



**MUNICIPALITY OF EAST HANTS**  
**BYLAW P-800-2**  
**CIVIC ADDRESSING BYLAW**  
**A BYLAW RESPECTING THE CIVIC NUMBERING OF BUILDINGS AND THE**  
**NAMING/RENAMING OF PUBLIC STREETS AND PRIVATE ROADS 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 Public Streets and Private Roads in the Municipality of East Hants,

**BE IT ENACTED** by the Council of the Municipality of East Hants, as follows:

**1. SHORT TITLE**

1.1. This bylaw shall be known as the “Civic Addressing Bylaw”

**2. CONFLICT WITH OTHER LAWS**

2.1. Nothing in this Bylaw shall be construed as authorizing non-compliance with any laws, regulations, bylaw, 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.

**3. DEFINITIONS**

3.1. In this Bylaw:

- (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 Addressing Coordinator” means the Civic Addressing Coordinator of the Municipality of the District of East Hants;
- (c) “civic number” means the number assigned to a lot or building by this Bylaw or by the Civic Addressing 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 public streets and private roads, 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 public 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) “public 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 private road or public 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 roads or public streets.

#### 4. EXISTING CIVIC NUMBERING

- 4.1. 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 Bylaw is hereby assigned to that lot or building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.





### 5. DUTIES OF CIVIC ADDRESSING COORDINATOR

#### 5.1. The Civic Addressing Coordinator:

- (a) 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;
- (b) may assign civic numbers to lots or buildings for which subdivision approval, or a development or building permit is sought or obtained;
- (c) is not obliged to assign civic numbers to undeveloped lots, and may assign more than one civic number to a lot;
- (d) may carry out the polling process for naming an unnamed public street or private road or renaming an existing public street or private road, as set out in this Bylaw.
- (e) 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.
  - i) 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.

### 6. CIVIC NUMBER SPECIFICATIONS & MAINTENANCE

6.1. 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.

6.2. 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 public 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;





- (d) no other numbers shall be posted that could be reasonably confused with the assigned civic number.
  - (e) Lot, unit, or suite numbers shall be posted with the word “lot”, “unit” or “suite” proceeding the posted number;
  - (f) the bottom of the numerals shall be a minimum of 1.2 meters (48 inches) above grade;
  - (g) 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;
  - (h) 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 public street or private road upon which the building is situated;
  - (i) 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 public 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 Bylaw; or ii) a building is located within 3.5 metres (twelve feet) of the closest edge of the traveled portion of the principle public 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.
- 6.3. The owner of a property shall post the assigned civic number prior to the issuance of an occupancy permit.
- 6.4. 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.

## 7. STREET/PRIVATE ROAD NAMING

- 7.1. The Civic Addressing Coordinator shall be responsible for the review, acceptance or rejection of street names, in accordance with the Civic Addressing Bylaw, as submitted through:





- (a) the subdivision process for new public streets and new private roads; or
  - (b) the process set out in this section for renaming an existing public street or private road or naming an unnamed public street or private road.
- 7.2. an unnamed public street or private road may be named upon motion of a majority of Council or, at Council's discretion, by the process set out in section 7.4 of this bylaw.
- 7.3. Changes to established public street or private 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.
- 7.4. When an existing public street or private road is to be renamed at the request of Council, property owners of the said public street or private road 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 Bylaw are satisfied. In circumstances where there is more than one owner of a property, the property will be considered to be in favour of a particular street name when a 66.7% majority of the owners has voted "YES" for a single proposed street name.
- 7.5. When an existing public street or private road is to be renamed at the request of the property owners of the said public street or private road, the property owners must be polled and a 66.7% majority must agree to the change. In circumstances where there is more than one owner of a property, the property will be considered to be in favour of a particular street name when a 66.7% majority of the owners has voted "YES" for a single proposed street name. All other provisions of this Bylaw must be satisfied.
- 7.6. When considering renaming a public street or private road, or naming an unnamed public street or 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 naming or renaming the public street or private road;
  - (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 name and traffic signs;
  - (e) the historical significance, if any, of the existing street name; and





- (f) the appropriateness of the proposed street name in that location.
- 7.7. All public streets or private roads proposed to be named or renamed shall conform to the Street Naming Guidelines (see Schedule A).
- 7.8. Where the Civic Addressing Coordinator has rejected a street name a written appeal may be submitted to the Municipal Clerk within 7 days of the rejection. The appellant will then be given notice of the date and time of when the appeal will be heard by Council.

### 8. PRIVATE ROAD SIGN MAINTENANCE

- 8.1. 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 Addressing 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 ~~(8.1.2)~~ 8.1.b, erect, maintain in good condition, and replace as necessary, a sign and signpost at the intersection of the private road and the public 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 public street and to be set back a minimum of 3.5 metres (12 feet) from the traveled portion of the public street.

### 9. COMPLIANCE

9.1. Upon application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers or street names to vary from the standards contained in the Bylaw, 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 Addressing Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.

9.2. In the event of contravention of this Bylaw, 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.





### 10. OFFENCES

- 10.1. Any person who violates any provision of this Bylaw 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.
- 10.2. Any person who contravenes section 6.2 of this Bylaw 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.

### 11. EFFECTIVE DATE

- 11.1. The effective date of this Bylaw is December 21st, 2016.

### 12. REPEAL AND REPLACE

- 12.1. The previous version, and all other versions of the Civic Addressing Bylaw, are repealed and replaced by this Bylaw.

### Certification

I, Kim Ramsay, CAO and Municipal Clerk of the Municipality of East Hants, hereby certify that the above noted bylaw was passed at a meeting of the East Hants Municipal Council on December 21, 2016.

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Kim Ramsay, CPA, CMA  
CAO/Municipal Clerk







Bylaw Adoption	
First Reading:	<Month/Day/Year>
Website and Social Media Notifications:	<Month/Day/Year>
Formal Notice of Publication:	<Month/Day/Year>
Second Reading:	<Month/Day/Year>
Website and Social Media Notifications:	<Month/Day/Year>
Formal Final Publication and Enactment:	<Month/Day/Year>
Enacted Bylaw posted to website:	<Month/Day/Year>
Notice to the Province of Nova Scotia:	<Month/Day/Year>

Version Number	Amendment Description	Council Approval Date
<XX.XX>	<Summary of the amendment(s) to the Bylaw>	<Month/Day/Year>





### SCHEDULE A

### PUBLIC STREET AND PRIVATE ROAD NAMING GUIDELINES

#### GENERAL PRINCIPLES

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

Avoid Confusion - street 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 public street or private 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 street name shall sound like an existing name.
- A3. No street name shall contain numbers, special characters, decimals, hyphens, apostrophes, periods, or punctuations of any kind. *Special characters and/or punctuation found in a subset of the extended ASCII character set may be accepted at the discretion of the Civic Addressing Coordinator.*
- A4. No street names shall incorporate product, trademark or copyright names.
- A5. Street names should be limited to 24 characters.
- A6. *No street name shall be discriminatory, derogatory, or have a negative or offensive connotation.*
- A7. *No street name shall be a personal name such as a combination of given name and surname without the consent of Council.*

