



## TOWN OF BLACKFALDS BYLAW 1182/14

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### BEING A BYLAW TO ESTABLISH AND MAINTAIN A CIVIC ADDRESS SYSTEM AND TO ESTABLISH NAMING OF STREETS AND DEVELOPMENT AREAS

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WHEREAS the Council of the Town of Blackfalds desires to maintain a civic address system to identify properties and to assist emergency response vehicles in locating the appropriate address and to establish a process for the naming of streets and development areas

NOW THEREFORE the Municipal Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

#### **PART 1 – TITLE**

1. That this Bylaw shall be known as the "Naming and Addressing Bylaw".

#### **PART 2 - DEFINITIONS**

In this Bylaw:

- a) "Address" means the civic address designated by the Town of Blackfalds from time to time, which may include a combination of numbers and/or words.
- b) "Authority" means the Chief Administrative Officer and such staff that are deemed necessary to carry out the functions of this Bylaw.
- c) "Civic Addressing Committee" shall be a committee which includes the following persons:
  - i. Fire Chief from the Blackfalds Fire Department;
  - ii. Director of Infrastructure and Property Services;
  - iii. Planning and Development Manager; and
  - iv. Assessment and Taxation Department Clerk.
- d) "Occupancy" means every building or portion of a building or a sub-unit thereof identified in accordance with the classification designated in the Alberta Building Code, as determined by the Planning and Development Department.
- e) "Owner" means, with respect to a property, the person who is registered under the Land Titles Act as owner of the property;
- f) "Property" means a parcel of land or a building situate thereon;
- g) "Street" shall mean and include all streets, avenues, crescents, drives, boulevards, greens, bays, places, squares, roads, and closes which give access to the front of any occupancy and shall not include any lane.
- h) "Subdivision" shall mean any area that is part of an Area Structure Plan which lays out the future roads and uses of an area of the Town.

#### **PART 3 - PROCEDURES**

2. Every legally registered parcel of land within the corporate limits of the Town shall be designated an address in accordance with the following general rules, wherever possible:

#### **PART 4 - ROADWAYS**

3. Street names shall be approved by the Civic Addressing Committee *using the Civic Addressing Guidelines, attached as Schedule A to this By-law*; taking into consideration any concerns with respect to similar names so as to not create confusion that would jeopardize the safety of residents
4. The name if not historical, may be descriptive, may pertain to the geographical or topographical outlay, or may establish the basis of a theme for subsequent naming with a larger area.



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5. When an area has been determined to have all roadways named, the names for such roadways shall be selected in an alphabetical sequence, with each name beginning with the first letter of the neighbourhood name.
6. The name shall not be duplicated nor shall it approximate phonetically the name of any other area, street, neighbourhood or subdivision already named within the Town of Blackfalds.
7. Where a cul de sac is created from a main street:
  - (a) if the cul de sac has seven or less lots, the name of the street will carry through the cul de sac
  - (b) if the cul de sac has more than seven lots, than a new name will be given to the cul de sac, which shall be different from the adjacent street
8. The Town shall maintain the street address in good condition and shall not cause, allow or permit the visibility of the address from the street to be obscured.

### **PART 5 - BUILDINGS**

9. Addressing of individual parcels within a subdivision shall be assigned by the Planning & Development Department.
10. Even numbers shall be placed on the north and west sides of the streets, and odd numbers shall be placed on the south and east sides of the streets.
11. Each occupancy shall be allocated an individual number. Numbering shall be assigned as follows:
  - a) Residential
    - i) All single-family dwellings shall be numbered in succession by multiples of fours.
    - ii) Where single family dwellings cannot be numbered with every 4th number, because of number restrictions, the numbering will then follow the sequence of numbering in the surrounding area to avoid duplication.
    - iii) Duplexes shall have one address per dwelling unit.
    - iv) Fourplexes shall have one address for the entire building, with internal numbering to be finalized with the Developer and the Planning & Development Department prior to occupancy, unless each dwelling unit is separately metered, at which time individual addresses will be assigned to each dwelling unit.
    - v) Multihousing development (row houses, townhouses) shall have one address per dwelling unit.
    - vi) Residential apartment buildings shall have one address per building, with internal numbering to be finalized with the Developer and the Planning & Development Department prior to occupancy.
    - vii) Mobile Home Park lots will be numbered in increments of one (1).
  - b) Commercial/Industrial
    - i) All commercial/industrial buildings shall be numbered in succession by multiples of fours.
    - ii) Commercial and industrial buildings shall have one numbered address for the entire building. Individual bays within such building shall be numbered in a consecutive numbering sequence, (i.e. Bay #1, Bay #2; etc.)



