



**Municipality of East Hants
By-law Number 163
Civic Addressing By-Law
A By-law Respecting the Civic Numbering of Buildings and the Naming/Renaming
of Streets in the Municipality of East Hants.**

WHEREAS the Municipal Government Act (SNS, Chapter 18, 1998), and amendments thereto, provides that a Municipality may pass Bylaws respecting the Civic Numbering of Buildings and the Naming/Renaming of Streets in the Municipality of East Hants.

NOW THEREFORE, BE IT ENACTED by the Municipality of East Hants as follows:

TITLE:

1. This By-law may be cited as the "Civic Addressing By-Law".
2. Nothing in this By-Law shall be construed as authorizing non-compliance with any laws, regulations, by-laws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of street names on private roads or which may specify standards in respect of the posting of civic numbers or street names.

DEFINITIONS:

3. In this By-law:
 - a) "building" means a structure used or intended to be used to support or shelter any use or occupancy, except a structure the use of which is accessory to the use of another structure on the same lot and except a structure which, if it were now being built for the first time, would not require a Building Permit to authorize its construction and includes an incomplete building once the footings have been constructed;
 - b) "Civic Numbering Coordinator" means the Civic Numbering Coordinator of the Municipality of the District of East Hants;
 - c) "civic number" means the number assigned to a lot or building by this By-law or by the Civic Numbering Coordinator;
 - d) "civic address" means the civic number, street name, and community name used to identify the location of a building;
 - e) "civic addressing policy" means the official policies, guidelines and procedures dealing with the naming and renaming of streets, the numbering and renumbering of civic numbers in the Municipality of East Hants";
 - f) "Municipality" means the Municipality of the District of East Hants'
 - g) "owner" has the same meaning as the owner of property in the Municipal Government Act or successor legislation from time to time;

- h) "private road" or "private right-of-way easement" means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a street as defined in subsection (i) and which serves as a principal vehicular access to three or more dwellings or buildings requiring a civic number;
 - i) "street" means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, the Municipality of the District of East Hants or any other municipality including a public highway;
 - j) "street name" means the official name of a street and street type as it appears in the Nova Scotia Civic Address File;
 - k) "street name sign" means the name plate and the sign post for either private or public roads
4. A civic number that was posted on a lot or building or that was customarily in use as a mailing address for a lot or building on the date of first reading of this By-Law is hereby assigned to that lot or building until and unless the Civic Numbering Coordinator, by written notice to an owner, otherwise directs.
 5. The Civic Numbering Coordinator shall be responsible for the further assigning of civic numbers to lots or buildings and shall keep or supervise the keeping of a property information record or system identifying all civic numbers assigned by the Municipality. The Civic Numbering Coordinator may assign civic numbers to lots or buildings for which subdivision approval, or a development or building permit is sought or obtained. The Civic Numbering Coordinator is not obliged to assign civic numbers to undeveloped lots, and may assign more than one civic number to a lot.
 6. The Civic Numbering Coordinator may, by written notice to an owner, change or reassign civic numbers where reasonably necessary to avoid potentially confusing numbering discontinuities or irregularities and to assure an adequate supply of civic numbers for existing and future development.
 - a) Unless a shorter notice period is agreed to by the owner of the property, the Civic Addressing Coordinator shall give the owner and occupant of a property at least sixty (60) days notice in writing of any changed or reassigned civic address.
 7. An owner shall not post or permit to be posted a number which is not assigned to the lot or building on which the number is posted.
 8. The owner of a lot on which a building is located shall keep posted and maintained on the lot or building the assigned civic number in the following manner:
 - a) civic numbers shall be posted in a location on the same side of the road as the use for which the civic number was assigned and in a manner so that they can be clearly seen from at least 10 metres (32.8 feet) in both directions, except that an intervening tree trunk or a vertical pole or post shall not alone be considered an obstruction for purposes of this subsection;
 - b) civic numbers shall be on both sides of the sign and perpendicular to the street or private road upon which the lot or building is situated;
 - c) civic numbers shall be in standard Arabic numerals (0,1,2,3,4,5,6,7,8,9) having a left-to-right reading and a horizontal orientation. No other numbers shall be posted that could be reasonable confused with the assigned civic number;
 - d) the bottom of the numerals shall be a minimum of 1.2 meters (48 inches) above grade;
 - e) the colour of the numerals shall be white on reflective blue background upon which the numbers are displayed. No other numbers, devices or_logos shall

- be posted in white on reflective blue background that could reasonably be confused with the assigned civic number;
- f) the civic number shall be posted on a dedicated vertically mounted post at a distance of 2.4 metres (8 feet) to 3.5 metres (12 feet) from the closest edge of the traveled portion of the street or private road upon which the building is situated;
 - g) in the event that
 - i. a building is not located within 90 metres (300 feet) of the closest edge of the traveled portion of the principal street or private road upon which the building is situated the civic number shall be mounted on the building and shall be visible from the approaching direction in addition to being mounted by the traveled portion of the road as required by this By-law; or
 - ii. a building is located within 3.5 metres (twelve feet) of the closest edge of the traveled portion of the principle street or private road upon which the building is situated the civic number may be mounted perpendicular on the building and shall be visible from both directions.
9. The Civic Addressing Coordinator shall be responsible for the review, acceptance or rejection of names, in accordance with the Civic Addressing By-law, as submitted through:
- a) the subdivision process for new public streets and new private roads and;
 - b) application process for existing un-named private roads;
 - c) Council may change public streets and private road names by motion in accordance with the Civic Addressing By-law.
10. Changes to established street or road names shall be discouraged unless there are recognized difficulties with the existing name.
- a) In this instance, the Civic Addressing Coordinator is required to present a report to Council for final approval for any such name change requests.
11. When considering renaming a private road, the Civic Addressing Coordinator shall choose a solution that addresses public safety concerns and shall also have regard for the following:
- a) the potential confusion created for emergency and other municipal services, commercial delivery services, and the travelling public by renaming the street;
 - b) the number of residential units affected and potential costs to residents/owners;
 - c) the number and type of businesses affected and potential costs to owners/occupiers
 - d) the costs of replacing street and traffic signs;
 - e) the historical significance, if any, of the existing street name; and
 - f) the appropriateness of the proposed name in that location.
12. When an existing street is to be renamed at the request of Council, residents of the said street will be polled for a suggested name, and/or given pre-selected names to choose from. A simple majority shall prevail provided all other provisions of this by-law are satisfied.
13. When an existing street is to be renamed at the request of the residents of the said street, the residents must be polled and a 66.7% majority must agree to the change. All other provisions of this by-law must be satisfied.

14. All street or roads proposed to be renamed shall conform to the Street Naming Guidelines (see Schedule A).
15. The owner(s) of or property owners abutting a private road or private right-of-way easement which intersects a public road shall take the following steps to erect and maintain a sign identifying the private road by name:
 - a) owner(s) shall notify the Civic Numbering Coordinator of the name assigned to the private road, and if no name has been assigned, owner(s) shall assign a name or the Municipality may assign a name;
 - b) apply for, and use best efforts to obtain, permission to erect an identifying sign and a signpost from any person or regulatory authority whose permission is required by law to erect an identifying sign and a signpost;
 - c) where permission is obtained in accordance with subsection (b), erect, maintain in good condition, and replace as necessary, a sign and signpost at the intersection of the private road and the street in a manner consistent with any conditions attached to such permission and other lawful requirements, and, except to the extent of any inconsistency with such conditions or other lawful requirements, in accordance with the following standards:
 - i. lettering of the private road name to be no less than 100 millimetres (4 inches) in height, in Helvetica font style and in upper case characters;
 - ii. lettering to be in black against a white background with a black border of 25 millimetres (1 inch) in width;
 - iii. bottom of the lettering to measure at least 1.2 metres (48 inches) above grade;
 - iv. signpost to be made of pressure treated lumber or rigid non-ferrous metal and sufficiently fastened to the ground to hold the sign rigidly in place and to prevent turning of the sign in the wind;
 - v. to the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the street and to be set back a minimum of 3.5 metres (12 feet) from the traveled portion of the street.
16. Upon application by an owner, the Civic Numbering Coordinator may provide written authorization for signage for civic numbers or street names to vary from the standards contained in the By-Law, with or without conditions, when:
 - a) compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
 - b) compliance would not as effectively meet the objectives of this By-Law as an alternative approach.

An authorization under this section may be revoked or varied by the Civic Numbering Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.

17. In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the Municipality, may
 - a) prepare a notice in writing to an owner to undertake remedial action including but not limited to the posting or re-posting of a civic number on a building or lot or the erection of signage for a private road;
 - b) serve the notice upon an owner, which notice shall be deemed to have been sufficiently served if posted on the owner's building, lot or property;
 - c) if the remedial action has not been undertaken or completed within 14 days, the Municipality may enter upon the private property of an owner and undertake the remedial work, and charge and collect the costs of the work, with interest from the

date of the completion of the work until the date of payment, as a first lien on the property affected.

18. The owner of a property shall post the assigned civic number prior to the issuance of an occupancy permit.
19. The Building Inspector for the Municipality of East Hants shall not issue an occupancy permit for the property before the assigned civic number is posted for the property.
20. Any person who violates any provision of this By-law is guilty of an offence punishable on summary conviction by a fine of not less than five hundred (500) dollars and not more than five thousand (5000) dollars and to imprisonment of not more than ninety (90) days in default of payment thereof.
21. Any person who contravenes section 8 of this By-Law and who is given notice of the contravention may pay to the Municipality, at the place specified in the notice, the sum of \$215.00 within fourteen (14) days of the date of the notice and shall thereby avoid prosecution for that contravention.
22. The effective date of this By-Law is _____.

Schedule A Street Naming Guidelines

General Principles

Avoid Duplication – there should be no duplication of names, including street names differentiated by a suffix.

Avoid Confusion – names that sound very similar should be avoided in order to avoid diction problems when people are making emergency calls under stress.

Establish Continuity – a road running in one direction should have one name only and should have the same name throughout its entire length.

Guidelines

Street Name Characteristics

- A1. No name shall be duplicated including similar names that are differentiated by street type.
- A2. No name shall sound like an existing name.
- A3. No name shall contain numbers, special characters, decimals, hyphens, apostrophes, periods, or punctuations of any kind.
- A4. No street names shall incorporate product, trademark or copyright names.
- A5. Street names should be limited to 24 characters.

John Patterson, Warden

Ian Glasgow, Municipal Clerk/CAO

First Reading:	October 20, 2010
Second Reading:	November 24, 2010
Date of advertisement of Notice of Intent to Consider:	November 10, 2010
Date of advertisement of Passage of By-law:	December 1, 2010

I certify that this repeal was adopted by Council and published as indicated above.

Ian Glasgow, Municipal Clerk/CAO

Date