

CITY OF FORT ST. JOHN

BYLAW NO. 2558, 2021

**HIGHWAY NUMBERING AND NAMING, AND CIVIC
ADDRESSING BYLAW**

A Bylaw of the City of Fort St. John to assign numbers and names to highways, to regulate for the placement and erection of identification signs for dwelling units and building, to regulate for the protection of road signs, and to assign civic addresses and numbers to dwelling units and other buildings.

WHEREAS, municipalities have the authority under the *Community Charter* to assign a name or number to a highway and assign numbers to Buildings and other structures,

THAT, the Council of the City of Fort St. John, in open meeting assembled, enacts as follows:

SECTION 1 – TITLE

1.1 This Bylaw may be cited as “Highway Numbering and Naming, and Civic Addressing Bylaw No. 2558, 2021”.

SECTION 2 – SCHEDULES

2.1 The following schedules are attached to and form part of this Bylaw:

- a) Schedule A – Reference Grid Map;
- b) Schedule B – Bylaw and Enforcement Offences
- c) Schedule C - Designated Bylaw Enforcement Officers

SECTION 3 – REPEAL

3.1 The Town of Fort St. John Highway Numbering and Naming, and House and Building Numbering Bylaw No. 434, 1972 is hereby repealed.

SECTION 4 – DEFINITIONS

4.1 The following words and phrases shall have the following meanings:

“Apartment” means an *Apartment* as defined in the *City’s Zoning Bylaw*.

“Avenue” means a *Highway* which runs in an East to West direction.

“Building” means a *Building* as defined in the *City’s Zoning Bylaw*.

“Bylaw” means *Bylaw*, including all schedules attached hereto.

“City” means the City of Fort St. John.

“Civic Address” means an identification system providing a consistent and understandable method to address and access premises based on a *Road Name* and *civic number*, which indicates the relative position along a *highway*. The three main components are the *civic number*, *Road Name*, and community name.

“Civic Number” means the number component of a *Civic Address* in a *Frontage Interval System* that describes a relative position along a *Highway*

“Council” means *Council* of the City of Fort St. John.

“Duplex Dwelling” means a *Duplex Dwelling* as defined in the *City’s Zoning Bylaw*.

“Dwelling Unit” means a *Dwelling Unit* as defined in the *City’s Zoning Bylaw*.

“Factory-Built House” means a *Factory-Built House* as defined in the *City’s Zoning Bylaw*.

“Factory-Built House Park” means a *Factory-Built House Park* as defined in the *City’s Zoning Bylaw*.

“Freehold” means the ownership of property and where the owner has full use and control over the land and *Building(s)* over it, subject to any rights of the Crown, local bylaws and restrictions at the time.

“Fire Prevention Bylaw” means the *City’s Fire Prevention Bylaw*.

“Fourplex Dwelling” means a *Fourplex Dwelling* as defined in the *City’s Zoning Bylaw*.

SECTION 4 – DEFINITIONS (continued)

4.1 The following words and phrases shall have the following meanings:

“Frontage Interval System” means a system based on the measurement of intervals between the beginning of a *Highway* and the structures along that *Highway*.

“Highway” means a *Highway* as defined in the *City’s Zoning Bylaw*.

“Inspector” means an authorized person designated to enforce under this *Bylaw*.

“Multiple Dwelling Housing” means *Multiple Dwelling Housing* as defined in the *City’s Zoning Bylaw*.

“Municipality” means the Corporation of the City of Fort St. John or the area within the municipal boundaries thereof as the context may require.

“Parcel” means *Parcel* as defined in the *City’s Zoning Bylaw*.

“Road Name” means a non-numerical or numerical identifying name given to a *Highway*. For example, Princess Crescent, 100 Street.

“Street Type” means a *Road Name* identifier which serves to describe the *Highway*. For example, Street, Avenue, Road, & Drive, etc.

“Secondary Suite” means *Secondary Suite* as defined in the *City’s Zoning Bylaw*.

“Semi-Attached Dwelling” means a *Semi-Attached Dwelling* as defined in the *City’s Zoning Bylaw*.

