

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1294

**A BYLAW FOR THE PURPOSE OF DISPLAYING
AN ADDRESS IN THE CITY OF GRANDE PRAIRIE**

(As Amended by Bylaw C-1294A and C-1489)

WHEREAS it is deemed to be in the public interest to enact a bylaw for the purpose of displaying an Address.

AND WHEREAS Section 58, of Municipal Government Act, RSA 2000, Chapter M-26, as amended, provides as follows:

- (1) A municipality may name roads or areas within its boundaries and may assign a number or other means of identification to buildings or parcels of land.
- (2) A municipality may require an owner or occupant of a building or a parcel of land to display the identification in a certain manner.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Name

- 1.1 This Bylaw shall be called the "The Display of Address Bylaw".

2. Definitions

- 2.1 **"Accessory Building"** means a structure that is subordinate to, exclusively devoted to, and located on the same Parcel as the Building.
- 2.2 **"Address"** means the civic address assigned by the City from time to time, which may include a combination of numbers and letters.
- 2.3 **"Advertising Message"** means any word, letter, model, picture, symbol, device, or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purpose of advertisement, announcement or direction.
- 2.4 **"Building"** means any structure having a roof supported by columns or walls and intended for shelter, housing or enclosure of any individual, animal, process, equipment, goods, or material of any kind, but does not include an Accessory Building.
- 2.5 **"City"** means the Corporation of the City of Grande Prairie.
- 2.6 **"Development"** has the meaning set out in the City's Land Use Bylaw as amended from time to time.

- 2.7 **"Occupant"** means a Person who:
- (a) is in physical possession of a Property, or
 - (b) has responsibility for, and control over, the condition of a Property, the activities conducted on that Property, and the Persons allowed to enter that Property.
- 2.8 **"Owner"** means any Person who is registered as the owner of land under the Land Titles Act, RSA 2000, Chapter L-4 as amended from time to time.
- 2.9 **"Parcel"** has the meaning set out in the Municipal Government Act, RSA 2000, Chapter M-26 as amended from time to time.
- 2.10 **"Peace Officer"** means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.
- (Bylaw C-1489 – July 14, 2025)**
- 2.11 **"Person"** includes a corporation and the heirs, executors, administrators or other legal representatives of a person.
- 2.12 **"Primary Access"** means the main access to a Parcel as identified by the City.
- 2.13 **"Property"** means a Parcel, or a Building situated on a Parcel.
- 2.14 **"Road Right-of-way"** means:
- (a) a road allowance established by a survey, made under the Surveys Act, RSA 2000, Chapter S-26; or
 - (b) a road widening road diversion, highway, road, street, avenue, walkway or other public right of way as shown on a plan of survey registered with the Registrar of Land Titles.
- 2.15 **"Roadway"** means any thoroughfare, highway, street, avenue, crescents, drives, and boulevards which give access to the front of any Property but does not include any lanes.
- 2.16 **"Rural Address Sign"** means a sign which complies with the requirements of Section 9 of this Bylaw.
- 2.17 **"Rural Service Area"** means the area identified on the City's Land Use Bylaw map as the Rural Service Area, as it may be amended from time to time.
- 2.18 **"Suite"** means a portion of a Building, including suites, bays, condominium units, or apartments.
- 2.19 **"Violation Ticket"** has the meaning as the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended from time to time.
3. The City will assign an Address to all Parcels having a Primary Access onto a developed Public Road Right-of-way.

