

1. Title

This Bylaw is entitled the “Civic Addressing Bylaw”.

2. Background

The Municipal Government Act gives specific authority to council to establish a bylaw to adopt a system of assigning civic numbers to properties, under section 313. The purpose of this bylaw is to ensure through civic numbering of properties that emergency services can respond efficiently.

3. Definitions

“**Building**” means a structure used or intended to be used to support or shelter any use or occupancy, except a structure which is accessory to the use of another structure on the same lot and except a structure which, if it were not being built for the first time, would not require a building permit to authorize its construction and included an incomplete building once the footings have been constructed

“**Civic Addressing Coordinator (CAC)**” means the person appointed by the Chief Administrative Officer to administer this Bylaw.

“**Civic Number**” means the number assigned to a lot or building by this Bylaw or by the Civic Addressing Coordinator

“**Lot**” means any parcel of land described in a registered deed or as shown in a registered plan of subdivision.

“**Officer**” means any Bylaw Enforcement Officer assigned to administering or enforcing this bylaw.

“**Owner**” includes, as it refers to the owner of property:

- a) A part owner, joint owner, tenant in common or joint tenant of the whole or any part of the land or a building
- b) In 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,
- c) In the absence of proof to the contrary, the person assessed for the property.

“Private Road” means any street, road, lane, bridge, or other thoroughfares accessible to motor vehicles that serve as principal vehicular access to three or more dwellings or buildings, and which is owned by a person or persons other than the Town or the Province of Nova Scotia.

“Street” means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, the Town, or any other municipality, including a public highway.

“Town” means the Town of Wolfville

4. General

4.1 A civic number that was posted on a lot or building or that was customarily in use as a mailing address for a lot or building on the date of first reading of this By-Law is hereby assigned to that lot or building until and unless the CAC, by written notice to an Owner, otherwise directs.

4.2 The CAC shall be responsible for assigning civic numbers to lots or buildings and shall keep or supervise the keeping of a property information record system identifying all civic numbers assigned by the Town. The CAC may assign civic numbers to lots or buildings for which subdivision approval or a development or building permit is sought or obtained. The CAC is not obliged to assign civic numbers to undeveloped lots and may assign more than one civic number to a lot.

- I. Assigning civic numbers to lots and buildings that front upon or are directly abutting a street must be made in accordance with Appendix “A”, Guidelines for Assigning Civic Address”, which shall form Part of this Bylaw.

4.3 By written notice to an owner, the CAC may 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.

4.4 An Owner shall not post or permit to be posted a number that is not assigned to the lot or building on which the number is posted.

4.5 The owner of a vacant lot shall not be required to post or cause to be posted the assigned civic address number for the vacant lot.

4.6 The CAC may assign a civic number to public places.

4.7 Upon application by the owner, the CAC may provide written authorization for civic numbers to vary from the standards contained in this Bylaw, with or without conditions when:

- I. Compliance with the standards is not reasonably possible, due to the physical features of the site or otherwise; or
- II. Compliance would not as effectively meet the objectives of this bylaw.

Authorization under this section may be revoked or varied by the CAC. Owners shall comply with any conditions contained within authorizations granted under this section.

5 Display of Numbers

5.1 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: (UNIT NUMBERS)

- I. Civic number shall be in Arabic numerals;
- II. The bottom of the numerals shall be at least 1.2m (4ft) above the ground;
- III. The color of each numeral shall be the same and be clearly in contrast to the color of the building, post, or sign on which it is located.
- IV. The height of the numerals on residential properties shall not be less than 100mm (4 in);
- V. The height of numeral on non-residential properties shall not be less than 200 mm (8 in);
- VI. The civic number shall be placed upon the building, post, or sign in such a location that it faces towards and is clearly visible from the roadway or the street from which it is numbered and shall not be blocked by ornaments, displays, or vegetation;
- VII. The owner of a property shall maintain a civic number for the property in good repair.

5.2 A civic number shall be displayed on a post or sign if a civic number that is located on a building cannot be easily read from the roadway or street from which the building is numbered. The post or sign shall display two (2) sided civic numbers which are situated perpendicular to the street located on the lot within 5m (16.5 ft) of the street boundary.

- 5.3 The CAC may, in writing, require the owner to place a civic number on a post or sign located on the lot adjacent to the entrance of a driveway that provides emergency vehicles access to a building.
- 5.4 CAC may, at their own discretion, supersede any sections of this Bylaw if they determine it necessary.
- 5.5 The CAC may require additional signage for a lot, depending on visibility from the roadway for properties with multiple suites.

6 Orders

- 6.1 The provisions of this Bylaw may be enforced by the CAC or an Officer of the Municipality.
- 6.2 In the event of contravention of this Bylaw, the CAC or Officer may serve an Order to Comply upon an Owner by regular mail.
- 6.3 Every Order to Comply shall contain:
 - I. The section of this Bylaw which has been contravened.
 - II. Actions to be taken in order to bring the property into compliance with this Bylaw.
 - III. The date by which the property must be brought into compliance with the order.
 - IV. The action which will be taken against the Owner should the property not be brought into compliance.
- 6.4 Where an Owner fails to comply with the requirements of an Order to Comply within the time frame stipulated therein, the CAC and/or Officer may enter upon the property without a warrant or other legal process and undertake the work specified in the Order to Comply.
- 6.5 Where the CAC and/or Officer undertake the work specified in the Order to Comply, the Town may charge and collect the costs thereof either from the Owner or as a first lien on the property affected.

7 Penalty

7.1 Any person who violates any provision of this Bylaw 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).

Clerk's Annotation for Official Bylaw Book

Date of first reading:	May 6, 2023
Date of advertisement of Notice of Intent to Consider:	October 31, 2023
Date of second reading:	November 21, 2023
Date of advertisement of Passage of By-law:	November 29, 2023
Date of mailing to Minister a certified copy of By-law:	November 24, 2023

I certify that this **Civic Addressing Bylaw Chapter 110** was adopted by Council and published as indicated above.



Laura Morrison, Town Clerk

November 24, 2023

Date