

TOWN OF TABER
BYLAW NO.20-2025

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING ADDRESSING STANDARDS WITHIN THE TOWN OF TABER.

WHEREAS the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to pass and enforce bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property;

AND WHEREAS section 58 of the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto):

- (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.

AND WHEREAS Council wants to adopt an addressing bylaw;

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

1.0 NAME OF BYLAW

This Bylaw may be cited as the "Addressing Bylaw".

2.0 DEFINITIONS

In this Bylaw:

Act	means the <i>Municipal Government Act</i> , R.S.A. 2000 Chapter M-26, as amended from time to time
Address Number	means the numeric portion of a civic address
Bylaw	means the Addressing Bylaw established by the Municipality
Bylaw Enforcement Officer	means a person appointed by the Town pursuant to the provisions of Section 555 of the <i>Municipal Government Act</i> , R.S.A. (2000), Chapter M-26, and includes a Peace Officer

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Chief Administrative Officer	means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time
Civic Address or Address	means a locational description assigned by the Town consisting of an Address Number and a Street Name
Council	means the Council for the Town of Taber
Lane	means a public thoroughfare for vehicles and provides a secondary means of access to a parcel or parcels; or as defined in the <i>Highway Traffic Act</i> .
Municipal Addressing Committee	means a committee comprised of Town employees, as identified in Schedule B, appointed to carry out the duties prescribed by this bylaw as a municipal naming and addressing authority
Municipality	means the Town of Taber
Municipal Tag	means a document alleging an offence issued pursuant to the authority of a bylaw of the municipality
Owner	means the landowner
Parcel	means the aggregate of one or more contiguous areas of land described in a certificate of title
Primary Access Road	means the road which gives the main vehicular access to a property
Property	means a parcel of land in the Town
Road	means any thoroughfare, street, lane or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles
Street Name	means the name assigned to a road by the Town

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Structure	means any building or structure intended for use or occupancy by one or more persons
Ticket	means a ticket issued pursuant to Part 2 of the <i>Provincial Offences Procedure Act</i> , RSA 2000 Chapter P-34
Unit	means a portion of a building which is designed for, or which forms a separate occupancy, including suites, bays, condominium units, or apartments

3.0 GENERAL

3.1 MUNICIPAL ADDRESSING COMMITTEE

3.1.1 Those individuals appointed by the Chief Administrative Officer from Town Departments as identified in Schedule "B" of this Bylaw.

3.2 DUTIES OF THE MUNICIPAL ADDRESSING COMMITTEE

3.2.1 The committee shall name roads, open spaces, parks and facilities that are not named through the public process or corporate sponsorship process. The committee and/or associated departments shall recommend to Council the name of major parks and facilities.

3.2.2 In selecting names for roads, open space, parks and facilities, the committee shall give priority to:

3.2.2.1 Names that are assigned in an approved area structure plan or outline plan, or

3.2.2.2 Names which have been recommended by the developer, or

3.2.2.3 Names which have historic significance, or include the names of noteworthy persons, geographical areas and historic events that are significant to the town, or

3.2.2.4 Names of a community organization, neighbourhood name, or adjacent road

3.2.3 The committee shall ensure that proposed names are unique, not duplicates, appropriate and not easily confused with other names adopted or in use,

3.2.4 The committee shall determine appropriate street types (such as boulevard, crescent, drive, etc.):

3.2.4.1 For the road hierarchy described in an Outline Plan and in accordance with the Canada Post Addressing Guidelines, street types and their abbreviations,

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- 3.2.4.2 For roads when they do not fall into a uniform grid system or are not described in an Area Structure Plan or Outline Plan,
- 3.2.5 The committee shall submit to Council recommended name changes for existing roads. This shall be accompanied by rationale for and the financial / administrative implications of such change
- 3.2.6 The committee shall have the authority to draft policies and procedures for its use
- 3.2.7 Decisions of the committee shall be by consensus of the committee members present at the meeting
- 3.2.8 The committee shall ensure that every parcel in the Town has a civic address that is in accordance with the Addressing Manual identified as Schedule "A" of this Bylaw
- 3.2.9 The committee shall administer the "Change of Address Process" described in section 3.4.

