



City of Chestermere
PROVINCE OF ALBERTA

Bylaw #030-25

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Municipal Addressing Bylaw

A BYLAW OF THE CITY OF CHESTERMERE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY NUMBERING OF PARCELS OF LAND, BUILDINGS, UNITS, AND INTERNAL SUITES IN THE CITY OF CHESTERMERE.

WHEREAS the *Municipal Government Act, RSA 2000, c.M-26*, Section 58 (1) and (2) grants a municipality the authority to assign a means of identification to buildings or parcels of land and to require an Owner or occupant of a building or a parcel of land to display the identification in a certain manner; and

AND WHEREAS it is desirable for Properties to be clearly identified in the event of an emergency requiring Police, Fire, Emergency Medical Services or Peace Officers.

NOW, THEREFORE THE COUNCIL OF THE CITY OF CHESTERMERE, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

1.1 This Bylaw may be cited as the “Municipal Addressing Bylaw”.

2. DEFINITIONS

2.1 “Act” or “MGA” means the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended;

2.2 “Address Number” means the Address that is designated by the Addressing Authority, which includes the municipal assigned Number but not the road name and the Number of a Property which is used, or intended to be used, as part of an Address for the Property;

2.3 “Address Sign” means a sign on which displays the municipal Address, or unit Number, or combination thereof, of a Property or premises on which the sign is located, erected, or displayed;

2.4 “Addressing Officer” means the Chief Administrative Officer (CAO) or their designated representative;

2.5 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the City of Chestermere, Alberta appointed by Council, or their designate pursuant to the Act;

2.6 “City” means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere’s corporate limits, as the context requires;

- 2.7 “Council”** means the duly elected Mayor, and Councillors of the City of Chestermere;
- 2.8 “Lane”** means a private Lane, a public Lane and a public walkway that is not adjacent to a public roadway;
- 2.9 “Owner”** means
- a. with respect to a Property, the Person who is registered under the *Land Titles Act, R.S.A. 2000, c. L-4*, as amended, as the Owner of land; or
 - b. in the case of Property other than land, any Person who is in lawful possession thereof;
- 2.10 “Peace Officer”** means a member of the Royal Canadian Mounted Police, a member of the Police of Jurisdiction, a Peace Officer as defined in the *Peace Officer Act, S.A. 2006, c. P-3.5* and the regulations thereof, as amended or replaced from time to time and a Bylaw Enforcement Officer as defined in the *MGA*, as amended from time to time;
- 2.11 “Person”** means an individual or any business entity including an association, company, corporation, firm, partnership, or society;
- 2.12 “Property”** means a parcel of land, a building or a unit or sub-unit within a building;
- 2.13 “Structure”** means any building or structure capable of being occupied by one or more Persons;
- 2.14 “Violation Ticket”** means a summons violation ticket issued under Part 2 or Part 3 of the *Provincial Offences Procedures Act, R.S.A. 2000, c.P-34*, as amended.

3. APPLICATION

- 3.1** Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, another Bylaw or any requirement of any lawful permit, order, or license.
- 3.2** Any heading, sub-heading, or table of contents in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- 3.3** All the schedules attached to this Bylaw shall form a part of this Bylaw.

- 3.4** This Bylaw is gender neutral.
- 3.5** A copy of a Record of the City, certified by a designated Peace Officer as a true copy of the original, shall be admitted in evidence as Prima facie proof of the facts stated in the Record without proof of the appointment or signature of the Person signing it.

4. AUTHORITY OF THE CITY AND REQUIREMENTS OF ADDRESSING

4.1 Authority

- a.** The Addressing Officer is authorized:
- i.** to assign Numbers, in an Orderly manner to parcels of land, buildings, units and sub-units within buildings; and
 - ii.** to revise such Numbers from time to time in the interest of public safety and uniformity.
- b.** The Addressing Officer shall keep a record of all Numbers assigned to Properties pursuant to this Bylaw.

4.2 Addressing Procedure

- a.** For Properties with multiple street frontages, the municipal Address shall be assigned based on the primary frontage, typically defined by the location of the front-facing garage or main entrance. Address Numbers must be displayed facing the assigned street only, and not toward any secondary frontage.
- b.** The Owner of a Property on which a structure has been erected, or is being erected, shall cause the Address Number assigned to the Property pursuant to this Bylaw to be displayed, at all times, at a location plainly visible from the roadway from which the Property is accessed.
- c.** The Owner of a Property which has access to a Lane shall display the Address Number assigned to the Property at a location clearly visible from the Lane.
- d.** The Owner of a Property which has access to the lake shall display the Address Number assigned to the Property at a location clearly visible from the lake.
- e.** The Address Number shall be a contrasting colour with the background on which the Number is displayed.
- f.** The Owner of a Property on which a structure has been erected which has access to a Lane shall, cause the Number assigned to the Property pursuant to this Bylaw to be displayed, at all times, at a location plainly visible from the Lane.

