. **“Notification in writing”** means a letter mailed to the owner at the address shown on the assessment roll;
- k. **“Occupied buildings”** generally means a residence that is inhabited; or a building not in a residential yardsite used for business purposes in which employees or owners may conduct business. For clarification, this definition does not include a situation where a yard contains only outbuildings such as grain bins, storage buildings or other similar buildings.
- l. **“Occupant”** means the person residing on the property and shall include both the owner and person(s) renting the property;
- m. **“Owner or landowner”** means:
  - i. a person who is registered under the Land Titles Act as the owner of the land, or
  - ii. in the case of property other than land, any person who is in lawful possession thereof;
- n. **“Primary Access”** means the main access to a property as identified by the County;
- o. **“Public Road”** means all developed roads within the County including a Highway and an internal subdivision road, but not including industry roads;
- p. **“Rural Address”** is the address assigned by the County that identifies a parcel of land;
- q. **“Rural Address Sign”** is a traffic control device as defined in the Traffic Safety Act that indicates the Rural Address of a parcel of land;

- r. **“Subdivision Sign”** is a traffic control device as defined in the Traffic Safety Act that may include the name of a multi-lot subdivision, its rural address, a map of the multi-lot subdivision indicating the lot numbers, and the County logo.
- s. **“Structure”** means a permanent residential, commercial, industrial, or any other occupied building as identified by the County, that may be constructed or placed on a parcel of land;
- t. **“Up-keep”** means the rural address sign must be kept in good condition and continue to be posted according to Schedule “A”;

### **3. EXEMPTIONS**

- 3.1. Oil and gas industry sites regulated by the Alberta Energy Resources Conservation Board are exempt from this bylaw.
- 3.2. Hamlet properties that have been assigned urban-style civic addresses using the street and avenue system (e.g. Tangent, Eaglesham, Wanham, Watino).

### **4. GENERAL**

- 4.1. With the exception of Section 3, all parcels of land supporting a residence or a business with occupied buildings, and having a primary access onto a public road shall be assigned a rural address by the County and shall be posted in accordance with the provisions of this bylaw.
- 4.2. The Chief Administrative Officer, or his/her designate, is authorized to waive or modify any requirement of this bylaw to address unique circumstances or situations.
- 4.3. The property owner or occupant shall be responsible for the up-keep of the sign and maintenance of the area around the sign and keep it free from obstructions and readable from the public road.
- 4.4. Where a rural address is not required or not provided pursuant to this bylaw (e.g. recreational property with no residence) the owner or occupant of the parcel of land may request in writing to have a rural address assigned by the County, and such request shall be at the discretion of the Chief Administrative Officer or his/her designate.
- 4.5. The County will install signs within 90 days of application time and weather permitting.

## **5. RURAL ADDRESS COSTS**

- 5.1. The cost associated with the initial supply and installation of the rural address sign (including subdivision signs and lot signs) at the primary access to lands supporting residences or businesses with occupied buildings that existed on or prior to the date this bylaw was passed shall be expended from the general revenues of the County.
- 5.2. The costs associated with the supply and installation of the rural address sign at the primary access to lands supporting residences or businesses with occupied buildings created after this bylaw was passed shall be the responsibility of the property owner, occupant or developer. In the case of a multi-lot subdivision created after this bylaw was passed, the costs associated with the supply and installation of the subdivision sign and lot signs shall be the responsibility of the property owner or developer. The rural address sign (or subdivision and lot signs) shall be supplied and installed by the County for such fees as established in the County's Master Rates Bylaw. The fees will be collected at the development permit or multi-lot subdivision application approval stage, as appropriate.
- 5.3. Notwithstanding Section 5.2 above, the cost for the replacement of signs in a no fault accident as in the case of a motor vehicle crash, shall be that of Birch Hills County and shall be performed to the standards and specifications of the County. The property owner/occupant is responsible for notifying the County of the damaged rural address sign.
- 5.4. The property owner or occupant shall be responsible for all costs associated with the general maintenance of the rural addressing sign or any replacement sign required.
- 5.5. Where a rural address has been provided for under Section 4.4, the rural address sign shall be supplied and installed by the County for such fees as established in the County's Master Rates Bylaw.

## **6. RURAL ADDRESS METHODOLOGY**

- 6.1. Addresses will be determined at the location along a public road where the primary access is gained to the occupied building. The basic grid is derived from the township and range roads. The grid is based on 40 intervals per mile starting in the far southeast section corner. Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. Reset interval to zero at each section line. Interval numbers increase in the north and west direction. Odd interval numbers are on the south and the east. Even interval numbers are on the north and the west.
- 6.2. Where two primary accesses exist in one address interval an "A" or "B" will be added on to the address number, i.e. 79532A Rge Rd 82.

