

**MUNICIPALITY OF THE COUNTY OF COLCHESTER  
CHAPTER 17 - CIVIC ADDRESSING BY-LAW**

**CIVIC ADDRESS BY-LAW**

1. The Council of the Municipality of the County of Colchester 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 Addressing By-law.

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

**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) "civic address" means the combination of an assigned civic number, the road name, and the name community where the building or property is located.
  - (c) "Civic Address File" means the database maintained by the Municipality of the County of Colchester containing geographically referenced civic address information, including civic numbers, street network file, and community boundaries.
  - (d) "Civic Addressing Coordinator" means the Property Information Clerk unless another person is so appointed by the Chief Administrative Officer to administer this By-Law.
  - (e) "civic address number" means the number assigned by the Civic Address Coordinator in accordance with this By-law.
  - (f) "community" means the name of the local geographical area where the building or property is located.
  - (g) "Municipality" means the Municipality of the County of Colchester.
  - (h) "Nova Scotia Address User Guide" means a reference guideline that provides information on the civic addressing system and guidance for assigning and resolving issues with civic addresses.
  - (i) "owner" has the same meaning as the owner of property in the Municipal Government Act.
  - (j) "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. A private road serves as a principal vehicular access to three or more dwellings or buildings.

(k) "property" means a lot of land.

(l) "public road" means a road or highway owned and maintained by the Municipality or the Province of Nova Scotia.

## **NOTICE EFFECTIVE**

An owner shall be deemed to have received written notice 14 days after written notice is personally delivered to the owner, sent to the owner by regular mail or posted on the property or building.

## **EXISTING CIVIC ADDRESSES**

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 provides written notice to the owner directing otherwise.

## **NUMBERING**

4. A civic number that is recorded in the Civic Addressing File for a property or building on the date of the first reading of this By-Law is assigned on the date it is recorded in the Civic Address File.
5. Civic numbers shall be assigned in accordance with the Nova Scotia Civic Address User Guide.
6. No civic number shall be assigned where there is an outstanding order against the property or building pursuant to the National Building Code, Fire Safety Act, Municipal Government Act, or Environment Act.
7. The Civic Addressing Coordinator shall provide written notice to the owner when a civic number is assigned to a building or property.

## **CIVIC ADDRESS COORDINATOR DUTIES**

8. 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**

9. The Civic Address Coordinator will provide written notice to an owner if it is necessary to change or reassign the civic number assigned to a building or property to avoid potentially confusing numbering irregularities or to ensure an adequate supply of civic numbers for existing or future developments.
10. 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 except as permitted by policy.

## **DELETION OF CIVIC NUMBERS**

11. 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**

12. The owner of a property or building on which a civic number is assigned shall keep posted on the property 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 (0,1,2,3,4,5,6,7,8,9) and read from left to right;
  - (c) The size of civic numbers shall be 10 cm (4”) in height at a minimum;
  - (d) The civic number shall be displayed on the same side of the public road or private road as the building or property is located;
  - (e) The colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
  - (f) The civic number shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness;
  - (g) The civic number shall be posted on the building or on a gatepost, signpost, or other structure on the lot on which the building or property is situated. This By-law prohibits the posting of any civic number or street name on trees or other natural vegetation;
  - (h) The civic number must be visible and readable from the public or private road upon which the building or property is situate;

- (i) 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 property or building. Where double-sided signage is used, the civic number shall be on both sides of the sign and perpendicular to the public road or private road;
- (j) 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.

13. Any civic number assigned after the effective date of this By-law shall be posted in accordance with the provisions of Section 12 and shall be posted within 30 days from the date the number is assigned.

14. Notwithstanding Sections 13, every new civic number is to be posted prior to occupancy of the building or property to which the civic number is assigned.

## **NEW BUILDINGS**

15. Upon approving an application for a building permit for the construction of a new building on a property, the Municipality shall:

- (a) Assign a civic number to the building; and,
- (b) Supply the owner or building applicant a civic number sign, the cost of which will be set out in the Municipal Fees Policy.

16. Clause 15 takes effect 6 months after the effective date of this By-law.

## **COMPLIANCE AND OFFENCES**

17. Where a civic number is required to be posted, any owners shall take appropriate actions to comply with the provisions of the Civic Addressing By-Law.

18. It is an offence to contravene any provision of this By-Law.

19. In the event that an owner is alleged to have contravened this By-Law; and in addition to any prosecution or other remedy, any By-Law Enforcement Officer for the Municipality may:

- (a) Prepare a written notice to an owner advising of the contravention of the By-Law, stating the remedial action necessary to be undertaken within a specified time.
- (b) Serve notice to an owner either by personal delivery, regular mail or by posting the notice on the property.

20. If the owner, has not taken or completed remedial action as directed within 30 days pursuant to Section 19 (a), the Municipality may enter upon the private property and

remove, replace, relocate, or install a civic number 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.

21. 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 \$2,000.00, and in default of payment to imprisonment for a period of not more than 90 days.

THIS IS TO CERTIFY, that Chapter 17 – Civic Addressing By-law was duly approved at a duly called meeting of the Municipal Council of the Municipality of the County of Colchester, duly convened and held on the 25<sup>th</sup> day of August, A.D., 2022.

GIVEN under the hand of the Municipal Clerk and under the corporate seal of said Municipality this 1st day of September, A.D., 2022.

Rob Simonds

Municipal Clerk



**NOTICE OF APPROVAL**  
**CHAPTER 17 – CIVIC ADDRESSING BY-LAW**

TAKE NOTICE that on Thursday, August 25, 2022, the Council of the Municipality of Colchester adopted, by way of Second Reading, Chapter 17 – Civic Addressing By-law.

The By-law establishes processes for civic numbering with the intent to better assist emergency service providers in locating properties when responding to emergencies.

The Civic Addressing By-law can be viewed on the County website at [www.colchester.ca/administration/by-laws](http://www.colchester.ca/administration/by-laws) or a copy can be obtained by contacting the Administration Office at 902-897-3184.

Dated September 1, 2022

Rob Simonds  
Chief Administrative Officer

I, Rob Simonds, Municipal Clerk of the Municipality of the County of Colchester, do hereby certify that the adjacent Notice of Approval is a true copy of the Notice of Approval of Chapter 17 - Civic Addressing By-law, duly advertised in the Thursday, September 1, 2022, issue to the Truro News.

Given under the hand of the Municipal Clerk and under the corporate seal of said Municipality this September 1<sup>st</sup> day of September, 2022.

Rob Simonds  
Municipal Clerk

*First Reading: June 23, 2022*  
*Notice of Intent: August 4 & 18, 2022*  
*Second Reading: August 25, 2022*  
*Notice of Approval: September 1, 2022*