- g. All Numbers required to be displayed pursuant to this Bylaw shall be displayed, at all times, in a conspicuous manner to be plainly visible from the adjacent roadway or Lane, as the case may be.
- h. Where a name is used at any time or time, to supplement the Address for a Property, the Owner of the Property shall inform the Addressing Peace Officer in writing of the name, including any revisions thereof.

4.3 Address Notification

- a. Unless a shorter notice period is agreed to by the Owner of the Property, the Addressing Officer shall give the Owner of a Property at least 60 days' notice in writing of any Number to be assigned to the Property including any revisions thereof.
- b. Such notice may be given:
 - i. by delivering the notice in Person to the Owner; or
 - ii. by sending the notice to the Owner by ordinary mail at the Address for such Owner shown on the tax toll.
- c. Notwithstanding Subsection (a), the Owner of a Property who has been given notice pursuant to Subsection (a), any, at any time within the 30 days immediately following the giving of such notice, request the Addressing Officer to extend the effective date for the assigning of or revision of a Number to their Property by a further period not exceeding 120 days by filing a written request with the City clerk and the Addressing Officer shall extend the effective date in accordance with such request.

5. OFFENCES

- 5.1** No Person being the Owner of a Property shall fail to display an Address Number on that Property as required by this Bylaw.
- 5.2** No Person being the Owner of a Property shall display an Address Number that does not comply with the requirements laid out in this Bylaw.
- 5.3** No Person being the Owner of a Property shall display, or permit the displaying of, any Address Number on a Property other than the Number currently assigned pursuant to this Bylaw.
- 5.4** No Person shall display obstruct a Peace Officer conducting an investigation or exercising authority under this Bylaw.

6. REMEDIAL ORDERS

- 6.1** A Remedial Order may be issued to mandate compliance with the provisions of this Bylaw.
- 6.2** Every Remedial Order written with respect to this Bylaw shall:
- a. indicate the Person to whom it is directed;
 - b. identify the Property to which the Remedial Order relates by municipal address or legal description, if relevant;
 - c. identify the date that it is issued;
 - d. identify how the Person or Premises fails to comply with this or another Bylaw;
 - e. identify the specific provisions of the Bylaw the Person or Premises contravenes;
 - f. identify the nature of the remedial action required to be taken to bring the Person or Premises into compliance;
 - g. identify the time within which the remedial action must be completed;
 - h. Indicate that if the required remedial action is not completed within the time specified, the City may take whatever action or measures are necessary to remedy the contravention;
 - i. indicate that the expenses and costs of any action or measures taken by the City under this Section are an amount owing to the City by the Person to whom the Remedial Order is directed;
 - j. indicate that the expenses and costs referred to in this Section may be attached to the tax roll of the Property if such costs are not paid by a specified time;
 - k. indicate that a Person to whom a Remedial Order is directed may seek a review of the Order by filing a request for review in writing with the City in accordance with Section 547 of the *Municipal Government Act*, R.S.A.;2000, c. M-26;
 - l. a Remedial Order written pursuant to this Bylaw shall be served on the Owner by:
 - i. delivering the Remedial Order Personally to the Owner of the Premises to which it relates;
 - ii. leaving the Remedial Order for the Owner at the Premises with a Person who appears to be at least 18 years of age;
 - iii. posting the Remedial Order in a conspicuous place on the Premises to which the Remedial Order relates, or on the private dwelling place of the Owner of the Premises, as registered at the Land Titles Office or on the municipal tax roll for the Premises. The Remedial Order shall be deemed to be served upon the expiry of 3 days after the Remedial Order is posted; or
 - iv. sending the Remedial Order by registered mail to the last known address of the Owner, and the Remedial Order shall be deemed to be served upon confirmation of receipt of the registered mail.

- m. sending the Remedial Order regular mail to the last known address of the Owner, and the Remedial Order shall be deemed to be served 7 days after the date of mailing.

- 6.3** A Remedial Order written pursuant to this Bylaw shall be served on a Person by:
- a. delivering the Remedial Order Personally to the Person named in the Order;
 - b. leaving the Remedial Order at the residence of the named Person with a Person who appears to be at least 18 years of age;
 - c. posting the Remedial Order in a conspicuous place on the premises known or declared to be the residence of the named Person. The Remedial Order shall be deemed to be served 7 days after the Remedial Order is posted;
 - d. sending the Remedial Order by registered mail to the last known Address of the Person, and the Remedial Order shall be deemed to be served upon confirmation of receipt or refusal of the registered mail; or
 - e. sending the Remedial Order by regular mail to the last known Address of the Person, and the Remedial Order shall be deemed to be served 7 days after the date of mailing.