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### **PART 6 - SUBDIVISION AND AREA STRUCTURE PLANS**

12. Where a subdivision is named, all roads, streets, etc shall start with the same letter as the first letter of the subdivision/Area Structure Plan name.
13. All names of subdivisions shall not create any adverse effect on the community as a whole.
14. Where a developer is looking at a new subdivision area covered by a new ASP, it is recommended that the new area be suitably named by not using a letter that is already in existence, excepting where there is only one (maximum two) streets already named using that letter then the use of those letters may be considered (See attached Schedule B).
  - a) The developer and the Planning Department (at the initial contact for a new ASP) will consider the Bylaw and review possible naming prior to the formation of an ASP
15. The process for naming of subdivisions shall take into account area of land mass, major roadway networks and other features that would be determined as a boundary for name changes from one subdivision to another.
16. Where possible, have naming done in a contiguous manner for smaller subdivisions or development areas that are immediately adjacent to larger existing subdivisions, and where no boundaries exist, shall utilize the same first letter for naming of the subdivision.
17. Schedule B shall be utilized as a guide to assist in establishing names for development areas.
18. Where there is a historical or related significance for an area that the developer in conjunction with the Planning Department shall consider if it follows the aforementioned criteria and qualifies to be named in the manner suggested.

### **PART 7 - ADDRESSING REQUIREMENTS**

19. The requirement for posting of civic addresses, when applicable, will be a condition placed upon issuance of any development permit.
20. In the case where there is no civic addressing and it is required, the municipality shall provide notice in writing to the owner of that property.
21. The owner or occupant shall continuously display the address for such occupancy in a contrasting colour on the exterior of the front door providing principal direct access thereto.
22. The owner shall use numerals or letters which are not less than 6 inches (15.14 cm) in height.
23. No person shall display or permit the displaying of any address on a property other than the address currently assigned pursuant to this By-law.
24. The owner shall maintain the address in good condition and shall not cause, allow, or permit the visibility of the address from the street to be obscured.

### **PART 8 - OFFENCES AND PENALTIES**

25. The Authority is hereby authorized to ensure the provisions of this By-law and to instruct the issuance of offence tickets to any person it reasonably believes has contravened the provision of this By-law.
26. Any person who contravenes any of the provisions of this by-law is guilty of an offence and is liable to a penalty of \$200.00.
27. Any person who, being guilty of a first breach of this by-law, contravenes any of the provisions of this by-law a second time with the same breach within sixty (60) days is guilty of an offence and is liable to a penalty of \$500.00.



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PART 9 – RESCINDED

That Bylaw No. 930/02 and the existing Street Address Policy is hereby rescinded.

PART 10 – DATE OF FORCE

28. That this Bylaw shall come into full force and effect upon the passage of third reading.

READ for the first time this 22<sup>ND</sup> day of JULY, A.D. 2014.

(RES. 216/14)

  
MAYOR MELODIE STOL

  
CAO MYRON THOMPSON

READ for the second time this 12<sup>TH</sup> day of AUGUST, A.D. 2014.

(RES. 330/14)

  
MAYOR MELODIE STOL

  
CAO MYRON THOMPSON

READ for the third and final time this 12<sup>TH</sup> day of AUGUST, A.D. 2014.

(RES. 331/14)

  
MAYOR MELODIE STOL

  
CAO MYRON THOMPSON



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**SCHEDULE A  
CIVIC ADDRESSING GUIDELINES**

In accordance with By-law 930/02, street names shall be selected in accordance with the following:

Alley	A through local roadway located in the rear of the parcel serving only a limited number of dwellings.
Avenue	A through local, collector, or arterial road generally carrying north-south traffic.
Boulevard	An arterial road or major collector carrying predominantly express traffic.
Circle	A roadway which completes a loop upon itself.
Cul-de-Sac	A non-through local roadway
	The following may be used to identify a cul-de-sac:
	<ul style="list-style-type: none"><li>• Bay</li><li>• Close</li><li>• Court</li><li>• Green Place</li></ul>
Crescent	A "U" shaped local roadway or minor collector with structures on both sides, accessible at either end from the same street, and with no other intersections with through streets.
Drive	A lengthy collector or arterial road that is usually winding or curved.
Gate	A short street that provides an entrance to a subdivision.
Highway	Refers to provincially designated roadways.
Lane	A local roadway located in the rear of the parcel serving only a limited number of dwellings.
Road	A through local, collector, or arterial road generally carrying east-west traffic.
Subdivision	Consists of a group of transportation routes.
	The following may be used to identify a subdivision:
	<ul style="list-style-type: none"><li>• Estates</li><li>• Gardens</li><li>• Grove</li><li>• Heights</li><li>• Meadows</li><li>• Ridge</li></ul>
Square	A roadway that forms part of a square, often times embracing an open area.
Street	A through local, collector or arterial road generally carrying east-west traffic.
Trail	A through local, collector or arterial road which spans more than one area of the Town
Way	A local or a major collector carrying predominantly express traffic.



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**SCHEDULE B  
LIST OF NAMING LETTERS USED**

Beginning Letter	Existing Streets/Avenues utilizing letter of alphabet
<b>A</b>	Used in Aspen Lakes and Aurora Heights subdivisions and 2 streets south of Womacks Road – Aspen Crescent and Drive
<b>B</b>	Used as the main road through downtown – Broadway Ave and 2 streets in the Rolling Hills area (Brentwood Dr and Briarwood Cres) and Blackfalds Industrial Way on the east side of Hwy 2A in the industrial area
<b>C</b>	Used in Cottonwood Estates subdivision – it is noted that Cottonwood Dr will continue East and South as part of the transportation network and eventually will exit onto Hwy 597 in the future
<b>D</b>	Only used for Duncan Ave in the west industrial area
<b>E</b>	Used in 2 areas – downtown (East Railway Street and East Avenue) and in Panorama Estates (Eastpointe Drive)
<b>F</b>	Not Used
<b>G</b>	Gregg Street in the downtown area
<b>H</b>	Highway Ave (service road only) on the west side of Hwy 2A
<b>I</b>	Indiana Street in the downtown area
<b>J</b>	Not used
<b>K</b>	One street (not developed) – King Street –south of South Street adjacent to the Tutty property
<b>L</b>	Used in the downtown area – Lawton Ave, Lorne Ave, Lansdowne Ave (used in the downtown area and across the tracks with no connection to the northern portion of Lansdowne Ave). We also have 2 streets in the west area – Leung Road and Laurel Close and 2 condominium projects that were given street names. Additionally we have a new subdivision proposed on the East side of Hwy 2A know as Lakeside with street names related to the neighborhood.
<b>M</b>	McKay Ranch west of Panorama Estates is using the letter M for the subdivision and the related streets. Also used for 2 streets in the downtown area – Minto Street and Moore Street
<b>N</b>	Not used
<b>O</b>	Not used
<b>P</b>	Used in Panorama Estates and Parkwood area on the east side of Hwy 2A, with Park Street extended into the Downtown area. There is also one other street south of Womacks – Poplar Avenue using the letter P
<b>Q</b>	Queen Cres – in the downtown area west of Hwy 2A south of Gregg Street
<b>R</b>	Rolling Hills Estates (west of the railway and north of South Street) and 3 streets with the letter R – future development to the south of this subdivision will use the letter R for the streets also. We also have one street at the south end of the downtown area – Romanson Lane



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<b>S</b>	Main concentration for the letter S is north of Womacks Road, south of Westbrooke Road between Westridge Dr and Broadway Ave. There are additional streets using the S – Stanley Street (south of the Multiplex) and in the downtown area – Shull Street, Schular Ave and of course South Street which traverses the whole town boundaries from West to East
<b>T</b>	One street south of South Street is registered as Trout Street (not developed)
<b>U</b>	Not used
<b>V</b>	Valley Ridge Estates bounded by Womacks Road on the south and Aspen Lakes on the north uses the letter V in street naming. We also have the west arterial named Vista Trail
<b>W</b>	In the downtown area we have Waghorn St. and Wilson St. There is also an area known as Harvest Meadows that uses the letter W for street naming bounded on the south by Womacks Road and on the north by Aspen Lakes subdivision
<b>X</b>	Not used
<b>Y</b>	Not used
<b>Z</b>	Not used