

**CIVIC ADDRESSING BY-LAW**  
**MUNICIPALITY OF THE COUNTY OF VICTORIA**

1. This By-Law is entitled the “Victoria County Civic Addressing By-Law”.
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 number on private roads or which may specify standards in respect of the posting of civic numbers or street names.
3. In this By-Law:
  - (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 Planning and Development Technician or Development Officer, unless some other person has been appointed by Council to administer this By-Law;
  - (c) “Civic number” means the number assigned to a lot or building by this By-Law or by the Civic Addressing Coordinator;
  - (d) “Municipality” means the Municipality of the County of Victoria;
  - (e) “Owner” has the same meaning as the owner of property in the *Municipal Government Act* or successor legislation from time to time;
  - (f) “Private road” means any street, road, lane, bridge, or other thoroughfare accessible to motor vehicles which is not a street as defined in subsection (g) and which serves as a principal vehicular access to three or more dwelling units or buildings;
  - (g) “Street” means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia or the Municipality of the County of Victoria;
4. A civic number that is recorded in the E911 civic address database for a lot or building on the date of the first reading of this By-Law is hereby assigned to that

lot or building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.

5. The Civic Addressing Coordinator shall be responsible for the further assigning of civic numbers to lots or buildings and shall keep or supervise the keeping of a system of identifying all civic numbers assigned by the Civic Addressing Coordinator. The Civic Addressing Coordinator may assign civic numbers to lots or buildings for which subdivision approval or a building permit is sought or obtained. The Civic Addressing Coordinator is not obliged to assign civic numbers to undeveloped lots, and may assign more than one civic number to a lot.
6. The Civic Addressing Coordinator 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.
7. 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.
8. The owner of a lot on which a building is located shall keep posted on the lot or building the assigned civic number in the following manner:
  - (a) civic numbers shall be posted in a location which is plainly visible in both directions from the street;
  - (b) civic numbers shall be in Arabic numerals;
  - (c) the colour of the numerals shall consist of reflective white material that clearly contrasts with the blue background upon which the numbers are displayed;
  - (d) the height of the numerals shall not be less than 9 centimetres;
9. The owner(s) of a private road which intersects a street, which has not been named on an approved plan of subdivision and approved through the civic addressing system, shall take the following steps to erect and maintain a sign identifying the private road by name:
  - (a) obtain from the Civic Addressing Coordinator the name assigned to the private road.
    - (i) The Civic Addressing Coordinator will assign a temporary road name to the new private road. The name for the new private road will be chosen by the Civic Addressing Coordinator from a bank of road names that have been approved by the Civic Addressing

Coordinator, Municipality and Department of Transportation and Infrastructure Renewal;

- (ii) The Civic Addressing Coordinator will contact all residents and/or landowners on the new private road to inform of the name of the new private road;
  - (iii) At any time, residents may petition their local Councillor to have their road name changed;
  - (iv) If the Civic Addressing Coordinator has no objections to the new road name, the Municipality will seek similar approvals from the Department of Transportation and Infrastructure Renewal and the Municipal District Councillor.
  - (v) Once the replacement road name is approved, the residents will be informed of their new road name by the Municipality.
- (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 (b), erect, maintain in good condition, and replace as necessary, a sign and signpost at the intersection of the private road and the 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 not less than 100 millimetres in height, in upper case block letters;
  - (ii) lettering to be in black against a white background;
  - (iii) bottom of the lettering to be at least 2 metres above grade;
10. 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 By-Law, 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.

- 11. In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the Municipality, may
  - (a) prepare a notice in writing to any 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 payments, as a first lien on the property affected.
- 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 \$20 and not more than \$500.
- 13. The effective date of this By-Law is February 1, 2012.

THIS IS TO CERTIFY that the by-law of which this is a true copy, was duly passed at a duly called meeting of the Municipal Council of the Municipality of the County of Victoria held on the 12<sup>th</sup> day of December, 2011.

GIVEN under the hand of the Municipal Clerk and under the Corporate Seal of the said Municipality this 12<sup>th</sup> day of December, 2011.

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A. W. (Sandy) Hudson  
Chief Administrative Officer

**Clerk's Annotation For Official By-Law Book**

Date of First Reading: November 7, 2011

Date of Advertisement of Notice of Intent to Consider:

November 28, 2011

Date of Second Reading: December 12, 2011

Date of Advertisement of Passage of By-Law:

January 9, 2012

Date of Mailing to Minister a Certified Copy of the By-Law:

January 9, 2012

\*Effective Date of the By-Law – February 1, 2012