



PURPOSE

The purpose of this Policy is to allow the Municipality to finance and provide the construction and/or installation of private road signs for the purpose of aiding emergency first responders and providing clear and consistent signage to assist with the identification of private roads and named right-of-way easements.

SCOPE

The Municipality may consider financing the construction and/or installation of private road signs as requested by property owners and/or residents with access to a property off of a private road or named right-of-way easement; or as a need is identified by the Municipal Civic Addressing Coordinator or requested by emergency first responders.

DEFINITIONS

Term	Definition
Municipality	the Municipality of the District of East Hants
Council	Council for the Municipality of the District of East Hants
private road or right-of-way easement	shall be the same as the definition for “private road or private right-of-way easement” found in the Civic Addressing Bylaw (P-800)
private road sign	the name plate and the sign post for private roads designed, constructed and installed as per the standards outlined in the Civic Addressing Bylaw (P-800).



POLICY

POLICY STATEMENT

It is the policy of Council that:

1. Council may approve an annual budget to finance the construction and/or installation of private road signs;
2. the construction and/or installation of private road signs for private roads and named right-of-way easements may be provided and financed by the Municipality:
 - 2.1 where the existing sign is missing or damaged; or
 - 2.2 where a right-of-way easement is to be named as per the Civic Addressing Bylaw (P-800); or
 - 2.3 at the discretion of the municipal Civic Addressing Coordinator.
2. where the Municipality is financing the construction and/or installation of a private road sign, such signs will be constructed and/or installed by Municipal staff or an agent thereof.
3. where a private road is being created via subdivision approval, the developer is expected to supply and install the private road sign;
4. all private road signs shall be constructed and erected as per the standards outlined in the Civic Addressing Bylaw (P-800);
5. any required permits shall be acquired prior to the installation of a private road sign.
6. by erecting private road signs, the Municipality assumes no responsibility or liability.



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary, by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, i.e. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Civic Addressing Coordinator	<p>The Civic Addressing Coordinator will:</p> <ul style="list-style-type: none"> • Facilitate the implementation of the Policy



RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Private Road Signage Policy (2005)		Council Policy
Bylaw P-800 Civic Addressing Bylaw	P-800	Bylaw
Municipal Government Act		Legislation

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.1	This policy replaces the Private Road Signage Policy approved in 2005	Planning & Development Technician, Dept. of Planning & Development	Director of Planning & Development, Dept. of Planning & Development	Council	July 29, 2020

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk