

Town of Antigonish

Civic Addressing By-Law

BE IT ENACTED by the Council of the Town of Antigonish under the authority of section 313 of the Municipal Government Act as follows:

Short Title

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

Conflict With Other By-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(GSA);
 - (b) “civic address file” means the official Town of Antigonish database containing geographically referenced civic address information including civic points, street network file, and general service area (GSA) boundaries;
 - (c) “civic address coordinator” means the Town Planner AND/OR the Town Fire Inspector as designated from time to time by the Town of Antigonish;
 - (d) “civic number” means the number assigned to a property by the civic address coordinator;
 - (e) “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/EMO 911 program;

- (f) “owner” has the same meaning as the owner of property in the *“Municipal Government Act”* or successor legislation from time to time;
- (g) “private road” means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a street as defined in subsection (i);
- (h) “property” means a lot, structure, park, trail or facility;
- (i) “street” means any public street, highway, road, lane, bridge or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, the Town of Antigonish, or any other municipality including a public highway;
- (j) “street name” means the official name of a street and street type as it appears in the Civic Address File; and
- (k) “street name sign” means the name plate and the sign post for either private or public roads.

Duties of Civic Address Coordinator

- 4. (1) The Civic Address 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 Address 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.

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 should be in Arabic numerals only, and shall be displayed in a right reading format;

- (b) signs should be constructed of a non-ferrous metal material, with reflective numerals or lettering fastened on a contrasting color background; further to this it is recommended that this signage have a blue background and that the lettering be white.
 - (c) the minimum height of numerals posted on properties shall not be less than four (4) inches (100mm);
 - (d) civic numbers shall be visible in all weather conditions;
 - (e) civic numbers shall be displayed on the same side of a street or private road as the property is located;
 - (f) civic numbers shall be displayed in a location which is not obstructed, when viewed from the closest place on the traveled portion of the street or private road upon which the property is situated or from which it has access;
 - (g) civic numbers shall face towards the street or private road upon which the property is addressed, or may be posted perpendicular to the roadway so that it can be seen clearly from either direction of travel;
 - (h) civic numbers shall be displayed in a horizontal orientation;
 - (i) should the addressed building be more than fifty (50) feet (15m) from the street or private roadway, then the sign should be displayed double-sided on a freestanding post visible from either direction of travel within fifteen(15) feet (4.25m) of the roadway and four(4) feet (1.2m) off grade, and be visible in all weather conditions.
- (3) Where the assigned civic number cannot be easily read when viewed from the closest place on the traveled portion of the 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 next to the street or private road.
- (4) Where the civic 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 orientated perpendicular to the traffic flow.
- (5) The owner of a property shall post the assigned civic number prior to 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 By-Law is hereby assigned to that property until and unless the Civic Address Coordinator, by written notice to the owner and occupant, directs otherwise.

Maintenance

7. (1) 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.

Street Naming

9. (1) The Civic Address Coordinator shall be responsible for the review and recommendation of proposed street names to Town Council.

(2) Town Council shall assign, approve and/or change street and private road names, when necessary.

Compliance

10. In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the Town of Antigonish may:
 - (1) Prepare a notice in writing to the owner, delivered by registered mail, to undertake remedial action including, but not limited to, the posting or re-posting of a civic number on a property and/or the installation of a street name sign for a private road.
 - (2) If the remedial action has not been completed within twenty one(21) days of notification, the Town of Antigonish 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.

Offences

11. 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 (\$100.00) and not more than Five Hundred Dollars(\$500.00) and to imprisonment of not more than thirty(30) days in default of payment thereof.

This is to certify that the foregoing By-Law was duly passed at a duly called meeting of Council of the Town of Antigonish held on the day of A.D., 2008.

Town Clerk & Treasurer