- 6.3. Lot numbers within a multi-lot subdivision will typically contain odd numbers on the south and east sides and even addresses on the north and west sides.
- 6.4. Where more than one addressable building shares a single primary access (i.e. two residences in the same yard), an “A” or “B” will be added onto the number. For example, 79532 A Rge Rd 82 and 79532 B Rge Rd 82. Each sign, where practical, will be installed onto the same post. The letters will increase from left to right.
- 6.5. Subdivision signs will be required at the entrance to the subdivision and individual lot number signs will be required at the primary access to each lot.
- 6.6. Signs shall be installed in the manner described in Schedule “A” attached to this bylaw and comply with the specifications of attached Schedule “B”.
- 6.7. A written request from the landowner or occupant will be required for rural address signage relocations, and subject to the Chief Administrator’s discretion, the relocation will be at the landowner or occupant’s expense.

## **7. OFFENCES:**

- 7.1. No person shall use a rural address sign if such sign does not comply with this bylaw.
- 7.2. No person shall deface or remove any sign placed under the authority of this bylaw.
- 7.3. No person shall obstruct a sign placed under the authority of this bylaw with any natural or man-made object whether temporary or not.
- 7.4. Should any person contravene Section 7.1, 7.2, or 7.3 of this bylaw, written notification will be sent by registered mail or by personal delivery to such person requiring them to correct or remedy the contravention within thirty (30) days of the date of the notification.
- 7.5. Should a person fail to correct or remedy a contravention of Section 7.1, 7.2, or 7.3 of this bylaw, after being notified in accordance with Section 7.4 of this bylaw, the County may correct or remedy the contravention and recover any associated costs from such person.
- 7.6. Any person who contravenes any provision of this bylaw is liable to a fine not exceeding five hundred dollars (\$500.00).

**8. VALIDITY**

8.1. Should any provision of the bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

**9. EFFECTIVE DATE:**

9.1. This bylaw shall take effect on the day of final passing thereof.

READ A FIRST TIME THIS 28 DAY OF MAY, 2015.

READ A SECOND TIME THIS 11 DAY OF JUNE, 2015.

READ A THIRD TIME THIS 11 DAY OF JUNE, 2015.

*Original Signed By*

REEVE

*Original Signed By*

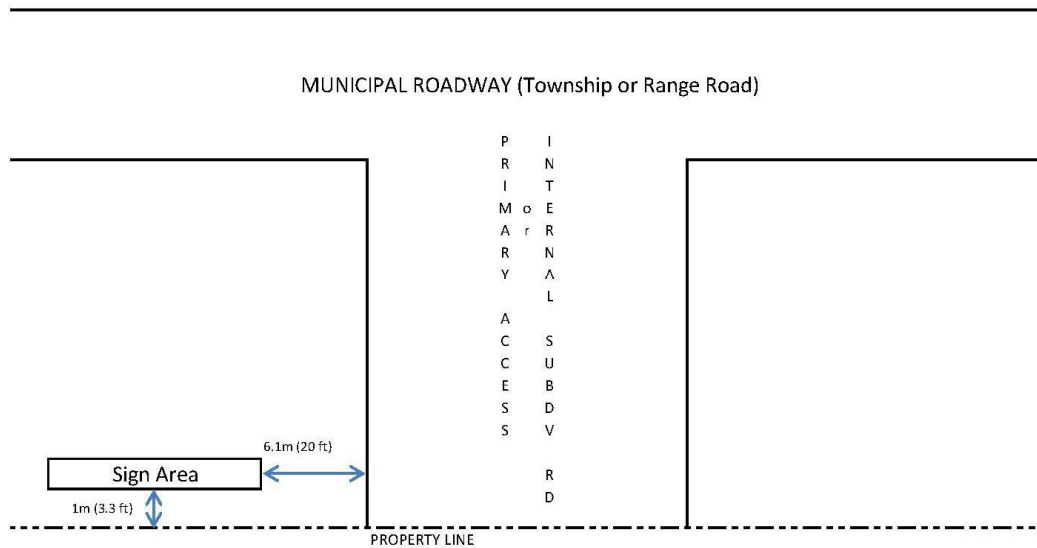
CHIEF ADMINISTRATIVE OFFICER

## SCHEDULE "A"

### RURAL ADDRESSING SIGNAGE INSTALLATION

Where practical, signs should be installed approximately 1 metre (3.3 feet) outside property lines (i.e. within municipal road right-of-way) or on a property line that is adjacent a Provincial Highway. Where appropriate, signs may be installed within 1 metre (3.3 feet) inside the property line.

If possible, signs should be approximately 6.1 metres (20 feet) on the right side of the driveway as entering the property, and far enough away from the shoulder to minimize conflict with snow removal equipment or wide vehicles. The sign shall be no lower than 1 metre (3.3 feet) from ground level (measured from bottom of sign) and no higher than 2 metres (6.6 feet) from ground level (measured from top of sign).



These are general guidelines for sign installation only. Site specific circumstances may require an alternate installation location.

## SCHEDULE "B"

### RURAL ADDRESS SIGN SPECIFICATION

SUBSTRATE – H5052H38 Sign Grade Aluminum, or its equivalent.

SIGN FACE - 3m High Intensity Prismatic Reflective Sheathing, or its equivalent. SIZE:

Rural Address Signs: 8 inch (20.32 cm) high: 9-13 Characters – 40" (101.6 cm) wide;  
14-17 Characters – 50" (125 cm) wide

Subdivision Signs: 48 inches (121.9 cm) wide\*; 30 inches (76.2 cm) high

\*Actual size may vary depending on sign content, and will be at the County's discretion.

