

HALIFAX REGIONAL MUNICIPALITY

BYLAW NUMBER C-300

RESPECTING CIVIC ADDRESSING

BE IT ENACTED by the Council of the Halifax Regional Municipality under the authority of Section 313 of the Municipal Government Act as follows:

Short Title

1. This By-law shall be known as By-law C-300 and may be cited as the “Civic Addressing By-law”.

Conflict With Other Laws

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) “civic address” means civic number, street name and General Service Area;
 - (b) “Civic Address File” means the official Halifax Regional Municipality database containing geographically referenced civic address information including civic points, street network file, and General Service Area boundaries;
 - (c) “Civic Addressing Coordinator” means the Civic Addressing Coordinator appointed by the Chief Administrative Officer to administer this By-law;
 - (d) “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 and the renaming and redelineation of General Service Areas in Halifax Regional Municipality.

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- (e) “civic number” means the number assigned to a property by this By-law or by the Civic Addressing Coordinator;
- (f) “General Service Area” (GSA) means a geographic area contained within the municipal unit by which all street names are uniquely coded for the delivery of the NS E911 program;
- (g) “owner” means the person assessed for the property;
- (h) “private road” means any street, road or travel way which serves three or more structures or facilities and is not owned by Halifax Regional Municipality or the Province of Nova Scotia;
- (i) “property” means a lot, structure or facility;
- (j) “public street” means any street, road or highway owned by Halifax Regional Municipality or the Province of Nova Scotia;
- (k) “street name” means the official name of a street and street type as it appears in the Civic Address File; and
- (l) “street name sign” means the name plate and the sign post for either private or public roads.

Duties of Civic Addressing Coordinator

4. (1) The Civic Addressing Coordinator:
- (a) shall maintain the Civic Address File;
 - (b) shall be responsible for the assigning of civic numbers to properties; and
 - (c) by written notice to the owner and occupant, may assign, change or reassign civic numbers where reasonably necessary to resolve potentially confusing numbering discontinuities or irregularities and to insure an adequate supply of civic numbers for existing and future development.
- (2) 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.

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Civic Number Specifications

5. (1) The owner of a property shall keep posted on the property the assigned civic number.

- (2) The civic number shall be posted in the following manner:
 - (a) civic numbers shall be in Arabic numerals only;
 - (b) the minimum height of numerals on residential properties shall not be less than 4 in. (100 mm);
 - (c) the minimum height of numerals on non residential properties shall not be less than 8 in. (200 mm);
 - (d) the colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
 - (e) the bottom of the numerals shall be a minimum of 48 in. (1.2 m) above grade;
 - (f) civic numbers shall be displayed on the same side of a public street or private road as the property is located;
 - (g) civic numbers shall be displayed in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the public street or private road upon which the property is situated or from which it has access;
 - (h) civic numbers shall only face towards the public street or private road upon which the property is addressed;
 - (i) civic numbers shall be displayed in a horizontal orientation; and
 - (j) civic numbers shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness.

- (3) Where the assigned civic number cannot be easily read when viewed from the closest place on the traveled portion of the public street or private road upon which the property is situated or from which it has access, the civic number shall be posted on the structure or facility and shall also be posted at the end of the access driveway.

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(4) Where the number is posted at the end of the access driveway it shall be on a free standing post, excluding utility poles and shall be double-sided, right reading and oriented perpendicular to the traffic flow.

(5) The Building Inspector shall not issue an occupancy permit for the property before the assigned civic number is posted for the property.

(6) The owner of a property shall post the assigned civic number prior to the issuance of an occupancy permit.

Existing Civic Numbering

6. (1) A civic number that was posted on a property that was customarily in use on the date of adoption of this bylaw is hereby assigned to that property until and unless the Civic Addressing Coordinator, by written notice to the owner and occupant, otherwise directs.

Maintenance

7. The owner of a property shall maintain the civic number for the property in good order.

Prohibited Postings

8. (1) An owner shall not post or permit to be posted any part of a civic address which is not assigned to the property.

(2) An owner shall not display on a property any number which is not the assigned civic number with the exception of a lot number, unit number, or a number which is clearly part of a business name.

(3) No lot number, unit number, or suite number shall be posted without the word “lot”, “unit” or “suite” proceeding the posted number.

Street Naming

9. (1) The Civic Addressing Coordinator shall be responsible for the review, acceptance or rejection of names, in accordance with the Civic Addressing Policy, as submitted through:

(a) the subdivision process for new public streets and new private roads and;

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- (b) the application process for existing un-named private roads.
- (2) Regional Council may change public street and private road names in accordance with the Civic Addressing Policy.

Private Road Signage

10. (1) The owner of a private road which intersects a public street or private road shall take the following steps to name, install and maintain a sign at every intersection identifying the private road by name:

- (a) obtain approval from the Civic Addressing Coordinator of the name to be assigned to the private road or request the Civic Addressing Coordinator assign a name;
 - (b) apply for, and use best efforts to obtain permission to install a street name sign from any person or regulatory authority whose permission is required by law to install said sign; and
 - (c) where permission is obtained in accordance with clause (b), install, maintain in good condition, and replace as necessary, a sign in a manner consistent with any conditions attached to such permission and other lawful requirements, and in accordance with Provincial and Municipal street sign standards.
- (2) Where the owner does not wish to undertake the requirements of Clause (c) of subsection (1), the owner may exercise the option to pay the required fees to the Municipality under Administrative Order #15, License, Permits and Processing Fees to have the street name sign manufactured and installed.
- (3) Maintenance of the street name sign shall be the responsibility of the owner.

Compliance

11. In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the Municipality may:

- (1) prepare a notice in writing to the owner deliver by registered mail, to undertake remedial action including, but not limited to, the posting or re-posting of a civic number on a property or the installation of a street name sign for a private road.

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(2) if the remedial action has not been undertaken or completed within twenty-one (21) days of notification, 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.

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Offenses

12. 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 One Hundred Dollars (\$100) and not more than Five Hundred Dollars (\$500) and to imprisonment of not more than thirty days (30) in default of payment thereof.

Municipal Ticket

13. A person who is alleged to have violated this by-law and is given notice of the alleged violation may pay a penalty in the amount of One Hundred Dollars (\$100) to an official designated by the Chief Administrative Officer, which official and place of payment shall be designated on the notice, provided that said payment is made within a period of fourteen (14) days following the day on which the alleged violation was committed and where the said notice so provides for payment in this manner, and such payment shall be in full satisfaction, releasing and discharging all penalties and imprisonments incurred by the person for said violation.

Repeals

14. Section 2.5.1.1 of Halifax Regional Municipality By-law F-100, the Fire Prevention By-law is repealed.

MAYOR

MUNICIPAL CLERK

I, Vi Carmichael, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on, February 5, 2002

Vi Carmichael, Municipal Clerk

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Notice of Motion:	December 18, 2001
First Reading:	January 15, 2002
Notice of Public Hearing: "Publication"	January 19, 2002
Second Reading:	February 5, 2002
Approved by Service Nova Scotia and Municipal Relations:	N/A
Effective Date:	February 9, 2002