“Single-Detached Dwelling” means a *Single-Detached Dwelling* as defined in the *City’s Zoning Bylaw*.

“Storey” means a *Storey* as defined in the *City’s Zoning Bylaw*.

“Strata” means a title designed to give exclusive use and ownership of a specific housing unit contained within a larger property and shared use and ownership of common area.

“Street” means a *Highway* which runs in a North to South direction.

“Structure” means *Structure* as defined in the *City’s Zoning Bylaw*.

SECTION 4 – DEFINITIONS (continued)

4.1 The following words and phrases shall have the following meanings:

“Suite” means a *Suite* as defined in the *City’s Zoning Bylaw*.

“Townhouse Dwelling” means a *Townhouse Dwelling* as defined in the *City’s Zoning Bylaw*.

“Triplex Dwelling” means a *Triplex Dwelling* as defined in the *City’s Zoning Bylaw*.

“Unit Identifier” means an alphanumeric prefix to the civic number used to identify and describe the *Civic Address* of an individual premise within a *Multiple Dwelling Housing*. For example, B-8315 81 Street or 101-9317 96 Street.

“Zoning Bylaw” means the *City’s Zoning Bylaw*.

SECTION 5 – GENERAL PROVISIONS

5.1 Metric units are used for all measurements in this *Bylaw*.

5.2 All illustrative figures used in this *Bylaw* are not to scale.

5.3 The words “shall”, “must” and “is” require mandatory compliance and the words “should”, “may” and “maybe” shall be required at the discretion of the Director of Planning and Engineering.

5.4 All references to statutes, regulations, *Bylaws*, orders, policies or guidelines of a federal, provincial or other governmental authority is a reference to such statute, regulation, *Bylaw*, order, policy or guideline as amended from time to time.

5.5 The schedules to this *Bylaw* are attached to and form an integral part of this *Bylaw*.

SECTION 6 – VALIDITY

6.1 If any section, subsection, sentence, clause, phrase or map in this *Bylaw* is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the section that it is invalid shall not affect the validity of the remainder of this *Bylaw*.

SECTION 7 – AUTHORIZED PERSONS

- 7.1 The City’s Director of Planning and Engineering or designate, Bylaw Enforcement Officers, Fire Inspectors are appointed as *Inspectors* under this *Bylaw*.
- 7.2 *Council* may, from time to time, appoint additional *Inspectors* by bylaw and/or resolution.
- 7.3 A person must not obstruct or interfere with an *Inspector* in the performance of the *Inspector’s* duties.

SECTION 8 – ADMINISTRATION

- 8.1 All *Road Names* shall be created and assigned by the *Council* except where otherwise provided in this *Bylaw*.
- 8.2 All *Highways* in the *City* shall be assigned *Road Names* and numbering following Schedule A – “Reference Grid Map” and the following:
 - 8.2.1 Schedule A is intended as guidance for administrative purposes for naming future *Highways* in the *City*. The illustrated grid pattern divides the *Municipality* into 810 metre by 810 metre sections which represent the size of a quarter-section of land. The 810 metre sections are approximately 8 blocks by 8 blocks in area;
 - 8.2.2 When new *Parcels* are created or altered once a right-of-way is created by a registered legal plan;
 - 8.2.3 In circumstances where *highways* do not line up according to the grid lines or distances between *highways*, then a Road Number suffix or *Road Name* may be assigned based on best-fit with existing *Road Names* and Schedule A; and
 - 8.2.4 In circumstances of non-linear roads, the *City* will assign a *Road Name* and *Street Type*.
- 8.3 *City* road signs shall be erected in public rights-of-way and shall identify all *Highways* by the number or name assigned to them.

SECTION 8 – ADMINISTRATION (continued)

- 8.4 *Units identifiers* shall not be assigned to illegal *Suites*, internal offices or rooms within a *Building*, offices within offices, or to *Buildings* having a shared entrance to multiple interior *Suites*, with the exception of a *Strata Building* with multiple interior residential dwelling units. *Units identifiers* are intended to differentiate between separate units within the same *Building* with an exterior entrance.
- 8.5 *Road Names* that do not follow the naming convention in this *Bylaw* may be requested in writing to *City* staff and are subject to *Council* approval and will be considered in accordance with *Council's* Road Naming Policy, as may be amended from time to time.
- 8.6 The *City* retains the authority to change *Road Names* as directed by Council resolution (For example, Northern Lights Drive), or in order to resolve emergency response issues.
- 8.7 The *City* retains the authority to change and re-assign *Civic Addresses* where necessary to avoid and/or correct irregularities in order to ensure an adequate supply of *Civic Address* numbers for future development and for emergency response purposes.
- 8.8 Notwithstanding any provision of this *Bylaw* or *Council's* Road Naming Policy, the *City* assumes no responsibility for:
- i) the costs associated with any change to an address;
 - ii) the notification of any person or organization that a change of address has occurred; nor
 - iii) losses, damages or claims arising for any reason from a change of address.

SECTION 9 – ASSIGNING ROAD NAMES

- 9.1 *Streets* shall be assigned by a Road number sequentially starting at 100 Street increasing in number Westward and decreasing in number Eastward, in increments of a value of 1 every 101 meters.
- 9.2 *Avenues* shall be assigned by a Road number sequentially starting at 100 Avenue increasing in number Northward and decreasing in number Southward, in increments of a value of 1 every 101 meters.

SECTION 9 – ASSIGNING ROAD NAMES (continued)

- 9.3 Requests for alternative *Road Names* shall be submitted to the *City* and in accordance with this *Bylaw* and *Council's Road Naming Policy*, as may be amended from time to time.

SECTION 10 – ASSIGNING CIVIC ADDRESSES

- 10.1 *Civic Addresses* shall be assigned when:
- 10.1.1 A new lot(s) is created through subdivision or amalgamation; or
 - 10.1.2 A dwelling or *Building* unit within an existing *Building* is created; or
 - 10.1.3 A new *Building* is created; or
 - 10.1.4 A *Building* Permit is issued for a vacant lot.
- 10.2 *Civic Addresses* shall be determined using a *Frontage Interval System*.
- 10.3 *Civic Addresses* may be determined by using a nearby established address as reference in order to establish a new address.
- 10.4 The *Civic Address* for all *Buildings* and *Structures* shall be based off of the fronting *Highway* that the *Building's* primary access is facing.
- 10.5 Civic numbering shall be assigned in the following way:
- 10.5.1 Along East-West *Highways* civic numbering shall be assigned even numbers on the North side and odd numbers on the South side;
 - 10.5.2 Along North-South *Highways* civic numbering shall be assigned even numbers on the West side and odd numbers on the East side; and
 - 10.5.3 Civic numbering shall be assigned increasing in number from East to West and South to North, and decreasing in number from West to East and North to South.
 - 10.5.4 Odd civic numbering is assigned starting at XXX03, separated by increments of 4.
 - 10.5.5 Even civic numbering starts at XXX04, separated by increments of 4.

SECTION 11 – ASSIGNING CIVIC ADDRESSES BY TYPE OF BUILDINGS AND DEVELOPMENT

- 11.1 *Multiple Dwelling Housing*, including *Apartments*, *condominium Buildings*, *Duplex Dwellings*, *Triplex Dwellings*, and *Fourplex Dwellings*, shall be assigned in the following way:

SECTION 11 – ASSIGNING CIVIC ADDRESSES BY TYPE OF BUILDINGS AND DEVELOPMENT

(continued)

- 11.1.1 One Civic Number per *building*;
- 11.1.2 Each interior *Dwelling Unit* shall be assigned a 3-digit unit number with the first digit being the respective *Storey*. For example, first *Storey* units are numbered 101-199; second *Storey* units are numbered 201-299 and so on; and
- 11.2 *Buildings* in commercial-zoned or industrial-zone *Parcels* shall be assigned the following way:
 - 11.2.1 One civic number per *Building*;
 - 11.2.2 Each unit shall be assigned a 3-digit unit number with the first digit being the respective *Storey*. For example, first *Storey* units are numbered 101-199; second *Storey* units are numbered 201-299 and so on; and
 - 11.2.3 For *Buildings* facing a *Highway*, the numbering sequence shall run left to right.
- 11.3 *Semi-Attached Dwellings* shall be assigned by one civic number per *Dwelling Unit* separated by an increment of 2.
- 11.4 *Factory-Built House Park* shall be assigned the following way:
 - 11.4.1 One civic number shall be assigned to the *Parcel* and a prefix assigned to each *Factory-Built House*; and
 - 11.4.2 Prefixes shall begin at 1 and increase incrementally by 1 starting with *Factory-Built House* closest to the main entrance and proceeding clockwise.
- 11.5 *Single-Detached Dwellings* shall be assigned by one civic number per dwelling.
- 11.6 *Secondary Suites* shall be assigned the following way:
 - 11.6.1 Units shall be assigned to *Civic Addresses* with legal *Secondary Suites*; and
 - 11.6.2 For units, 'A' shall denote the main residence; 'B' shall denote the legal *Secondary Suite*. For example, A-8822 & B-8822.
- 11.7 *Stata Townhouse Dwelling* or *Multiple Dwelling Housing* shall be assigned the following way:
 - 11.7.1 One civic number shall be assigned to the development or *Parcel* with unit numbers assigned to each dwelling; and

SECTION 11 – ASSIGNING CIVIC ADDRESSES BY TYPE OF BUILDINGS AND DEVELOPMENT

(continued)

- 11.7.2 All first Storey *Dwelling Units* shall be numbered between 1 and 199 and continue sequentially even if there are multiple Buildings within the development. Second *Storey* units shall begin with 201 and be numbered in the same manner. Third *Storey* units shall be numbered in the same manner and so on.
- 11.8 Strata Townhouse Dwelling or Multiple Dwelling Housing shall be assigned the following way:
- 11.8.1 One civic number shall be assigned to the development or *Parcel* with unit numbers assigned to each dwelling; and
- 11.8.2 All first *Storey Dwelling Units* shall be numbered between 1 and 199 and continue sequentially even if there are multiple *Buildings* within the development. Second *Storey* units shall begin with 201 and be numbered in the same manner. Third *Storey* units shall be numbered in the same manner and so on.
- 11.9 Freehold Townhouse Dwelling and Multiple Dwelling Housing shall be assigned by one civic number for each freehold dwelling.

SECTION 12 - RESPONSIBILITY OF OWNER AND OCCUPIER

- 12.1 In addition to this Bylaw, a person is responsible for complying with the requirements of all other applicable City Bylaws as well as provincial and federal enactments.
- 12.1.1 An owner or occupier shall ensure their civic is valid as assigned by the *City*.
- 12.1.2 An owner or occupier shall not display an address that is not assigned or validated by the *City*.
- 12.1.3 An owner or occupier of a *Building* or *Structure* shall ensure that the *Civic Address* for the property at which the *Building* or *Structure* is located is posted so as to be clearly visible from the *Highway* and of a colour that contrasts with a surface on which they are mounted and comply with the requirement of the Fire Prevention Bylaw.

SECTION 12 - RESPONSIBILITY OF OWNER AND OCCUPIER (continued)

- 12.1.4 The owner or occupier of a *Parcel* with a *Structure or Multiple Dwelling Housing* shall ensure that the unit identifier for each individual unit are posted in a visible location at the entry to each unit and of a colour that contrasts with the surface on which they are mounted, and comply with the requirements of the *Fire Prevention Bylaw*.
- 12.1.5 The owner or occupier of a multi-residential complex shall post a site plan at the main driveway entry to the complex which shall be clearly visible upon entry to the complex and indicate the unit identifier and the location of access to each unit within the complex, and comply with the requirements of the *Fire Prevention Bylaw*.
- 12.1.6 No person shall:
- i) willfully deface, damage, change or remove any number or name or road sign;
 - ii) Fail to post civic number on a *Building or Structure*;
 - iii) Fail to post unit number(s) on a *Building or Structure*;
 - iv) Fail to post a site plan at the main driveway entrance of a *Parcel* containing multiple *Buildings* and units; or
 - v) Fail to post the assigned civic number within 15 business days after a number has been assigned to a *Dwelling Unit or Building*.

SECTION 13 – CITY RESPONSIBILITIES

- 13.1 The *City* will be responsible for:
- 13.1.1 Keeping a record and scheme of all *Civic Addresses* in the *City*;
 - 13.1.2 Providing notification to property and tenants for newly assigned and changes to a *Civic Address*;
 - 13.1.3 Providing notification of valid *Civic Addresses* within the *City* to government agencies and emergency response providers; and
 - 13.1.4 Sending referral to government agencies and emergency response providers on requests of alternative *Road Names* that do not follow the Schedule A grid pattern, at the discretion of the *City*.

SECTION 13 – CITY RESPONSIBILITIES (continued)

- 13.2 The *City*, at its discretion, may, provide notification to private and public agencies (For example, utility companies, cadastral or mapping companies) at the request of such private or public agency.

SECTION 14 – PENALTIES AND OFFENSES

- 14.1 Any person who contravenes, violates or fails to comply with any provision in this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this Bylaw commits an offence and shall be subject to the following enforcement provisions:
- 14.1.1 the penalties imposed under the *Offence Act*; or
 - 14.1.2 to a fine as imposed by means of a municipal ticket information under the *Community Charter*, as set out in Schedule B, or a *Bylaw* notice under the *Local Government Bylaw Notice Enforcement Act*, plus the costs of prosecution.
- 14.2 If an offence continues for more than one calendar day, separate offences are deemed to occur each day and separate fines may be issued for each calendar day in respect of which the offence occurs or continues.
- 14.3 Nothing in this *Bylaw* limits the *City* from utilizing any other remedy that is otherwise available to the *City* at law in respect to the enforcement of this *Bylaw*.
- 14.4 A violation of any of the provisions identified in this *Bylaw* being addressed within the provisions of section 13 (a)(ii) shall result in liability for penalties in amounts set out in Schedule 'B' of this *Bylaw* and be subject to the procedures, limits, obligations and rights established in the *Bylaw Notice Enforcement Bylaw No. 2428, 2018* and the Local Government Bylaw Notice Enforcement Act



**Highway Numbering and Naming, and Civic Addressing
Bylaw No. 2558, 2021**

INTRODUCED AND READ FOR THE FIRST THREE TIMES THIS 13th DAY OF December, 2021

ADOPTED THIS 10th DAY OF January, 2022

LORI ACKERMAN
MAYOR

BONNIE MCCUE
CORPORATE OFFICER




Schedule A – Reference Grid Map



City of Fort St. John
Highway Numbering and Naming, and
Dwelling Unit and Building Numbering
Bylaw No. 2558, 2021

