

BYLAW NO 02/2017

**OF THE TOWN OF PROVOST
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF PROVOST TO REGULATE AND CONTROL STREET ADDRESSES ON PROPERTIES WITHIN THE TOWN.

WHEREAS a **COUNCIL** of a Municipality, pursuant to the Municipal Government **ACT**, Revised Statutes of Alberta 2000, Chapter M-26 and all amendments thereto may by Bylaw provide for the control and regulating of the requirement to display the street address on all properties within the **TOWN** of Provost;

AND WHEREAS the **COUNCIL** feels it is necessary for the convenience of the **TOWN** as a whole and especially important for personnel responding to emergencies within the **TOWN**;

NOW THEREFORE THE COUNCIL OF THE TOWN OF PROVOST DULY ASSEMBLED ENACTS AS FOLLOWS:

1. NAME

- 1.1 This Bylaw may be cited as the 'Address Display Bylaw' and shall be taken to apply within the municipal boundaries of the Town.
- 1.2 When not inconsistent with the context word used in the present tense include the future, words in the plural shall include the singular and vice versa and all words and terms are considered to be gender neutral.

2. DEFINITIONS

- 2.1 In this Bylaw the definitions the following definitions shall apply:
 - a) "**ACT**" shall mean the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 and all subsequent amendments thereto.
 - b) "**COUNCIL**" means the Mayor and Councillors of the Town, elected pursuant to the provisions of applicable legislation, whose term is not expired, who has not resigned and who continues to be eligible to hold office as such under the terms of the applicable legislation.

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- c) **"COUNCILLOR"** means a Member who is elected at a general election by the citizens of the Town to the position of Councillor and who is not the Chief Elected Official.
- d) **"MULTI- UNIT"** means a building which has more than one (1) self-contained business, residence or combination of both and is located within the Town.
- e) **"OFFICER"** means a Bylaw Enforcement Officer or a Special Constable appointed by the Town pursuant to the Act to enforce Town bylaws and includes a member of the Royal Canadian Mounted Police.
- f) **"PERSON"** includes an individual, corporation, firm, partnership, association or body corporate.
- g) **"TOWN"** means the Municipal Corporation of the Town of Provost or the area contained within the Town boundaries as the context requires.
- h) **"TOWN ADMINISTRATOR"** means the Chief Administrative Officer for the Town of Provost and whatever subsequent title may be conferred on that officer by Council or statute.
- i) **"VIOLATION TAG"** means a tag or similar document issued by the Town pursuant which is payable at the Town Administration Office.
- j) **"VIOLATION TICKET"** means a ticket issued pursuant to Part II or Part III of the Provincial Offences Procedure Act.

3. REQUIREMENTS

- 3.1 The Town Administrator or his designate will provide for the orderly numbering of parcels of land and buildings and units and sub-units within buildings and shall determine the building number by use of the following process:

The intersection of 50th Avenue and 50th Street shall be the determining point for establishing of civic addresses, and with your back to this intersection the addresses will be:

- a) Buildings located on the west side of a street will be of an even number and buildings on the east side of a street will be of an odd number;
- b) Buildings located on the north side of an avenue will be of an even number and buildings on the south side of an avenue will be of an odd number;

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D.C.

- c) Buildings containing Multi-Units shall display the municipal address of the building as established under point 3.1 (a) (b) and shall also display the unit number. The unit number shall be determined with the unit closest to the nearest intersection being number one (1) and rotate clockwise to determine the balance of unit numbers.
- 3.2 The owner of a building shall display the number commonly known as the municipal address, that has been assigned to that property:
- a) in such a manner that this number is clearly visibly and legible from the front street; and
 - b) with a minimum letter or number size not to be less than 10 cm in height.
- 3.3 The Town Administrator or his designate shall have the power to revise the numbers assigned and require Owners or Occupants to display the numbers so revised.
- a) Should a municipal address need to be amended the Town Administrator or his designate shall notify the following:
 - i) registered owner by either certified mail, registered mail or hand delivery,
 - ii) all utility providers and any lienholders by regular mail,
 - iii) all local Officers.
 - b) The property owner or applicant shall have thirty (30) calendar days to change the number to coincide with the newly assigned number; failure to comply will result in the issuance of a Violation Tag.

4. PENALTIES

- 4.1 Any Person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Tag with a Specified Penalty Option as follows:

First Offense	\$50.00
2 nd & Subsequent Offences	\$100.00

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D.C.

- 4.2 A Violation Tag shall be deemed to be sufficiently served if:
- i) it is served personally on the Owner;
 - ii) left attached to an entrance door of an offending residence; or
 - iii) seven clear calendar days after mailing by regular mail.
- 4.2 Under no circumstances shall any Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
- 4.3 Notwithstanding Section 4.1 of this Bylaw, any Person who commits a subsequent offence under this Bylaw within one (1) year of committing the first offence may be issued a Violation Tag with the Specified Penalty Option set out under for subsequent offences.
- 4.5 Where a contravention of this Bylaw is on a continuing nature, further Violation Tags may be issued provided that no more than one Violation Tag shall be issued for each day that the contravention continues.
- 4.6 Every Person who fails to make voluntary payment of the Specified Penalty Option and is found guilty of an offence under Part Two (2) or Part Three (3) of the Provincial Offences Procedure Act may be liable to a fine of not more than One Thousand (\$1,000.00) Dollars.

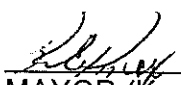
5. SEVERABILITY

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

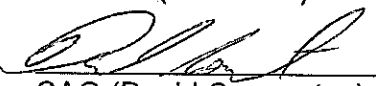
6. OTHER

- 6.1 This Bylaw shall be effective upon 3rd reading and signing.
- 6.2 Bylaw 03, 2005 is hereby repealed upon the passage of this bylaw.

READ A FIRST TIME THIS 21st day of February 2017.
 READ A SECOND TIME THIS 21st day of February 2017.
 READ A THIRD TIME THIS 21st day of February 2017.



 MAYOR (Ken Knox)



 CAO (David Connauton)