Lot Signs: 8 inch (20.32 cm) high; 1-3 Characters – 12" (30 cm)

#### MOUNTING HOLES:

Two 3/8 inch holes on each end to assist in mounting of rural address sign on two posts. Two 3/8 inch holes in middle of sign to assist in mounting of lot sign on one post.

#### COLOR:

Letters: White reflectorized

Background: Green

#### POSTS:

U-Channel (Pipeline post – 1.12 lbs ft. X 7 foot) post and hardware, bolts, nuts, washers, etc.



Rural Address Sign:

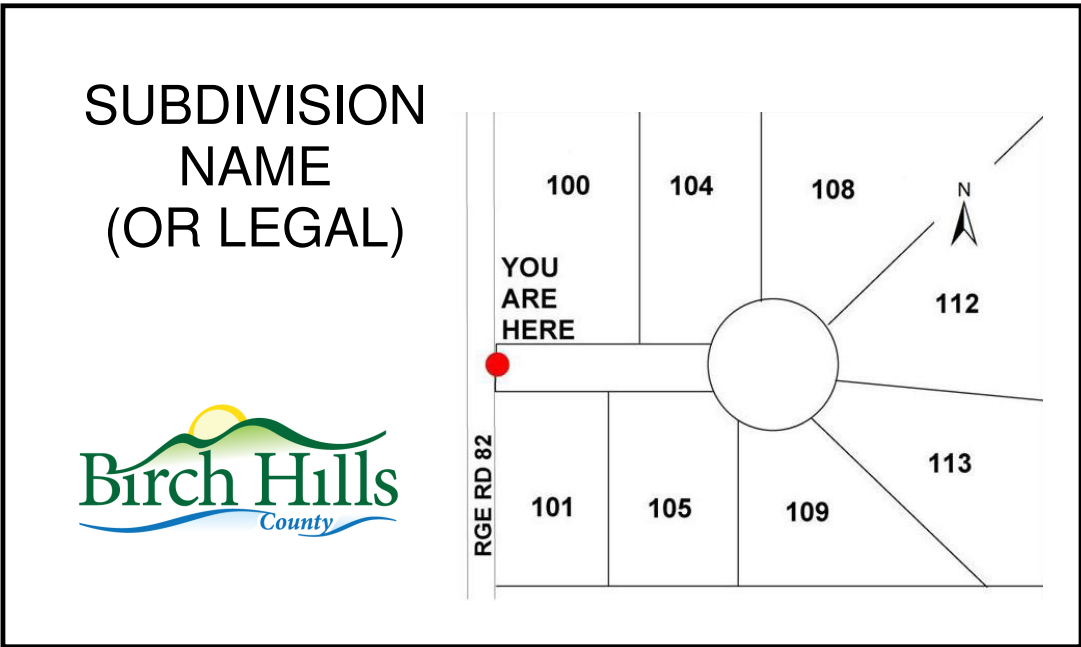
79532 RGE RD 82

Lot Sign:

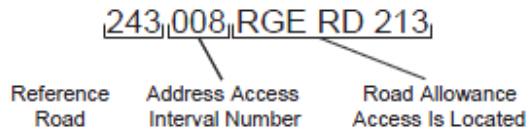
104

Subdivision Sign:

79532 RGE RD 82



SCHEDULE "C"



**TWP RD** = Township Road    **RGE RD** = Range Road

Addresses are based on the location of the primary access to a residence or business along a road allowance.

Each mile of road is divided into intervals of 40 metres, with numbers increasing from South to North and East to West. Even number addresses are placed along the North and West sides of a road allowance and odd number addresses are placed along the South and East side of a road allowance.

Reference the road to the East if the Primary Access is off a Township Road or to the South if the Primary Access is off a Range Road. For the purposes of addressing, virtual township roads exist between all sections, whether an actual road allowance exists or not.

**Example #1: 243008 RGE RD 213**

The access is along the West side of RGE RD 213. It's located in address interval 8. 243 is the intersecting TWP RD number to the South.

**Example #2: 213033 TWP RD 244**

When there are multiple accesses, the primary access is used. In this case, the access is along the South side of TWP RD 244. 213 is the intersecting RGE RD to the East, and 33 is the interval the primary access is in.

**Example #3: 243032 RGE RD 213**

When there are multiple accesses along the same side of a road allowance, the primary access, interval 32, is determined.

**Example #4: 243072 RGE RD 213**

When there is one access along a TWP RD, one access along a RGE Rd, and no clear primary access, the access along the RGE RD is typically chosen.

**Example #5: 243009A & 243009B RGE RD 214**

When there are multiple residences located off the same primary access, the first building off the access is designated "A", the second building is designated "B", and so forth.

**Example #6: 243047(5,12,16,21) RGE RD 214**

Subdivision addresses are also based on the location of the primary access on a road allowance. The lots are numbered clockwise using an increment of 4, with odd numbers along the South and East and even numbers along the North and West (if possible).