3.3 ADDRESS DISPLAY

- 3.3.1 The Owner of any Property in the Town shall ensure:
 - 3.3.1.1 That the address numbers are in a color that contrasts with the color of the surface on which they are displayed
 - 3.3.1.2 That the address numbers are displayed in a numerical way only (i.e. 1,2,3).
 - 3.3.1.3 That the address numbers are not obscured by landscaping, fencing, additions, etc. and remain plainly visible from the road and the lane at all times.
 - 3.3.1.4 For the front of the property (facing a road)
 - 3.2.1.4.1 The address number assigned to a property on which a structure has been erected shall be affixed to the structure in a position which is plainly visible from the road to which the property is addressed.
 - 3.2.1.4.2 Where the address number is not visible from the road when mounted on the structure, the address number is displayed on a sign erected in a location close to the parcel access and is plainly visible from the road.
 - 3.2.1.4.3 When a structure is under construction, the address number is displayed in another manner which is plainly visible from the road.

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3.2.1.4.4 When there is more than one unit within a structure, the address number assigned to each unit is displayed on or beside the front door to each unit.

3.2.1.4.5 That the address numbers are not less than 15.24cm (6") in height.

3.3.1.5 For the rear of the property – when abutting a lane:

3.2.1.5.1 When the property abuts a lane, the address number must be in addition to section 3.2.1.1, also plainly visible from the lane.

3.2.1.5.2 That the address numbers are not less than 10cm (4") in height.

3.2.1.5.3 The address numbers are of a reflective material

3.3.2 Any person required to display an address number shall display, install and maintain the address numbers in accordance with this Bylaw

3.3.3 No person shall display or permit the display of an address number on a property other than the address number which has been assigned pursuant to this bylaw.

3.3.4 No person shall remove, or cause to be removed, the address number which has been assigned pursuant to this bylaw.

3.4 CHANGE OF ADDRESS PROCESSES

3.4.1 Request for a change of address:

3.4.1.1 The owner must submit a letter to the Planning Department indicating:

3.4.1.1.1 The present address

3.4.1.1.2 The proposed address

3.4.1.1.3 The reason for requesting the change, and

3.4.1.1.4 The change of address fee in accordance with Schedule "C" of this bylaw

3.4.1.2 The Addressing Committee shall:

3.4.1.2.1 Determine if the request is possible,

3.4.1.2.2 Render a decision on the request,

3.4.1.2.3 Should the request be denied, determine if the fee should be refunded, and

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3.4.1.2.4 Notify parties in accordance with section 3.4.

3.4.2 Town initiated change of address

3.4.2.1 Should a new civic address be assigned as a result of an outline plan amendment or area structure plan amendment, owners are eligible to be reimbursed by the town for readdressing expenses as follows:

3.3.2.1.1 To a maximum of \$500.00 for residential properties

3.3.2.1.2 To a maximum of \$1000.00 for commercial properties

3.4.2.2 The owner must submit a letter to the Planning Department with proof of the associated costs included

3.5 NOTIFICATION OF NEW ADDRESSES / CHANGE OF ADDRESS

3.5.1 The Planning Department shall be responsible for notifying the property owner, Canada Post, Local Utility Companies, and town departments of new civic addresses or changes to existing addresses.

3.5.2 The property owner shall be responsible for confirming that their utility providers are using the correct civic address.

3.6 VIOLATIONS

3.6.1 Where a Bylaw Enforcement Officer believes that any person has committed a breach of any enforceable provision of this bylaw the Officer may serve upon such persons a Municipal Tag or may commence proceedings by issuing a violation ticket in accordance with the "*Provincial Offences Procedure Act*" Alberta.

3.6.2 A municipal tag or violation ticket shall be deemed to have been sufficiently served if:

3.6.2.1 Served in person; or

3.6.2.2 Served by registered mail; or

3.6.2.3 Left at the usual place of abode or business with an occupant or employee who appears to be at least eighteen (18) years of age.

3.6.3 Upon production of any such municipal tag within twenty-one (21) days from the date of service of such notice, together with the payment of the sum specified in Schedule "C" to a person authorized by the Town of Taber or Province of Alberta to receive such payment, an official receipt for such payment shall be issued, and subject to the provisions of this section, such payment shall be accepted in lieu of prosecution. If the person upon whom any such municipal tag or

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violation ticket is served fails to pay the said sum within the time allotted, the provisions of this section shall no longer apply.

3.6.4 The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in schedule "C" of this bylaw in respect of that provision.

3.6.5 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable on summary conviction to a fine of no more than TEN THOUSAND (\$10,000.00) DOLLARS and in default of the payment is liable to imprisonment for a term not exceeding six (6) months.

