

# MUNICIPALITY OF THE COUNTY OF KINGS



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## **BY-LAW #96 CIVIC ADDRESS AND STREET NAME BY-LAW**

### **Civic Address By-law**

- 1) The Council of the Municipality of the County of Kings under the authority vested in it by the Municipal Government Act, Section 313 of Part XII, does hereby enact as follows:

This By-law shall be known as the Civic Address By-law.

This By-law shall apply within the Municipality of the County of Kings.

### **Definitions**

- 2) In this By-law:

- a) "Building" means any structure used, or intended to be used, to support or shelter any use or occupancy.
- b) "Building Official" means the Building Official or other such person appointed by the Chief Administrative Officer.
- c) "Civic Address" means the combination of an assigned civic number, the road name, and the GSA.
- d) "Civic Address File" means the database maintained by the Municipality of the County of Kings containing geographically referenced civic address information, including civic points, street network file, and GSA boundaries.
- e) "Civic Address Coordinator" means the person appointed by the Chief Administrative Officer to administer this By-law.
- f) "Civic Address Point" means the number assigned by the Civic Address Coordinator in accordance with this By-law.
- g) "Community" means the name of the local area as defined in the Gazetteer of Canada.
- h) "GSA" means the 911 General Service Area.
- i) "Multi Unit Access" means the access to the property from the street that is provided for three or more residential addressable points located on a single property.
- j) "Municipality" means the Municipality of the County of Kings.
- k) "Owner" includes:
  - i) a part owner, a joint owner, tenant in common or joint tenant of the whole or any part of land or building;

- ii) 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 or mortgagee in possession or a person having the care or control of the land or building;
  - iii) a person who occupies shores, beaches, or shoals; and
  - iv) in the absence of proof to the contrary, the person assessed for the property.
- l) "Private Road" for the purposes of this by-law, means any street, road or right of way that is not a public street or public highway, or is recognized in the Civic Address File as private.
- m) "Property" means a lot of land.
- n) "Public Road" means a road or highway owned and maintained by the Municipality or the Province of Nova Scotia.
- o) "Re-delineation" means to redefine or slightly adjust a location based on supporting information.
- p) "Road Name" means the official name of a street, road, or highway as it appears in the Civic Address File.

### **Existing Civic Numbers**

- 3) A civic number that is recorded in the Civic Address File for a Property or Building on the date of the first reading of this By-law is hereby assigned to that Property or Building until such time as the Civic Address Coordinator, by written notice to an owner, directs otherwise.

### **License Exemptions**

- 4) Notwithstanding Section 3, this By-law shall not apply to vending by any group or organization registered as a non-profit body as defined in the Vendors By-law 90.

### **Civic Addressing Coordinator Duties**

- 5) The Civic Address Coordinator shall be responsible for assigning or re-assigning of civic numbers to Properties or Buildings and shall maintain the Civic Address File.

### **Change or Reassignment of Existing Civic Numbers**

- 6) The Civic Address Coordinator shall, by written notice to an owner, change or reassign civic numbers where necessary in order to avoid potentially confusing numbering irregularities and to ensure an adequate supply of civic numbers for existing and future development.
- 7) The Municipality shall not be liable for any costs or damages that may be incurred by an owner related to the reassignment of a civic number.

**Deletion of Civic Numbers**

- 8) A civic number shall be deleted when:
- a) a use ceases to exist;
  - b) a property is vacant and no use exists.

**Posting of Civic Numbers**

- 9) The owner of a property on which a civic number is issued shall keep posted on the lot or building the assigned civic number in the following manner:
- a) The numerals shall be right side up;
  - b) The civic number shall be in Arabic numerals;
  - c) The civic number shall be displayed on the same side of the road as the building or property;
  - d) The colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
  - e) The civic number shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness;
  - f) The civic number shall be posted on the building or on a gatepost, signpost, or other structure on the lot on which the building is situated. This by-law discourages the posting of any civic number or street name on trees or other natural vegetation;
  - g) The civic number must be visible and readable from the Public or Private Road upon which the building or property is situate;
  - h) The civic number shall face towards the Public Road or Private Road upon which the lot or building is situated and which forms part of the civic address for the lot or building except that double-sided signage may be used, in which event the civic number shall be on both sides of the sign and perpendicular to the Public Road or Private Road;
  - 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 Address Coordinator;
  - j) The civic number shall not be posted on a utility pole.
  - k) This by-law encourages the posting of the blue and white reflective 911 signs.