4. The Owner and the Occupant of the Property are responsible for displaying the Address in accordance with the provisions of this Bylaw.
5. The Owner and the Occupant of the Property shall:
 - 5.1 ensure that all Addresses are displayed in a legible form.
 - 5.2 cease to use an incorrect Address, or an Address not assigned by the City when notified in accordance with Section 11.
 - 5.3 be responsible for all costs associated with the general maintenance of the Address or the Rural Address Sign, including the installation and replacement of the Address or Rural Address Sign.
 - 5.4 make any required changes to the Address within thirty (30) days of written notification by the City of an Address change.
6. The Owner of a Development upon which a Building is being developed shall ensure that a temporary Address is displayed at all times and is plainly visible from the Roadway.
7. The Owner of a Development consisting of more than one (1) Building and using an internal Roadway access system shall be responsible for the construction, and maintenance of the display of Address signage indicating the location of internal Buildings and Suites to the satisfaction of the City.
8. The Owner shall ensure that the Address complies with the following standards:
 - 8.1 The Address assigned by the City shall be affixed to a Building no higher than the ceiling level of the ground floor or in an equivalent height in the case of other Buildings, and at least 1.2 m above ground.
 - 8.2 The Address displayed shall be clearly visible from the Roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Adjacent Roadway	Minimum Character Size
0 - 15 m	10 cm
15 - 20 m	15 cm
Greater than 20 m	20 cm

- 8.3 Notwithstanding (8.2) above, where the Building is set back from the Property line 10 m or more or has landscaping obscuring visibility of the Building, a sign may be erected within the Property line displaying the Address of the Building. This sign may not contain any Advertising Message.

9. The owner of a Parcel which is within the Rural Service Areas shall be responsible for the supply, installation and maintenance of a Rural Address Sign:
- 9.1 in the manner described in Schedule "A" attached to this Bylaw; and
 - 9.2 to the specifications described in Schedule "B" attached to this Bylaw.
10. No Person may remove, damage, deface, or obliterate or destroy an Address placed upon or affixed to any Building, except during demolition of the Building.

11. **Enforcement:**

- 11.1 If the City receives a complaint of a contravention of this Bylaw, it may send notice of the contravention by certified mail to the Owner or Occupant or both. Such notice shall include:
- (a) Nature of the infraction of this Bylaw;
 - (b) Corrective measures required to comply with this Bylaw; and
 - (c) The time within which such corrective measure must be performed.
- 11.2 Upon written notification by the City of a contravention of this Bylaw, the Owner or Occupant shall rectify the identified contravention within thirty (30) days.
- 11.3 If the Owner or Occupant does not rectify the identified contravention within the time set out in section 11.2, the Owner or Occupant is guilty of an offence and may be issued a Municipal Tag or Violation Ticket by a Peace Officer pursuant to the Provincial Offences Procedure Act.

(Bylaw C-1294A – January 27, 2020)

- 11.4 Service of a Municipal Tag shall be sufficient if it is:
- (a) personally served; or
 - (b) left for the Owner or Occupant at their residence with a person who appears to be at least eighteen (18) years of age.

(Bylaws C-1294A – January 27, 2020 and C-1489 – July 14, 2025)

12. Notwithstanding sections 11.1 to 11.3, a Peace Officer may issue a Municipal Tag or Violation Ticket, pursuant to the Provincial Offences Procedure Act, to any person who contravenes any section of this Bylaw

(Bylaw C-1294A – January 27, 2020)

13. Each day of violation of any provision of this Bylaw constitutes a separate offence.

14. **Penalty**

- 14.1 Any person who contravene any provision of this Bylaw is guilty of an offence, and is liable:
- (a) for a first offence to a specified fine of \$250.00; and
 - (b) for a second subsequent offence, within a calendar year, to a specified fine of \$500.00.

(Bylaw C-1294A – January 27, 2020)

15. **General**

15.1 If a portion of this Bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided by amending this Bylaw, and the rest of the Bylaw remains valid and effective.

16. **Repeal**

2.1. Bylaw C-523A is hereby repealed.

17. **Effective Date**

17.1 This Bylaw shall take effect on the date it is passed.

READ a first time this 22 day of August, 2016

READ a second time this 22 day of August, 2016.

READ a third time and finally passed this 22 day of August, 2016.

