



## **MUNICIPALITY OF THE COUNTY OF PICTOU CIVIC ADDRESSING BY-LAW**

### **SHORT TITLE**

1. This By-Law shall be known as the Civic Addressing By-Law.

### **LEGISLATIVE AUTHORITY**

2. This By-Law has been prepared in accordance to the provisions of The Municipal Government Act, S.N.S. 1998, c.18 and amendments thereto. There is nothing in this By-Law that would authorize non-compliance with any other laws, regulations, by-laws, lawful orders or lawful directives that may require the posting of civic numbers on buildings or properties or the posting of street names on private roads or private service roads or which may specify standards in respect to the posting of civic numbers or street names.

### **DEFINITIONS**

3. In this by-law:
  - (a) "building" means a permanent or temporary structure used or intended to be used to support or shelter any use or occupancy, except for a structure, the use of which is accessory to the use of another structure on the same lot;
  - (b) "By-Law Enforcement Officer" means the employee(s) appointed by the Municipality to enforce by-laws of the Municipality;
  - (c) "Civic Addressing Coordinator" means the GIS Technician unless another person is so appointed by the Chief Administrative Officer to administer this By-Law;
  - (d) "Clerk" means the Municipal Clerk of the Municipality of the County of Pictou or the person designated to enforce this by-law;
  - (e) "civic number" means the number assigned to a building pursuant to this By-Law or as specified by the Civic Addressing Coordinator;
  - (f) "Municipality" means the Municipality of the County of Pictou;

- (g) "owner" means a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building, in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building, a person who occupies shores, beaches or shoals, and in the absence of proof to the contrary, the person assessed for the property;
- (h) "public road" means any street, highway, road, lane, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, or the Municipality;
- (i) "private road" means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a street as defined in subsection 3(h) above and which serves as a principal vehicular access to three or more dwelling units or buildings;

#### **MAINTENANCE OF CIVIC NUMBERS**

##### 4. (1) Recognition of Existing Numbers

(a) A civic number, which was assigned to a building prior to the effective date of this By-Law, is hereby assigned to that building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.

##### (2) Assignment of New Numbers and System Maintenance

(a) The Civic Addressing Coordinator shall be responsible for assigning new civic numbers and shall be responsible for maintaining a system for identifying all civic numbers assigned by the Municipality.

(b) The Civic Addressing Coordinator may assign civic numbers to buildings that have permanent or temporary occupancy or use and may assign civic addresses to developed sites.

(c) The Civic Addressing Coordinator is not authorized to assign civic numbers to undeveloped lots.

(d) The Civic Addressing Coordinator shall refuse requests to assign civic numbers to someone who is not the owner and has not received written permission from the owner.

##### (3) Changes and Reassignment of Numbers

(a) The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers.

(4) Reference to Provincial Guidelines

(a) The Civic Addressing Coordinator may assign civic addresses in accordance with the procedures as specified in the Nova Scotia Civic Addressing File (NSCAF) Final Report. However, the Civic Addressing Coordinator may deviate from the procedures if, in the opinion of the Provincial Civic Addressing Coordinator, the deviation is warranted.

(5) Deletion of Civic Numbers

(a) Deletion of civic numbers shall be at the discretion of the Civic Addressing Coordinator.

**POSTING OF CIVIC NUMBERS**

5. (1) Civic numbers assigned prior to the effective date of this By-Law shall be posted in accordance with this By-Law, within one (1) year of the effective date as follows:
- (a) civic numbers shall be posted in a location and in a manner so that they can be clearly seen from at least 10 metres (32.8 ft.) in either direction. The civic number must be legible from both directions.
  - (b) civic numbers shall be posted on the same side of the road as the use for which the civic number was assigned;
  - (c) as of the date of this By-Law coming into force; any replacement of existing and new civic numbers shall be displayed horizontally using standard Arabic numerals, (0,1,2,3,4,5,6,7,8,9) and read from left to right;
  - (d) the bottom of the numerals shall be located at an elevation of 1.2 metres (3.93 ft.) above ground (grade);
  - (e) the color of the numbers shall clearly contrast with the background upon which the numbers are displayed; a white number on a reflective blue background is preferred.
  - (f) where feasible the civic number shall be 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 private or public road upon which the building is situated provided that the civic number continues to be visible.

- (g) in the event that the building is located within 6 metres (19.7 feet) from the closest edge of the traveled portion of the private or public road, the civic number may be posted on the building provided that it is visible from both directions.
- (h) the size of civic numbers shall be 10 cm (4”) in height.
- (i) no person shall post or permit to be posted a number that could be reasonably confused with a civic number as determined by the Civic Addressing Coordinator.

(2) Any civic number assigned after the effective date of this by-law shall be posted in accordance with the provisions of section 5(1) (a) – (i) and shall be posted within 15 days from the date the number is assigned.

(3) Notwithstanding subsection 5(1) and (2) of this section, every new civic number is to be posted prior to occupancy of the structure to which it is assigned.

(4) An owner of the property is permitted to post additional signs displaying the assigned civic number provided that an independent sign is posted pursuant to Section 5(1) of this By-Law and that the additional or duplicate posting does not hinder the viewing of the civic number sign posted pursuant to Section 5(1).

### **TRANSITION PERIOD**

6. (1) If there is no civic number posted; as of the effective date of this By-Law, the owner of a building shall post the assigned civic number in accordance with Section 5(1) of this By-Law.

(2) If the civic number is not posted as specified in Section 5(1) of this By-Law, as of the effective date of this By-Law, the owner of a building shall post the assigned civic number in accordance with Section 5(1) of this By-Law.

### **COMPLIANCE**

7. (1) Where a civic number is required to be posted, building owners shall take appropriate actions to comply with the provisions of the Civic Addressing By-Law.

(2) It is an offence to contravene any provision of this By-Law.

(3) In the event that an owner is alleged to have contravened this By-Law; and in addition to any prosecution or other remedy, the Clerk or any By-Law Enforcement Officer for the Municipality may:

- (a) Prepare a written notice to the building owner advising of the contravention of the By-Law, stating the remedial action necessary to be undertaken within a specified time.
- (b) Notice to be served to the building owner either by personal delivery, regular mail or by posting the notice on the property.

(4) If the building owner, has not taken or completed remedial action as directed within thirty (30) days pursuant to Section 7(3) (a), the Municipality may enter upon the private property 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.

**REPEAL**

The Civic Addressing By-Law adopted by Municipal Council on December 13, 2006 is hereby repealed.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a by-law duly adopted by the Municipal Council for the Municipality of the County of Pictou at a duly called meeting of the Council held on the 4<sup>th</sup> day of January, 2011.

**GIVEN** under the hands of the Municipal Clerk and under the corporate seal of the Municipality this 5<sup>th</sup> day of January, 2011.

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BRIAN CULLEN, MUNICIPAL CLERK

Advertising:	1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
The News	12/13/10	12/15/10
Pictou Advocate	01/12/11	01/12/11