**Numbering**

- 10) Civic numbers shall be assigned in accordance with the Nova Scotia Civic Address User Guide.

- 11) No civic number shall be assigned where the Civic Address Coordinator is aware of an outstanding order against the property pursuant to the National Building Code, Fire Safety Act, Municipal Government Act, or Environment Act.
- 12) Farms shall be assigned a single civic number to the main building or farm dwelling. Additional civic numbers or unit numbers shall be considered by the Civic Address Coordinator when:
  - a) The farm owner requests additional civic numbers;
  - b) A farm building has a different access than the main building or farm dwelling; or
  - c) A farm building is on a separate property from the main building or farm dwelling.
- 13) Farm tenement housing shall have unit numbers assigned.

### **Street Naming**

- 14) All street names shall conform to the Street Naming Guidelines (see Schedule A).

### **Street Name Change**

- 15) Changes to established street or road names shall only be considered when there is no public safety issue involved. Requests for street name changes, regardless of ownership will adhere to the following:
  - a) when considering a street or road name change, the Civic Address Coordinator shall consider the following:
    - i) the potential confusion created for emergency and other municipal services by renaming the street;
    - ii) the number of residential units affected and potential costs to residents\owners;
    - iii) the number and type of businesses affected and potential costs to owners\occupiers;
    - iv) the Street Naming Guideline (see Schedule A).
  - b) The proposed name change is to be submitted, in writing, to the Civic Address Coordinator for approval.
    - i) The Civic Address Coordinator shall consult with the appropriate road authority.
  - c) Upon approval of the name, the Civic Address Coordinator shall prepare and mail out a petition to all affected property owners as identified in the Nova Scotia Property Records Database and Civic Address File.
    - i) Petitions for Private Road name changes shall include the owner(s) of the road.

- d) The petition shall include:
  - i) the property owner name;
  - ii) civic number, if applicable;
  - iii) the existing street name;
  - iv) the proposed street name;
  - v) a reply deadline;
  - vi) the option to approve or not approve the proposed name change.
- e) The petition shall require a signature from each property owner affected by the change as identified in Nova Scotia Property Records Database;
  - i) A minimum of 80% of the property owners affected by the change must support the proposed name as indicated by signatures of approval on the petition;
  - ii) A Private Road name change shall require the support from a minimum 80% of the property owners affected by the change and the owner(s) of the road as indicated by signatures of approval on the petition;
  - iii) The Civic Address Coordinator shall submit a report to the Municipal Clerk/Chief Administrative Officer for a decision of Municipal Council for any petition that does not receive the minimum requirement yet poses a public safety issue.
- f) Upon receipt of a completed petition, the Civic Address Coordinator shall submit a report to the Municipal Clerk/Chief Administrative Officer for consideration and approval by Municipal Council;
- g) In cases where an existing road name is creating a public safety issue, based upon input from emergency responders, the Civic Address Coordinator shall initiate a street name change without a petition to affected residents, seeking Council approval directly;
  - i) The Civic Address Coordinator shall consult with the appropriate road authority.

### **GSA Name or Boundary Change**

- 16) Changes to established GSA boundaries shall only be considered when there is no public safety issue involved. Requests for GSA name or boundary change will adhere to the following:
- a) When considering a GSA name or boundary change, the Civic Address Coordinator shall consider the following:
    - i) the potential confusion created for emergency and other municipal services by renaming or changing the boundary location;
    - ii) the number of residential units affected and potential costs to residents\owners;
    - iii) the number and type of businesses affected and potential costs to owners\occupiers;
    - iv) the historical significance, if any, of the existing name or location;
    - v) the official place name as listed in the Gazetteer of Canada.

