

CAPE BRETON REGIONAL MUNICIPALITY

BY-LAW NUMBER C-100

RESPECTING CIVIC ADDRESSING

BE IT ENACTED by the Council of the Cape Breton 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-100 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 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:

- (1) “civic address” means civic number, street name and community;
- (2) “Civic Address File” means the official Cape Breton Regional Municipality database containing geographically referenced civic address information including civic points, the CBRM road centreline file, and community boundaries;
- (3) “Civic Addressing Coordinator” means the Civic Addressing Coordinator appointed by the Chief Administrative Officer to administer this By-law;
- (4) “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 community boundaries in the Cape Breton Regional Municipality.
- (5) “civic number” means the number assigned to a structure by this By-law or by the Civic Addressing Coordinator;
- (6) “Community” 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;

- (7) “owner” means the person assessed for the property;
- (8) “private road” means a private road approved pursuant to the CBRM Subdivision Bylaw or any lane or travelled way that has been given a name for civic addressing purposes and is not owned by the Cape Breton Regional Municipality or the Province of Nova Scotia;
- (9) “public road” means public street;
- (10) “public street” means any street, road or highway owned by Cape Breton Regional Municipality or the Province of Nova Scotia;
- (11) “street name” means the official name of a street and street type as it appears in the Civic Address File; and
- (12) “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 structures; 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 ensure 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 structure, the Civic Addressing Coordinator shall give the owner and occupant of a property a minimum of 60 days and a maximum of 180 days notice in writing of any changed or reassigned civic address.

Civic Number Specifications

5. (1) The owner of a structure 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 for residential structures shall not be less than 4 in.
 - (c) the minimum height of numerals for non residential structures shall not be less than 8 in.;
 - (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. above grade;
 - (f) civic numbers shall be displayed on the same side of a public street or private road as the structure 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 travelled portion of the public street or private road upon which the structure is situated or from which it has access;
 - (h) civic numbers shall be displayed in a horizontal orientation; and
 - (i) civic numbers shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness.
- (3) Where the structure to which the civic number is assigned is more than 100 ft. from the centreline of the road on which it is addressed, OR where the assigned civic number cannot be easily read when viewed from the closest place on the travelled portion of the public street or private road upon which the structure is situated or from which it has access, the civic number shall be posted on the structure and shall also be posted at the end of the access driveway.
- (4) Where the number is posted at the end of the access driveway it shall be on a free standing structure and shall be right reading and oriented perpendicular to the traffic flow. Unless the street is a dead end or cul de sac, the numbers must be double sided so as to be visible in both directions. Numbers shall not be posted on utility poles.

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

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

Maintenance

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

Prohibited Postings

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

(2) An owner shall not display on a structure any number which is not the assigned civic number with the exception of a lot number, unit number, suite 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

8. (1) The Civic Addressing Coordinator shall be responsible for the review, acceptance or rejection of street names, in accordance with the Civic Addressing Policy, for new public streets created by a plan of subdivision, all new private streets, and for any existing unnamed streets or roads.

(2) In accordance with the Civic Addressing Policy, the General Committee shall assign names to any new public roads that are created by any means other than a plan of subdivision, and may change public and private street names.

Private Roads

9. (1) The owner of a private road which intersects a public street or private road shall obtain approval from the Civic Addressing Coordinator of the name s/he wishes to have assigned to the private road, in accordance with the Civic Addressing Policy. Alternatively, the owner of a private road may request that the Civic Addressing Coordinator assign a name, in accordance with the Civic Addressing Policy.

(2) Installation and maintenance of street name signs for private roads shall be carried out by CBRM Public Works, in accordance with the Civic Addressing Policy. This shall include the installation and maintenance, where necessary, of signs on private property.

Compliance

10. 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 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.

(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.

Offenses

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) 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

12. 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.

PASSED AND ADOPTED by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipality held on September 18, 2007, as amended May 17, 2016.

MAYOR JOHN MORGAN

BERNIE WHITE
MUNICIPAL CLERK

Publication Date: September 24, 2007

May _____ 2016