3.7 COUNCIL DISCRETION

3.7.1 Nothing in this bylaw precludes Council in its discretion from changing the street name or civic address, or both, of a property.

3.7.2 Where Council has decided to change a street name or civic address of a property, the owner of the property may be eligible for reimbursement by the town for readdressing expense, as long as the owner has submitted a letter to the development officer with proof of the associated costs, as follows:

3.7.2.1 To a maximum of \$500.00 for residential properties, or

3.7.2.2 To a maximum of \$1000.00 for commercial properties.

3.7.3 Other than the costs indicated in 3.6.2 above, the town shall not be liable to the owner for any costs, damages or loss resulting from any street name change or civic address change.

3.8 BYLAW COMES INTO FORCE

3.8.1 Section 3.3 shall come into force 24 months from the date of passage of this bylaw.

3.8.2 All other sections of this bylaw shall come into force as the date of passage of this bylaw.

4.0 EFFECTIVE DATE

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 417/2025 Read a first time this 12th day of January, 2026.

RES. 5/2025 Read a second time this 12th day of January, 2026.


RES. 6/2026 Read a third time and finally passed this 12th day of January, 2026.

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TOWN OF TABER



MAYOR

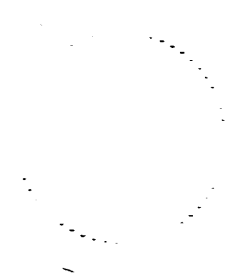


CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

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**Schedule "A"
Addressing Manual**

Refer to the attached Addressing Manual document.



ADDRESSING MANUAL



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2025

Addressing Manual

1. Overview

The Town of Taber, like many communities was designed on a classic urban grid system. Assigning numbers to each property and/or occupancy within the Town of Taber provides locational identification for a variety of services such as:

- Emergency Services
- Utility accounts
- Tax accounts
- Land use permitting and licensing functions
- Canada post
- Other private sectors functions

The efficiency of a property location system depends upon a consistent and logical property numbering process.

Historically addressing parcels within the Town of Taber followed a simplistic format based upon surrounding municipalities. Lots were numbered with even numbers on the south sides of avenues and west sides of streets. Odd numbers were assigned to the north sides of avenues and east sides of streets. Numbering increased as development progressed outward from a central point within the community.

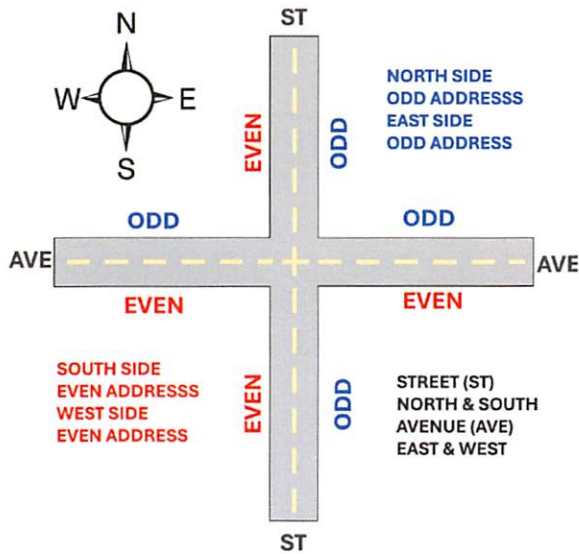
With modern practices of subdivision design, new street patterns have emerged such as the cul-de-sac and p-loop. Changes have also occurred in residential and commercial developments from single buildings with one use on a lot to multiple buildings on a lot with multiple tenants within each building. To facilitate an efficient and consistent property numbering system, a formal addressing procedure and guidelines are a necessity.

Adherence to this guide will ensure regularity and provide residence with familiarity when navigating throughout the town.

2. Format

A civic address shall be assigned to each titled parcel of land within the Town of Taber. Addresses assigned to titled land (parcels) will be known as a “parcel address OR civic address”. For situations where a development consists of multiple residential, commercial or industrial units located on one parcel of land, addresses assigned to each unit will be known as an “alias address”.

Modern subdivision design and development practices have created new curvilinear street patterns and increased densities which require addressing methods to adapt. Even and odd numbering should not switch sides of the roadway because of road curves. Addresses assigned to parcels across the roadway from each other should pair off as close as possible i.e. #39 should be across the street #40.



2.1. Addressing

In the grid system and curvilinear system, parcels on the **south** or **west** side of the roadways should typically be assigned **even** numbers and parcels on the **north** or **east** side of roadways should typically be assigned **odd** numbers a (**south/west even** principle).

