



## Bylaw 5

### CIVIC ADDRESS

**BE IT ENACTED** by the Council of the Municipality of the County of Annapolis, under authority of the *Municipal Government Act*, Chapter 18, of the Statutes of Nova Scotia, 1998, as follows:

#### SHORT TITLE

1. This bylaw shall be referred to as “*Civic Address Bylaw*.”

#### CONFLICT WITH OTHER LAWS

2. Nothing in this bylaw shall be construed as authorizing non-compliance with any laws, regulations, bylaws, 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 road names on private roads or which may specify standards in respect of the posting of civic numbers or road names.

#### DEFINITIONS

3. Except as provided below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the English language:

“**Addressable Point**” means any physical location of ongoing human activity that is accessible by emergency vehicles.

“**Building Official**” means any employee or employees appointed by municipal council to carry out the responsibilities of issuing building permits and carrying out inspections under the municipality’s building bylaws and the *Building Code Act* and regulations.

“**Civic Address**” means civic number, road name and community name;

“**Civic Number**” means the number assigned to a property by the Civic Addressing Coordinator;

“**Civic Address File**” means the NS Civic Address File (NSCAF) data base containing geographically reference civic address information including civic points, road network file and general service area boundaries;

“**Civic Address Coordinator**” means any employee or employees designated by the CAO to carry out the responsibilities of Civic Address Coordinator;

“**General Service Area (GSA)**” means the community or geographic area contained within the municipality by which all road names are uniquely coded for the delivery of the NS Emergency-911 Program;

“**Private Road**” means a road accessible by regular vehicles that provides access to three or more addressable points that is not owned by the province or the municipality.

“**Road**” has the same meaning as “Street” in the *Municipal Government Act*.

**“Road Name”** means the official name of a road and road type as it appears in the civic address file; and

**“Road Name Sign”** means the name plate and the sign post for private roads.

## **CIVIC ADDRESS COORDINATOR RESPONSIBILITIES**

4. The Coordinator shall be responsible for:
  - further assigning of civic numbers to lots or buildings;
  - system identifying all civic numbers assigned by the municipality;
  - assigning civic numbers to buildings where a development permit or building permit is sought;
  - exercising discretion to assign numbers as deemed appropriate for any Addressable Point. (There is no obligation to assign civic numbers to undeveloped lots.)
  
5. Public safety concerns shall be the primary consideration. The Coordinator may (by written notice to an owner) change or re-assign civic numbers where reasonably necessary to:
  - alleviate public safety issues;
  - avoid potentially confusing numbering discontinuities or irregularities; and
  - assure an adequate supply of civic numbers for existing and future development.

## **CIVIC NUMBER SPECIFICATIONS**

6. The owner of a property shall be responsible to post and maintain the assigned civic number on the property in the following manner:
  - (a) clearly visible from at least 10 metres (32.8 ft.) to traffic approaching from either direction;
  - (b) on the same side of the public or private road as the property is located;
  - (c) displayed horizontally using standard Arabic numerals, (0,1,2,3,4,5,6,7,8,9) and read from left to right;
  - (d) 10 cm (4”) in height;
  - (e) white numbers on a blue background and reflective or illuminated during the hours of darkness;
  - (f) posted at an elevation of 1.2 metres (3.93 ft.) to 1.8 metres (5.9 ft.) above grade level with the road;
  - (g) if feasible, posted between 2.4 metres (7.9 feet) to 3.0 metres (9.8 feet) from the closest edge of the traveled portion of the road;
  - (h) displayed in a location which is not obstructed from view.
  
7. Additional signs displaying the assigned civic number may be posted on the property.

8. No person shall post or permit to be posted a number that could be reasonably be confused with a civic number.
9. A Building Official may refuse to issue an occupancy permit for a property before the assigned civic number is posted.

### **PRIVATE ROAD SIGNAGE REQUIREMENTS AND SPECIFICATIONS**

10. The owner(s) of a private road which intersects a public or private road shall take the following steps to install and maintain a sign identifying it at every intersection identifying the private road by name as follows:
  - (a) apply to the Civic Address Coordinator to have a name assigned to the road;
  - (b) obtain any legally required approvals to install road sign(s);
  - (c) acquire a sign consistent with the following:
    - (i) white lettering on a blue background; and
    - (ii) lettering no less than 100 mm (four inches); and
    - (iii) reflective or illuminated material; and
    - (iv) visible from both directions.
  - (d) install the sign according to requirements below:
    - (i) signpost made of 4" x 4" pressure-treated lumber or 2" x 2" rigid aluminum; and
    - (ii) bottom of the lettering between 1.5 meters (4.9 feet) and 2.5 meters (8 feet) above grade level with the road; and
    - (iii) unobstructed line of sight for vehicles approaching the private road from either direction along the road; and
    - (iv) set back a minimum of 3.5 meters (11.5 feet) from the travelled portion of the road.
11. The owner of the private road must maintain the sign in good condition and replace it as necessary.

### **COMPLIANCE**

12. In a circumstance of contravention of this bylaw:
  - The municipality may prepare a written notice for delivery by posting or registered mail to the owner identifying the remedial action necessary.
  - If remedial action has not been completed within thirty (30) days of notification, the municipality may enter upon the property and undertake the remedial work, charging back and collecting the cost of the work as a lien in accordance with *Municipal Government Act*. This is in addition to any prosecution, penalty or other remedy.

### **PENALTY**

13. Any person who contravenes any provision of this bylaw shall be liable upon summary conviction for each such offense to a penalty of:

- (a) for a first conviction, a fine of not less than \$500 and not more than \$1,000.
- (b) for a subsequent conviction, a fine of not less than \$1,500 and not more than \$5,000.

**REPEAL**

- 14. *S10 Civic Address Bylaw*, adopted by the Municipality of the County of Annapolis on the 21<sup>st</sup> day of April, 2015, is hereby repealed.
- 15. *Town of Bridgetown Civic Address Bylaw*, adopted by the Town of Bridgetown on 31<sup>st</sup> day of August, 2009, is hereby repealed.

**THIS IS TO CERTIFY** that *Bylaw 5 Civic Address* was duly approved by Council of the Municipality of the County of Annapolis on the 18th day of March, 2025.

*Chris McNeill*

Chief Administrative Officer

First Reading: February 19, 2025  
Notice of Intent: February 19, 2025  
Second Reading: March 18, 2025  
Notice of Passing: March 27, 2025 (effective date)