

**OFFICE CONSOLIDATION**

**BYLAW NUMBER 67M86**

**BEING A BYLAW OF THE CITY OF CALGARY  
TO PROVIDE FOR THE ORDERLY NUMBERING  
OF PARCELS OF LAND AND BUILDINGS**

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(Amended by 18M93, 52M99, 1M2000, 35M2004, 42M2004)

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS  
FOLLOWS:**

1. This Bylaw may be cited as the "Addressing Bylaw".
2. In this Bylaw:
  - (a) "address number" means the number of a property which is used, or intended to be used, as part of the address for the property;
  - (b) "Addressing Officer" means the City Manager or his designate;  
(42M2004, 2004 June 21)
  - (c) REPEALED BY 52M99, 1999 OCTOBER 04;
  - (d) "City" means the City of Calgary and, where the context so requires, means the area contained within the boundaries of the City of Calgary;
  - (e) "City Clerk" means the designated officer with the title of City Clerk appointed by the Council of the City pursuant to the Municipal Government Act;
  - (f) "lane" includes a private lane, a public lane and a public walkway that is not adjacent to a public roadway;
  - (g) "owner" means, with respect to a property, the person who is registered under the Land Titles Act as owner of the property;
  - (h) "property" means a parcel of land, a building or a unit or sub-unit within a building;
  - (i) "structure" means any building or structure capable of being occupied by one or more persons.  
(18M93, 1993 February 22)
3. The Addressing Officer is authorized:
  - (a) To assign numbers, in an orderly manner, to parcels of land and buildings and units and sub-units within buildings; and
  - (b) To revise such numbers from time to time.

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4. The Addressing Officer shall keep a record of all numbers assigned to properties pursuant to this Bylaw.
5.
  - (1) 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 Sixty (60) Days notice in writing of any number to be assigned to the property including any revisions thereof.
  - (2) Such notice may be given:
    - (a) By delivering the notice personally to the owner; or
    - (b) By sending the notice to the owner by ordinary mail at the address for such owner shown on the Tax Roll.
  - (3) Notwithstanding Subsection (1), the owner of a property who has been given notice pursuant to Subsection (1), may, at any time within the Thirty (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 his property by a further period not exceeding One Hundred and Twenty (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.
6.
  - (1) REPEALED BY 35M2004, 2004 May 10.
  - (2) The owner of a property on which a structure has been erected which has access to a lane shall, in addition to complying with Subsection (1), 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.
  - (3) All numbers required to be displayed pursuant to this Bylaw shall be displayed, at all times, in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be.
7. No person shall display, or permit the displaying of, any address number on a property other than the number currently assigned pursuant to this Bylaw.
8. Where a name is used at, any time or times, to supplement the address for a property, the owner of the property shall forthwith inform the Addressing Officer in writing of the name, including any revisions thereof.
9. REPEALED BY 52M99, 1999 OCTOBER 04.
10.
  - (1) Where a Bylaw Enforcement Officer or a Police Officer believes that a person has contravened any Section of this Bylaw set out in Schedule "A" to this Bylaw, which said Schedule forms part of this Bylaw, he may serve upon such a person a Voluntary Payment Tag allowing payment of the penalty specified in Schedule "A" for such offence to the Chief Cashier of the City and such payment shall be accepted by the City in lieu of prosecution for the offence.

(1M2000, 2000 January 31)

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- (2) If the person upon whom a Voluntary Payment Tag is served fails to pay the required sum within the time specified in the Voluntary Payment Tag, the provisions of this Section regarding acceptance of payment in lieu of prosecution do not apply.
  - (3) Nothing in this Section shall:
    - (a) Prevent any person from exercising his right to defend any charge of committing a breach of any of the Sections referred to in Schedule "A";
    - (b) Prevent any Bylaw Enforcement Officer or any Police Officer from laying an information or complaint in lieu of serving a Voluntary Payment Tag; or
    - (c) Prevent any person from exercising any legal rights such person may have to lay an information or complaint against any person (whether such person has made payment under the provisions of this Bylaw, or not) for a breach of any of the Sections listed in Schedule "A".
  - (4) Where any person has made payment pursuant to the provisions of this Section and is subsequently prosecuted at the instance of some person other than the City for the offence in respect of which such payment has been made, such payment shall be refunded.
11. Wherever in this Bylaw it is directed that a person shall do any matter or thing, then in default of its being done by such a person, the same may be done by the City at the expense of such person and the City may recover the expenses thereof, with costs, in any Court of competent jurisdiction or in like manner as municipal taxes.
12. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon Summary Conviction to a fine of not more than ONE THOUSAND DOLLARS (\$1,000.00) or in default of payment of the fine to imprisonment for a period of not more than Three (3) Months.
13. Bylaw Number 535 of the City of Calgary is repealed.

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14. This Bylaw shall come into force upon receiving Third Reading.

READ A FIRST TIME THIS 16<sup>TH</sup> DAY OF MARCH, A.D. 1987.

READ A SECOND TIME THIS 16<sup>TH</sup> DAY OF MARCH, A.D. 1987.

READ A THIRD TIME AND PASSED THIS 16<sup>TH</sup> DAY OF MARCH, A.D. 1987.

(Sgd.) T. Baxter  
DEPUTY MAYOR

(Sgd.) J.E. Woodward  
CITY CLERK

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SCHEDULE "A"

The Voluntary Payment which may be accepted in lieu of prosecution for a contravention of any of the provisions of any of the Sections set out below shall be that sum set out opposite the Section Number:

**Section Specified Sum  
For Voluntary Payment**

6 (1)	\$25.00
6 (2)	\$25.00
6 (3)	\$25.00
7	\$25.00
8	\$25.00