Numbers assigned to parcels along a roadway should be consecutive, beginning at a logical starting point.

- In residential subdivisions, the parcel addresses should increase in increments of 4.
- Commercial or industrial subdivisions, where lot frontages are larger, parcel addresses may increase in larger increments where practical.

The number shall generally relate to the location within a particular block. The first two digits of the address should indicate the nearest cross-street.

- Ex: 5101 60 Avenue should come after the cross section of 51st street

Where units have their own exterior entrance, the unit number should be alphabetical, starting at A and increasing from left to right when looking at the building.

3. Different Property Types and How to Address Them

3.1. Apartments

Units within a multi-story apartment building situated on a parcel are numbered by combining the floor number and unit number with the "parcel address". A typical "alias address" for a unit on the fifth floor of an apartment building may be 510, 21 Berkeley Place West.



A typical "alias address" for a unit on the fifth floor of an apartment building may be 510, 21 Berkeley Place West.



For addressing more than one apartment building on a single parcel, follow the recommended approach as outlined in Section 3.9 Multiple Building Residential Developments to number the buildings. Then assign unit numbers within the buildings as previously indicated.

3.2. Bare Land Condominiums

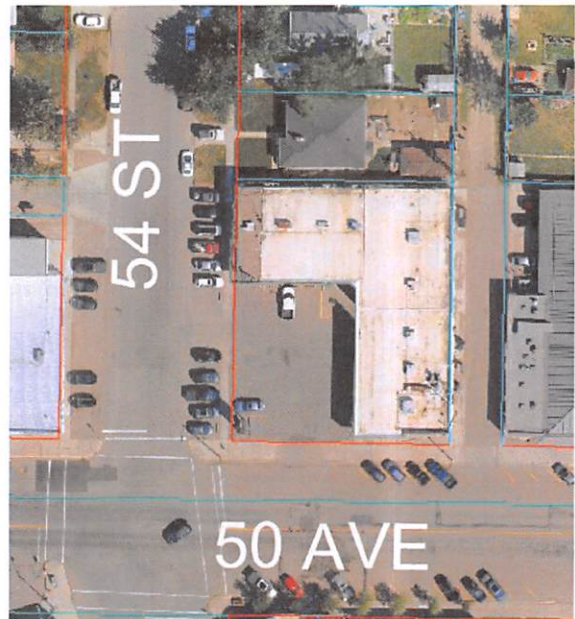
Bare land condominium applications are processed the same as a subdivision application. In most cases, there is an existing parcel that will be the subject of a Bare land application. When there are enough numbers available between adjacent parcels, bare land units within a bare land condominium plan can be treated as if the units are lots facing the street and numbered accordingly.

When this method is not possible, use the "parcel address" in combination with the unit number from the bare land condominium plan to create an "alias address" for each unit.

3.3. Commercial Development

Commercial developments with a single structure on the parcel may or may not have multiple rental bays/units within the structure. In cases where there is one occupant/business in the structure, the "parcel address" will likely be in place before development commences. The occupant/business would use the assigned "parcel address".

In cases where there are multiple rental bays/units within a single structure on a parcel, Each bay/unit number will be alphabetical, starting at A and increasing from left to right when looking at the building and be assigned in combination with the "parcel address" (i.e. Unit A 5800-46 Avenue) as described in Section 2.1.



Commercial developments of the "Big Box" variety involve multiple structures developed on a parcel, some with multiple rental bays. In most cases, the parcel will have a "parcel address" assigned to it at the subdivision stage. As the parcel is developed, assign an "alias address" to each structure, without re-using the "parcel address" if possible. Rental units within each structure will be assigned a unit number as described in Section 2.1.

3.4. Condominium Conversions

In cases where an existing multiple unit residential/commercial/industrial structure is converted to condominium ownership, try to maintain the existing address configuration.

If the structure is not occupied when the condominium conversion application is made, an "alias addresses" may be created by combining the "unit number" on the Condominium Plan, with the "parcel address". This method may work when there is just one structure on the parcel.

When two or more structures are undergoing condominium conversion on a parcel, use the most appropriate method described in Section 3.9 Multiple Building Residential Developments or Section 3.3 Commercial Developments to assign numbers to the developments.

3.5. Corner Lots

Numbers should be assigned to corner lots assuming the development will face the shortest frontage of the lot. Should the lot be developed with the building facing the longer frontage of the lot, an alternate number can be assigned.

