



Procedural Appendix for Municipal Addressing

Procedure Reference

Bylaw 1052-20 – Municipal Addressing Bylaw

Procedure Statement

Council deems it desirable to put into effect a standardized Municipal Addressing system for the entire municipality to be utilized for emergency service providers and to aid others to properly identify a property.

Procedure

- (1) For the purposes of this procedural appendix, unless the context otherwise requires, the term
 - a) **“Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
 - b) **“Addressing Authority”** means the County Administrator and such employees deemed necessary to carry out the functions of this procedural appendix;
 - c) **“Building”** means any structure that requires an address pursuant to this procedural appendix;
 - d) **“Chief Administrative Officer”** means the Chief Administrative Officer for the County;
 - e) **“County”** means Brazeau County;
 - f) **“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 building requiring addressing;
 - g) **“Development Permit”** means a permit issued by the County’s Development Authority;
 - h) **“Internal 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.
 - i) **“Lot Sign”** is a traffic control device as defined by the *Traffic Safety Act* which indicates the lot number component of a Municipal Address. The lot number in this context does not correspond with the lot number as registered on the title at Land Titles Office;
 - j) **“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 road.

- k) **“Municipal Address”** is the address assigned by the County, which includes a combination of numbers and/or words. Municipal Addressing within Brazeau County encompasses rural addressing and urban addressing as further described in this procedural appendix;
- l) **“Notification in Writing”** means a letter mailed to the owner at the address shown on the assessment roll;
- m) **“Occupied”** generally means a residence that is inhabited; or a building not in a residential yard site used for business purposes in which employees or owners may conduct business. This may also include properties used for recreational purposes. 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.
- n) **“Occupant”** means the person residing on the property and shall include both the owner and person(s) renting the property;
- o) **“Owner or landowner”** means:
 - i. A Person who is registered under the *Land Titles Act* as the owner of the land;
 - ii. A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii. A Person holding him/her out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv. A Person controlling the property under construction, or;
 - v. A Person who is the occupant of the property under a lease, license or permit;
- p) **“Primary Access”** means the main access to a property as identified by the County;
- q) **“Public Road”** means all developed roads within the County including a highway and an internal road, but not including industry roads;
- r) **“Rural Addressing”** means the address that is assigned by the County which is based on the driveway intersection with a township, range, or forced road. The Rural addressing system is based on a 100 metre interval along a County road; therefore along a 1 mile stretch of road, there are 16 “imaginary” accesses assigned on each side of the road. Rural addressing resembles urban addressing with township and range roads taking the place of streets and avenues;
- s) **“Signage”** means the visual display of the Municipal Address for a building or Parcel;
- t) **“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 Municipal Address, a map of the multi-lot subdivision indicating the lot numbers, and the County logo (See Schedule “D”).
- u) **“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;

- v) **“Unit”** means a self-contained portion of a building;
- w) **“Up-keep”** means the Municipal Address sign must be kept in good condition and continue to be posted according to Schedule “C”;
- x) **“Urban Addressing”** means the address that is designated by the County, which is based on a street and avenue grid system. Urban addressing is to be assigned in areas of higher density development to deal with limitations in subdivision lot numbering in a Rural Addressing system and possible multi-access points into a subdivision that might not always have direct access off a township or range road. This system is also used within hamlet boundaries;

(2) Exemptions

Oil and gas industry sites regulated by the ministry responsible for energy are exempt from this procedural appendix unless;

- a) Requested by the Owner, and further approved by the County, to have a Municipal Address;
- b) The site is Occupied by employees, or is used as a permanent place of employment or business.

(3) General

- a) With the exception of the above, all Occupied parcels of land supporting residential, commercial, industrial, or publicly used development (e.g. cemeteries, community halls, etc.) with a primary access onto a developed public road within Brazeau County shall be assigned a Municipal Address by the County (after the access location has been confirmed) and shall be posted in accordance with the provisions of this procedural appendix.
- b) The Chief Administrative Officer, or their designate, is authorized to waive or modify any requirement of this procedural appendix to address unique circumstances or situations.
- c) Brazeau County reserves the right, in the interest of service delivery and public safety, to designate or redesignate a Municipal Address;
- d) Upon written request by an owner, the Addressing Authority will consider an application to change a Municipal Address; in all cases, service delivery and public safety shall prevail. A Municipal Address change request based on personal numerical preferences shall not be accepted.
- e) The Municipal Address in urban areas shall be plainly visible and not higher than the first storey of a Building or at an equivalent height in the case of other Buildings.
- f) The Municipal Address in rural areas shall be plainly visible from the road on a sign or entrance feature adjacent to the driveway at the property line and shall

be contained entirely within the property.