- 6.4** No Person shall fail to comply with a Remedial Order issued under this Bylaw.

7. APPEAL OF REMEDIAL ORDERS

- 7.1** A Person to whom a Remedial Order is directed may seek a review of the Order by filing a request for review in writing with the City in accordance with Section 547 of the *Municipal Government Act, R.S.A. 2000, c. M-26* and paying a \$100.00 administrative fee.
- 7.2** A review requested pursuant to this Section must state the name of the appellant, the municipal Address of the Property to which the Person being appealed from resides, a daytime telephone contact Number at which the appellant may be reached, and an Address at which documents in relation to the appeal may be delivered.
- 7.3** Upon review of the Order, Council may confirm, vary, substitute, or cancel the Remedial Order.
- 7.4** Council may provide their decision verbally or in writing to the appellant.
- 7.5** If a decision is in writing, the CAO may serve the decision to the appellant in the same manner as a Remedial Order in Section 7.2.
- 7.6** If a request for review of a Remedial Order is received after the applicable

deadline, no review will be scheduled, and the appellant will be informed of such.

8. PENALTIES

- 8.1 Any Person who contravenes any of the provisions of this Bylaw by doing any act or thing which the Person is prohibited from doing is guilty of an offence.
- 8.2 Any Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00 or a term of imprisonment not exceeding one year or both fine and imprisonment and, in default of payment, to a term of imprisonment not exceeding one year.
- 8.3 Where there is a specified penalty listed for an offence in Schedule "A" of this Bylaw, that amount is the specified penalty for the offence.
- 8.4 Where there is a minimum penalty listed for an offence in Schedule "A" of this Bylaw, that amount is the minimum penalty for the offence.
- 8.5 If a Person is convicted twice of the same provision of this Bylaw within a 24-month period, the minimum penalty for the second conviction within a 24-month period shall be twice the amount of the specified penalty found in Schedule "A".
- 8.6 If a Person is convicted a third time of the same provision of this Bylaw within a 24-month period, the minimum penalty for the third conviction within a 24-month period shall be three times the amount of the specified penalty found in Schedule "A" but not more than \$10,000.00 dollars.
- 8.7 No Person shall fail to comply with or fail to do anything that a Person is required to do pursuant to the provisions of this Bylaw.

9. VIOLATION TICKETS

- 9.1 Where a Peace Officer believes that a Person has contravened any provision of this Bylaw, they may commence proceedings by issuing a violation ticket in accordance with the *Provincial Offences Procedure Act, R.S.A. 2000, c. P-34*.
- 9.2 This Section shall not prevent any Peace Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act, R.S.A. 2000, c. P-34*, or from relaying information instead of issuing a violation ticket.

10. INVESTIGATION OF COMPLAINTS

- 10.1** A Peace Officer may, at their discretion, refuse to investigate or take any action on a complaint if the Peace Officer reasonably believes that:
- a. the complaint is frivolous, vexatious, without merit or not in the public interest;
 - b. the complaint falls outside the scope of this Bylaw;
 - c. the complaint is not supported by evidence or information; or
 - d. the complaint is more appropriately dealt with by another authority or agency.
- 10.2** A Peace Officer who refuses to investigate or take any action on a complaint under this Section shall not be held liable for any damages or losses arising from the refusal, unless appealed, unless otherwise provided by law.
- 10.3** Nothing in this Section shall limit or affect the right of any Person to seek redress or relief through any other legal or administrative process.

11. SEVERABILITY

- 11.1** If any Section or parts of this Bylaw are found in any court of law to be illegal, unenforceable or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and enacted as such.
- 11.2** This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ A FIRST TIME: September 9, 2025

READ A SECOND TIME: September 9, 2025

MOVED TO THIRD AND FINAL READING OF BYLAW #030-25, BEING THE MUNICIPAL ADDRESSING BYLAW. UNANIMOUSLY

READ A THIRD TIME: September 9, 2025

RESOLUTION NUMBERS:

250909-11

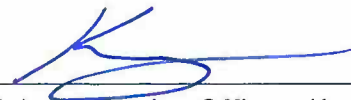
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250909-13

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Mayor, Shannon Dean



Chief Administrative Officer, Kent Edney

SCHEDULE "A"

Section	Offence	Minimum Penalty	Specified Penalty
5.1	Failing to display an Address sign	\$100.00	\$200.00
5.2	Display an Address Number that does not comply with this Bylaw	\$100.00	\$200.00
5.3	Displaying an incorrect Property Address	\$100.00	\$200.00
5.4	Obstruction of a Peace Officer	\$500.00	\$1000.00
6.4	Failing to comply with a Remedial Order	\$1500.00	\$2500.00
8.7	Contravention of provisions of this Bylaw	\$50.00	\$100.00