

BYLAW 6508

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:

Short Title

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

Purpose

2. This Bylaw establishes the rules and framework for naming City Assets and authorizes the City Manager to establish the Municipal Names Committee.

PART 1

DEFINITIONS

3. In this Bylaw:
 - a. **"ACT"** means the Municipal Government Act.
 - b. **"ADDRESS NUMBER"** means the numeric portion of a Civic Address.
 - c. **"ASSET"** means one of the following: City owned Road, Park, or Building as the context may require.
 - d. **"AUTHORITY"** means the Municipal Naming and Addressing Authority of the City.
 - e. **"CITY"** means the municipal corporation of the City of Lethbridge.
 - f. **"CITY COUNCIL"** means the municipal council of the City.
 - g. **"CITY MANAGER"** means the City Manager of the City or their delegate.
 - h. **"CIVIC ADDRESS" or "ADDRESS"** means a locational description assigned by the City consisting of an Address Number and a Street Name.

- i. **"COMMEMORATIVE NAME"** means an Asset name which commemorates a person or groups of persons, tradition or traditions bearers or a historic event, and is not part of a sponsorship.
- j. **"BYLAW ENFORCEMENT OFFICER"** means any person appointed by the City pursuant to provisions of section 555 of the Municipal Government Act, R.S.A. 2000, c. M-26; a peace officer appointed pursuant to the Peace Officer Act, S.A. 2006, c. P-35; or a police officer under the Police Act, R.S.A. 2000, c. P-17;
- k. **"LANE"** means a public road right of way which is not more than 10.0m wide and which provides a secondary means of direct access to abutting Parcels.
- l. **"MUNICIPAL NAMES COMMITTEE"** means a working group established by the City Manager to carry out the duties prescribed by this bylaw.
- m. **"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 Property, and
 - ii. in respect of a Structure, the owner of the Structure, and
 - iii. In respect of a Property or a Structure where the owner is not able to be reached, the person in lawful possession of the land or Structure, if any.
- n. **"PRIMARY ACCESS ROAD"** means the road which gives the main vehicular access to a Property.
- o. **"PROPERTY"** means a parcel of land in the City.
- p. **"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.
- q. **"STREET"** means any public road right of way which is more than 10.0m wide and which may provide the primary means of direct access to abutting Parcels.
- r. **"ROAD NAME"** means the name assigned to a Road by the City.
- s. **"STRUCTURE"** means any building or structure intended for use or occupancy by one or more persons.
- t. **"UNIT"** means a portion of a building which is designed for, or which forms a separate occupancy, including suites, bays, condominium units, or apartments.

PART 2

Municipal Address and Naming Authority

4. The City Manager has the authority to administer the civic addressing system through the creation of a Municipal Names Committee for the City and may, subject to the provisions of this bylaw:
 - a. assign a name to all new streets and development areas;
 - b. establish a system of address numbering for Properties;
 - c. assign a Civic Address to every Property;
 - d. change an Address Number, in accordance with the provisions hereto; and
 - e. assign or change the name of City owned parks and buildings.

5. The City Manager may change an Address Number if in their opinion such change is required:
 - a. to allow the safe and reliable delivery of services to the Property;
 - b. to minimize confusion; or
 - c. to accommodate an adopted statutory plan for the area in which the Property is located.

6. Notwithstanding the foregoing, once the City Manager has assigned a Street Name, that name may not subsequently be changed except by resolution of Council.

Address Display

7. The Owner of any Property in the city of Lethbridge shall ensure:
 - a. 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.
 - b. 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.
 - c. when a Structure is under construction that the Address Number is displayed in another manner in which it is plainly visible from the Road.
 - d. 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.
 - e. In addition to the requirement in subsection 7(a), when the property abuts a Lane,

there must be an Address Number, plainly visible from the Lane.

- f. that the Address Numbers are not less than 10cm (4") in height.
 - g. that the Address Numbers are in a color that contrasts with the color of the surface on which they are displayed.
 - h. that the Address Numbers are not obscured by landscaping, fencing, additions, etc. and remain plainly visible from the Road and Lane at all times.
8. Any person required to display an Address Number shall display, install and maintain the Address Number in accordance with this Section.
9. 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.
10. No person shall remove, or cause to be removed, the Address Number which has been assigned pursuant to this Bylaw.