"B. Given" (signed) _____

Mayor

"K. Anderson" (signed) _____

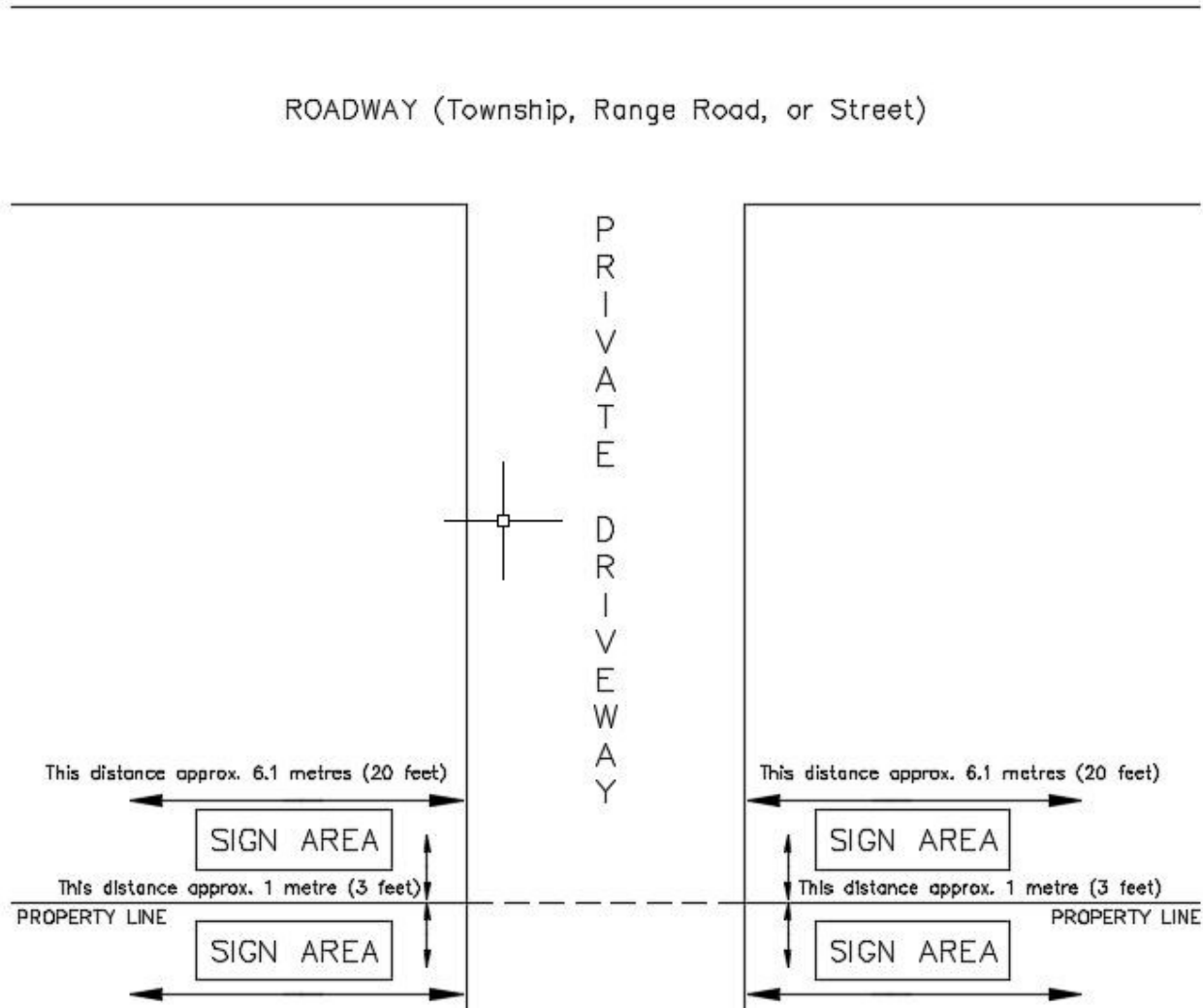
Corporate Services Director

BYLAW C-1294

SCHEDULE "A"