- b) The Nova Scotia Geomatics Centre and EMO shall be consulted for all proposed GSA boundary or name changes.
- c) The proposed change is to be submitted, in writing, to the Civic Address Coordinator for approval. GSA names must be unique and not exist in the Civic Address File.
- d) Upon approval of the name or boundary change, the Civic Address Coordinator shall provide a petition to the Owner. The petition shall include the existing GSA name, proposed GSA name, list of property owners, reply deadline, and option to approve or not approve the proposed name change.
- e) The petition shall require a signature from each property owner affected by the change as identified in Nova Scotia Property Records Database.
  - i) Special cases may be considered at the discretion of the Civic Address Coordinator.
- f) 100% of the property owners affected by the change must support the proposed name or boundary change as indicated by signatures of approval on the petition.
- g) Upon receipt of a complete petition, the GSA change is approved and completed by the Civic Address Coordinator.

### **GSA Re-delineation**

- 17) The Civic Address Coordinator shall ensure that where a road is built or extended across a GSA line and the sole access is through a single GSA, the boundary of the latter GSA shall be re-delineated to include the street and all lots accessing it as shown in a final plan of subdivision;
- 18) Other adjustments to GSA boundaries shall be considered by the Civic Address Coordinator based on the following:
  - a) the current boundary poses potential confusion for emergency responders;
  - b) a change to reference data upon which the GSA boundary is based on;
  - c) a change to Provincial guidelines.
- 19) Notification shall be sent to each affected resident where an adjustment has resulted in a mail or civic address change.

### **Posting Private Road Signs**

- 20) Private Roads which intersect with Public Roads, and are not already identified by an approved road name sign, shall be provided with a road name sign upon the written request of one or more residents of the road, subject to the following criteria:
  - a) Sign standards are to be those as established by Engineering and Public Works.

- b) The name of the road is to be that designated by the Civic Address File, unless otherwise approved by the Civic Address Coordinator in accordance with the NSCAF Road Naming Guidelines and Procedures.
- c) Upon approval of the name, the owner(s) shall pay the Municipality one hundred percent (100%) of the fees as determined by Engineering and Public Works for the purchase of the sign and installation costs.

### **Access Signs for Multi Unit Developments**

- 21) A property with 3 or more separate residential civic addressable points that share a common access shall have a name attached to the access, subject to the following criteria:
- a) The Multi Unit Access shall be assigned a name ending in *Place*.
  - b) Names are to be submitted, in writing, to the Civic Address Coordinator for approval.
  - c) Names must be unique and not exist in the Civic Address File.
  - d) Upon approval of the name, the owner(s) shall pay the Municipality one hundred percent (100%) of the fees as determined by Engineering and Public Works for the purchase of the sign and installation costs.
  - e) Signage must adhere to current Engineering and Public Works sign standards.
  - f) Fees associated with civic number changes as a result of a Multi Unit Access for existing multi unit developments are the responsibility of the developer or resident.

### **Refusing or Failure to Comply**

- 22) Any person who violates any provision of this By-law is guilty of an offence as defined under the Municipal Government Act.

### **Violations**

- 23) Any person who violates any provision of this By-law shall be liable on summary conviction to a penalty of not less than \$200.00 and not more than \$5,000.00, and in default of payment to imprisonment for a period of not more than 90 days.

### **Effective Date**

This By-law shall be in effect on the date the notice is published in the local newspaper.

### History of this By-law

Enacted August 2, 2011  
Amended January 5, 2016

## Schedule A Street Naming Guidelines

### General Principles

Uniqueness – no duplication of names allowed

Distinctiveness – names that sound very similar should be avoided in order to avoid diction problems when people are making emergency calls under stress

Continuity – a road running in one direction should have one name only and should have the same name throughout its entire length.

### Guidelines

1. No name shall be duplicated within Kings County including similar names that are differentiated by street type.
2. No name shall sound like an existing name.
3. No name shall contain numbers, special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind.
4. Municipal Road, Private Road, or Multi Unit Access names shall not exceed twelve characters in length, including spaces (does not include street suffix).
5. Street name types (suffix) shall adhere to the NSCAF Road Type List and definitions.