If a development appears to have principle entrances facing both frontages, consideration should be given to the roadway which is most prominent. In the event a change of address is required the alternate address will become the official civic address in all records. Notification of affected parties of this change is necessary. The property owner will not be charged for changes in this situation.



3.6. Crescents

Subdivision designs in this category generally have more parcels on one side of the crescent than the other. Consecutive numbers should be assigned, either even or odd, to the side of the street having the greater number of parcels first. An attempt should be made to adhere to the south/west/even principle at the entry point. Assign numbers to the other side of the road giving attention to the "pairing" of numbers on opposite sides of the roadway. Even/odd numbering should not cross the roadway to maintain the south/west/even principle.

3.7. Cul-De-Sacs

In cases where the lots in the access roadway continue into the cul-de-sac, the numbering should continue through the cul-de-sac using the access road name.

Cul-de-sacs, with varying number of parcels, and having a unique street name, should be numbered adhering to the south/west/even principle whenever possible, switching from even to odd at the center of the cul-de-sac bulb.



3.8. Four Unit Dwellings

When one four-plex structure is located on a parcel, the units within the structure will receive a unit number that will be combined with the "parcel address" to form an "alias address" for each of the 4 units. Assign unit numbers to a four-plex with consideration to the grouping of the entrance door locations.

When more than one four-plex structure is located on a parcel, follow the recommended approaches as outlined in Section 3.9 Multiple Building Residential Developments.



3.9. Multiple Building Residential Development

Assigning addresses to multi-family residential developments consisting of more than one structure on a parcel can be achieved through the following method. Assign each structure on the parcel an alias address other than the original parcel address. The units within each structure of the development are then assigned a unit number, when combined with the "alias structure address", will form the "alias address" for the unit.



3.10. P- Loop

P-loops differ from crescents in that they use the same roadway to enter and exit the subdivision. Assigning numbers to this subdivision form should follow the same procedure used for crescents.



3.11. Street-Oriented Townhouse Development

Street oriented townhouse development is typically comprised of 4 or more side by side units, each on its own parcel. In this situation, each unit will use its parcel address.

In cases where the building sits on one lot, the building will use the parcel address and each unit within that building assigned a unit number.



3.12. Two Unit Dwellings

Typically, two unit dwellings are developed in a side by side orientation. This housing form can be developed on a single parcel or on pre-subdivided lots where each side of the duplex is on its own titled parcel. When a two-unit dwelling is developed on a single parcel, the parcel will likely have an existing "*parcel address*". Assign the existing "*parcel address*" to the first unit. Assign an "*alias address*" for the second unit, maintaining an interval of 2 between units. Maintain an interval of 4 numbers between buildings if possible.

During the subdivision process, parcels specifically created for two-unit dwelling development may be included on the plan of subdivision. Assign consecutive even or odd numbers to these parcels, maintaining an interval of 2 numbers between duplex units and an interval of 4 numbers between adjacent parcels.

In cases where there are multiple residential units within a single-family dwelling (i.e. suites), secondary or basement suites will be assigned an "*alias address*" to the parent address, typically starting with '2'. A typical "*alias address*" for a secondary or basement suite may be 2, 1234 — 15 St. S

3.13. Infrastructure

In the cases where a utility, structure or street furniture is in the road right of way and needs to be addressed for permit and/or locational purposes; an "*alias address*" will be created from the nearest adjacent "*parcel address*". In this case depending on where the structure is the "*alias address*" will have the nearest available street address before, between or after the "*parcel address(es)*". Examples of this would be for a public wash room, bus shelter, irrigation controller, electric meter or a water meter.

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**Schedule “B”
Municipal Addressing Committee**

The Municipal Addressing Committee shall be comprised of those individuals holding the following positions with the Town of Taber

- Director of Planning, Development, and Economic Development
- Planning Officer
- Manager of Finance

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**Schedule “C”
Fee Schedule**

Fees:

Change of Address Request Application Fee.....\$250.00

Exemption:

Should a corner parcel be developed with the building facing the longer front property line and a new civic address assigned as a result, the address change is without cost to the property owner.

Fines:

Violation	Penalty
Non- Compliance with display requirements.....	\$250.00
Wrong Address Number Displayed	\$250.00
Failure to install or maintain address numbers.....	\$250.00
Removal of Assigned Numbers	\$250.00

Where any person contravenes the same provision of this bylaw within one twelve month period the following additional fines shall be applied:

Second offence	\$400.00
Third and subsequent offences.....	\$600.00