Change of Address Processes

11. The City Manager may establish rules and regulations related to a change of Address Number request, as well as fees to be paid for an application for change of Address Number by an Owner.

City initiated change of address:

12. Should a new Civic Address be assigned, as a result of an Outline Plan Amendment or Area Structure Plan Amendment, Owner(s) are eligible to be reimbursed by the City for readdressing expenses as follows:
- a. to a maximum of \$500.00 for residential properties; and
 - b. to a maximum of \$1,000.00 for commercial purposes.
13. The Owner seeking reimbursement for a City initiated change of address must submit a letter to the Municipal Names Committee with proof of the associated costs.

City Council Authority

14. Nothing in this Bylaw precludes City Council in its discretion from changing:
- a. the Street Name or Civic Address, or both, of a Property;
 - b. the name of a City park; or
 - c. the name of a City owned building.
15. Where City Council has decided to change a Street Name or a Civic Address of a Property, other than to amend an Outline Plan or Area Structure Plan as set out in section 12, 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:

- a. to a maximum of \$500.00 for residential properties; or
 - b. to a maximum of \$1000.00 for commercial properties.
16. Other than the costs indicated in section 15 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.
17. An application to City Council to use a Commemorative Name should include one or more of the following:
- a. Evidence of support from the community in the form of letters of support from community groups, professional associations, and/or individuals;
 - b. Information that the person being honored has contributed in a significant and tangible way to the community;
 - c. A written consent from the estate or next of kin if applicable;
 - d. A letter from the Lethbridge Historical Society stating their opinion on the historical significance of the individual to be honored; and
 - e. In the case of a Park naming:
 - i. The means (e.g., sign, plaque, etc.) they wish to use to honor the individual; and
 - ii. The funding source of the approved means (signs, plaques, etc.).
 - f. In the case of an Indigenous person Commemorative Name, the next of kin may specify if they would like to use the honoree's English surname, a translated name or Indigenous name.
18. Council may require an applicant who is seeking a Commemorative Name to pay for the costs, or a portion thereof related to the Commemorative Name.

Fines and Penalties

19. A Person who is guilty of an offence is liable to a fine in an amount not less than that established in this Bylaw, and not exceeding \$10,000, and in default of payment of any fine imposed, to imprisonment for not more than six (6) months for non-payment of a fine.
20. Without restricting the generality of section 19 the fine amounts established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered are:
- a. Set out in Schedule A; and,
 - i. Where any Person contravenes the same provision of this Bylaw twice within

one twelve (12) month period, the specified penalty payable in respect of the second contravention is double the amount shown in Schedule A of this Bylaw in respect of that provision; and

- ii. Where any Person contravenes the same provision of this Bylaw three or more times within one twelve (12) month period, the specified penalty payable in respect of the third or subsequent offence is triple the amount shown in Schedule A of this Bylaw in respect of that provision.

Municipal Tag

21. A Bylaw Enforcement Officer is authorized to issue a Municipal Tag to any Person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
22. A Municipal Tag may be issued to a Person:
 - a. Personally; or
 - b. by mailing a copy to the Person at their last known address
23. A Municipal Tag must include:
 - a. the name of the Person;
 - b. the offence;
 - c. the specified penalty established by this Bylaw for the offence; and
 - d. that the penalty must be paid within twenty-one (21) days of the issuance of the Municipal Tag.
24. Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified within the time period indicated on the Municipal Tag.

Violation Tag

25. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then the Bylaw Enforcement Officer is authorized to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 ("POPA").
26. Notwithstanding subsection (1), a Bylaw Enforcement Officer is hereby authorized to immediately issue a Violation Ticket pursuant to POPA to any Person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
27. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - a. specify the fine amount established by this Bylaw for the offence; or

SCHEDULE "A"
FEES

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.

Name Change Request Application Fee \$2000

Fines:

Specified amounts in lieu of prosecution:

Section	Violation	Penalty
7(a-h)	Non-compliance with address display requirements	\$250