- g) In all cases, where there are multiple Buildings on a property, the Municipal Address shall be plainly visible at the property line and at the entrance of each Building or unit
- h) The property Owner or Occupant shall be responsible for the Up-keep of the Municipal Address sign and maintenance of the area around the sign or house numbers and keep it free from obstructions and readable from the public road.
- i) Where a Municipal Address is not required or not provided pursuant to this procedural appendix (e.g. recreational property with no residence) the Owner or Occupant of the parcel of land may request in writing to have a Municipal Address assigned by the County, and such request shall be at the discretion of the Addressing Authority or their designate.
- j) The County will install rural addressing Signage when time permits (Urban Addressing is the responsibility of the owner, Multi lot Subdivisions are responsibility of the Developer.)

(4) Costs

- a) The costs associated with the supply and installation of the Municipal Address sign at the primary access to lands supporting residences or businesses with Occupied Buildings, as well as Multi-lot Subdivision Signage (including the entrance Signage and individual lot Signage) will be the responsibility of the Developer as established in the County's Schedule of Fees Bylaw. The fees will be collected and the Signage installed at the Multi-lot Subdivision application approval stage, as appropriate.
- b) Notwithstanding the above, the cost for the replacement of signs in a no fault accident as in the case of a motor vehicle collision, shall be that of Brazeau 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 Municipal Address sign.
- c) For Municipal Addressing in urban areas (as defined in section 5g), the procurement and costs of all addressing Signage is the responsibility of the owner and is not included in the County's Schedule of Fees Bylaw.

(5) Address Methodology

- a) Rural Addresses in 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 32 intervals per mile (1.6 kilometres) 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. The interval is reset 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.

- b) Where two primary accesses exist in one address interval an “A” or “B” will be added onto the address number, i.e. 49505A Rge Rd 80. In rare instances; a “C” or “D” etc. may be assigned.
 - c) Each Multi-lot Subdivision shall be divided into sections (derived via road access) with each section being numbered 100, 200, 300, etc. Lot numbers within a Multi-lot Subdivision will typically, be addressed clockwise from the access road entry using an increment of 4, with odd numbers along the South and East, even along the North and West.
 - d) Where more than one addressable Building shares a single Primary Access (i.e. two residences in the same yard), a prefix will be added to the beginning of the address. For example, A 49505 Rge Rd 80 and B 49505 Rge Rd 80. Each sign, where practical, will be installed onto the same post. The prefix letters will increase from left to right.
 - e) Subdivision Signs will be required at the entrance to the subdivision (as outlined in Schedule “D”) and individual lot number signs will be required at the Primary Access to each lot.
 - f) Signs shall be assigned in the manner described in Schedule “A” attached to this procedural appendix and comply with the specifications of attached Schedule “B” & “C”.
 - g) Urban Addressing will be assigned in the following areas within Brazeau County: the Hamlet of Cynthia, the Hamlet of Lodgepole, the Hamlet of Violet Grove, the Hamlet of Poplar Ridge, the Hamlet of Rocky Rapids, the Hamlet of Buck Creek, the locality of Lindale, and any other areas that are determined by the County to be of sufficient urban density to require Urban Addressing. The “urban” Municipal Address will be designated by the Addressing Authority at the time of development or subdivision on a parcel within these areas.
- (6) Additional Documents
- a) Rural Addressing Methodology; Schedule “A”
 - b) Rural Address Sign Specifications; Schedule “B”
 - c) Rural Address Sign Installation; Schedule “C”
 - d) Typical Subdivision Entrance Sign; Schedule “D”

This procedure is effective as of September 11, 2020. Procedures may change from time to time. Changes will be disseminated to employees by whatever means are most effective.