PRIMARY ACCESS SIGNAGE

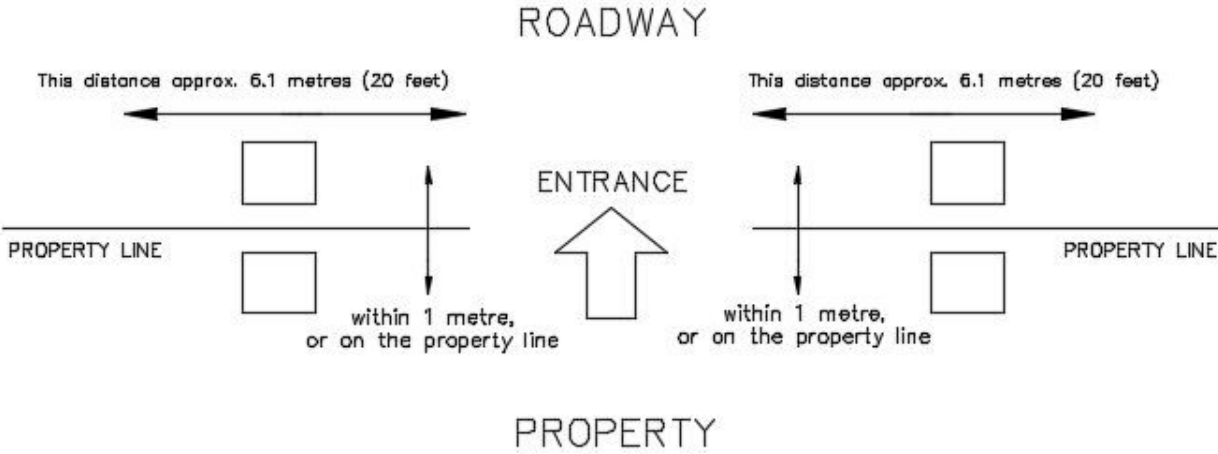
RURAL SERVICE AREA



Signs shall be placed within 6.1 meters (20 feet) on either side of the shoulder of the driveway (approach) and located 1 meter (3.3 feet) from the property boundary either within the property boundary or within the road-right-of-way boundary. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign) and no higher than 2 meters (6.6 feet) from ground level (measured from top of sign).

RURAL ADDRESS SIGNS

Lot signs and hamlets must be placed either on the property line or 1 meter (3.3 feet) on either side of the property line and within 6.1 meters (20 feet) on either side of the entrance to the property. In the case of a building which fronts the roadway within 1 meter (3.3 feet), the sign may be placed on the building. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign) and no higher than 2 meters (6.6 feet) from ground level (measured from top of sign)



BYLAW C-1294

SCHEDULE "B"

RURAL ADDRESS SIGN SPECIFICATION

SUBSTRATE: H5052H38 Sign Grade Aluminum

SIGN FACE: 3M High Intensity Prismatic Reflective Sheeting

SIZE:

Rural Address Signs: 8" (20.32cm) high:
9-13 Characters - 40" (101.6cm); 14-17 Characters - 50" (125cm)

Rural Hamlet Lot Signs: 8" (20.32cm) high:
4 Characters - 12" (30cm)

City Residential Subdivision Lot Signs: 8" (20.32cm) high:
1-3 Characters - 12" (30cm)

MOUNTING HOLES:

- Two 3/8" (0.95cm) holes on each end to assist in mounting of rural sign;
- Two 3/8" (0.95cm) holes in middle of sign to assist in mounting of lot sign.

COLOUR:

Message - White

Background - Green

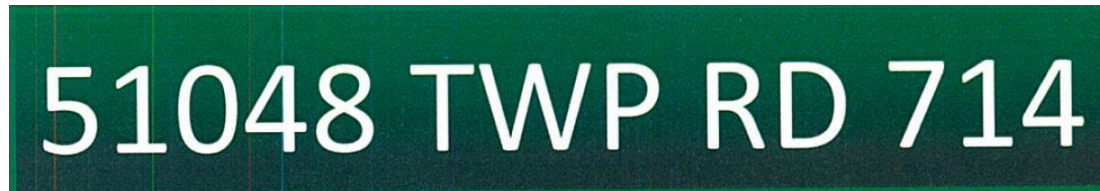
POSTS:

U - Channel (Pipeline post - 1.12lbs/ft. x 7 foot) post and hardware, bolts, nuts, washers, etc.

49 7/32" X 7 7/8" (125 X 20 cm) Rural Address Signs



39 3/8" X 7 7/8" (100 X 20 cm) Rural Address Signs



11 13/16" X 7 7/8" (30 X 20 cm) City Residential Lot Signs