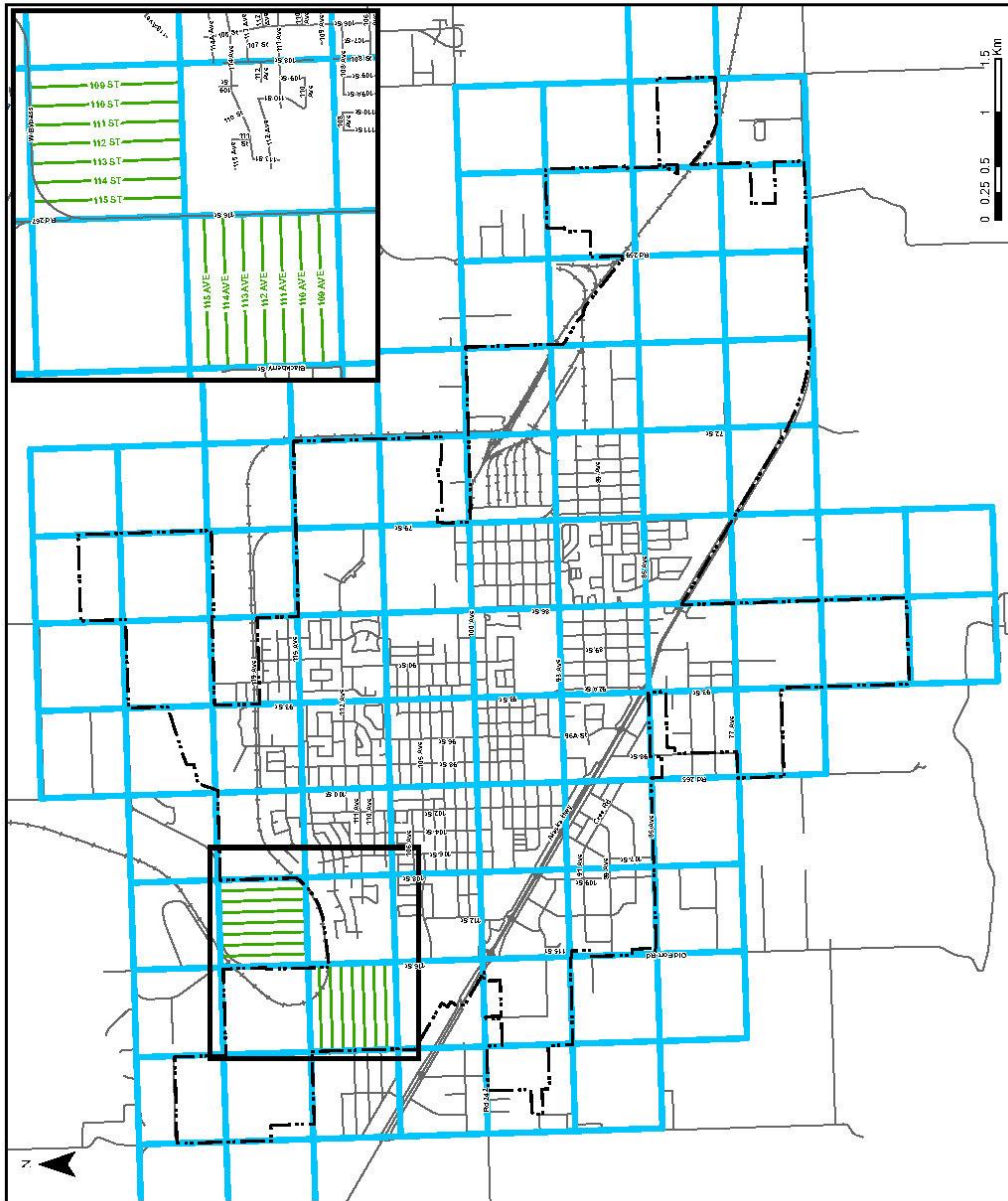
Highway Naming Guide

Legend

-  Municipal Boundary
-  8'0m Grid
-  10'1m Grid

SCHEDULE A

For Illustrative Purposes



SCHEDULE B – Bylaw and Enforcement Offences

COLUMN 1 SECTION	COLUMN 2 OFFENCE	COLUMN 3 PENALTY (\$) (15 - 30 days)	COLUMN 4 EARLY PAYMENT (\$) (1 - 14 days)	COLUMN 5 LATE PAYMENT (\$) (31-60 days) (Collection s 60+ days)	COLUMN 6 COMPLIANCE AGREEMENT AVAILABLE (50% of penalty)
7.3	Obstruct <i>Inspector</i>	\$300.00	\$250.00	\$350.00	NO
12.1.6(i)	Damage number or name	\$200.00	\$150.00	\$250.00	NO
12.1.6(i)	Change number or name	\$200.00	\$150.00	\$250.00	YES
12.1.6(ii)	Fail to post <i>civic number</i>	\$200.00	\$150.00	\$250.00	YES
12.1.6(iii)	Fail to post <i>Unit Identifiers(s)</i>	\$200.00	\$150.00	\$250.00	YES
12.1.6(iv)	Fail to post site plan	\$200.00	\$150.00	\$250.00	YES
12.1.6(v)	Fail to post <i>civic number</i> within 15 days	\$200.00	\$150.00	\$250.00	YES

Schedule C – Designated *Bylaw* Enforcement Officers

Bylaw Enforcement Officer
Director of Planning and Engineering or designate
Fire Inspector