Chief Administrative Officer

SCHEDULE "A"

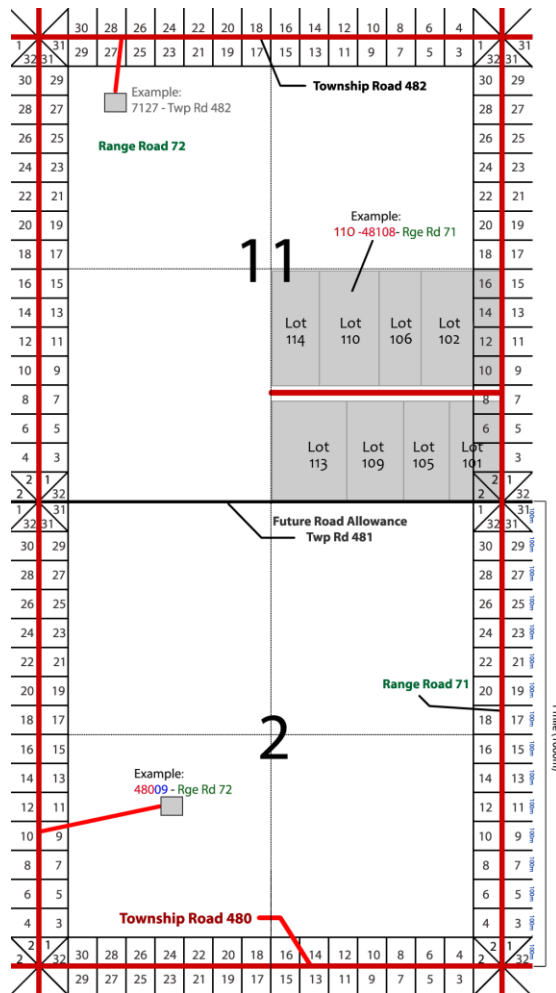
Rural Addressing Methodology

EXAMPLE OF A MUNICIPAL ADDRESS

7401 TWP RD 494

- a) 74 – Reference Road
- b) 01 – Access Interval
- c) TWP RD 494 – Access Road

STANDARD 100 METRE GRID ADDRESSING LAYOUT



SCHEDULE "B"

Rural Address Sign Specifications

100cm x 20cm

SUBSTRATE: 0.80 (2mm) sign sheet aluminum grade 5052-H38

ALUMINUM PANELS: 3M High Intensity Prismatic – blue background, single sided
Printed white border

SIZE:

Municipal Address Signs (Rural):

- a) 100cm x 20cm;
- b) Highway "C" font style;
- c) 4" lettering
- d) Brazeau County logo on the bottom right corner

Lot Signs (1 digit):

- a) 25cm x 20cm;
- b) 6" lettering

Multi-Lot Signs (2-3 digits):

- a) 35cm x 20cm;
- b) 6" lettering

STANDARD RURAL ADDRESSING SIGN



LOT SIGNAGE

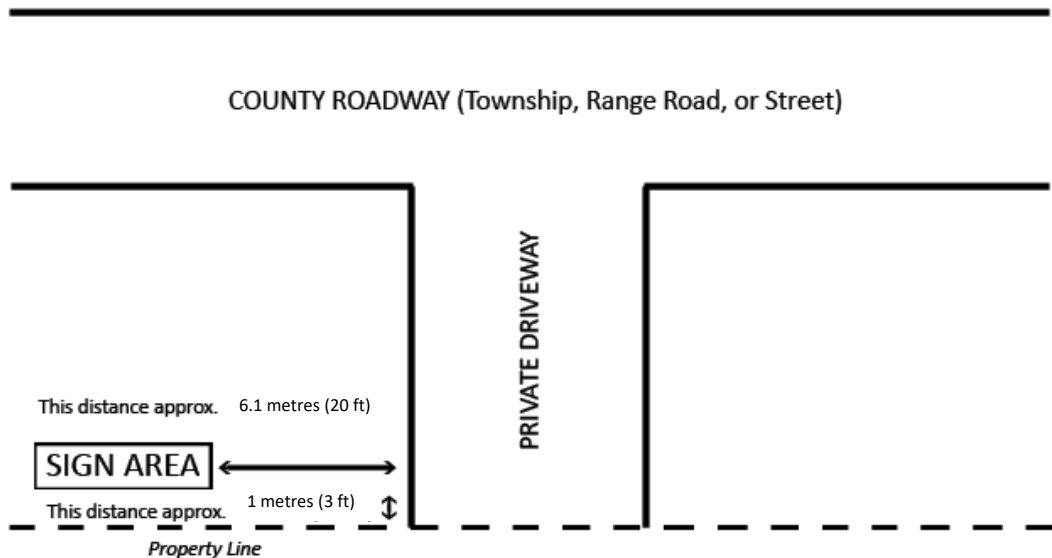


SCHEDULE "C"

Rural Address Sign Installation

Where practical, signs should be installed approximately 1 metre (3.3 feet) outside property lines (i.e. within the 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).



SCHEDULE "D"

Typical Subdivision Entrance Sign

