

REGIONAL DISTRICT OF CENTRAL KOOTENAY
BYLAW NO. 2391

A bylaw to assign, display and regulate civic address numbers of properties and buildings in the Regional District of Central Kootenay

WHEREAS, pursuant to Section 797.1 of the *Local Government Act*, a Regional District may establish a service in relation to the numbering of buildings;

AND WHEREAS, pursuant to Section 728.1 of the *Local Government Act* [Sundry Powers], a regional district may require owners or occupiers of real property to place building or structure numbers assigned by the regional district in a conspicuous place;

NOW THEREFORE, the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

1) Title

1.1 This Bylaw may be cited for all purposes as “**RDCK Civic Addressing Bylaw No. 2391, 2014.**”

2) General

2.1 Nothing in this bylaw shall be interpreted as authorizing non-compliance with any laws, regulations, bylaws, 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.

3) Geographic Location

3.1 This bylaw applies to all lands identified as in the boundaries of the Regional District of Central Kootenay except those lands located within municipalities and Aboriginal Lands located within the Regional District.

4) Definitions

Addressing Authority refers to staff persons employed by the Regional District of Central Kootenay who administer this bylaw;

Addressing Coordinator refers to the GIS Technician/Analyst or other staff member responsible for performing this function;

Civic Number means the number assigned to a property by this bylaw or by the civic addressing coordinator;

Civic Address means the civic number, street name, location, and postal code;

Common Driveway means a private road or driveway in which two or more properties or buildings are accessed off of;

Highway means a street, road, bridge, viaduct and any other way open to the use of the public, but does not include a private right-of-way on private property;

Primary Building means any structure that is used or intended to be used for supporting or sheltering human beings, a place of business or industrial operations;

Regional District means Regional District of Central Kootenay;

Individual Driveway means a driveway used to access a single property;

Unit means any structure or location whereby a human being intends to camp, or dwell for one or more nights, usually associated with a residence in an apartment building, a campsite at a campgrounds, or a mobile home in a mobile home park.

5) Authority

- 5.1 It is the authority of the Regional District to assign civic numbers to all primary buildings associated with properties located within the Regional District's boundaries.

6) Duties of Civic Addressing Staff

- 6.1 The Addressing Authority, under direction from the Addressing Coordinator and the RDCK Addressing and *Civic Data Management Best Practices and Procedures Guidelines Manual*, shall:

- (1) Maintain the civic address data;

- (2) Be responsible for the assigning of civic numbers to properties;
- (3) By written letter of notice to the land owner and occupant, may change or reassign civic numbers as outlined in section 7 of this bylaw.

7) General

- 7.1 With written notice to the owner or occupant of the property, the Regional District may change or re-assign civic numbers where necessary to resolve potentially confusing discontinuities, irregularities in the range of civic numbers along a given grid or road segment, public safety concerns (as identified by the Addressing Coordinator) and to ensure adequate supply of civic addresses for existing and future development.
- 7.2 Where a property owner requests to change his and/or her civic address the owner shall submit a formal request to the Addressing Coordinator and the Addressing Coordinator shall decide in accordance with this bylaw whether or not to permit the change.
- 7.3 Where an owner requests to subdivide a property, the owner shall submit an application, in the prescribed form, to the Addressing Coordinator and the Addressing Coordinator shall assign a civic address to those lots at time of subdivision provided that access locations to each lot can be clearly identified.
- 7.4 Where a new dwelling unit is developed on an existing property, the owner shall submit an application, in the prescribed form, to the Addressing Coordinator and the Addressing Coordinator shall assign a civic number to those dwelling units.
- 7.5 Every owner to whom a building permit is issued shall, during construction, post the civic address on the property in a location visible from the appropriate street.
- 7.6 Where a civic address is found to be inconsistent or random, the Addressing Coordinator has the authority to change the civic address to be consistent and navigable within the RDCK civic addressing scheme.
- 7.7 Civic addressing staff should consult the *RDCK Civic Addressing Best Practices and Guidelines Manual* for direction when assigning civic addresses.
- 7.8 A property owner or resident shall not post or permit to be posted any part of a civic address which is not assigned to a property.
- 7.9 No lot number, unit number, or suite number shall be posted without the word "Lot," "Unit" or "Suite" preceding the posted number.

8) Recommendations for Displaying Civic Addresses

8.1 The RDCK recommends that the owner of a lot in which a building is located should display the assigned civic number on the lot or building in the following manner:

- (1) Civic addresses should be posted in a location on the same side of the road as the use for which the civic number was assigned and in a manner so that they can clearly be seen from at least 10 metres (32.8 feet) in both directions and perpendicular to the highway upon which the lot or building is situated;
- (2) Numerals should not be obstructed by trees or shrubs and should be placed at the entrance to the property from the highway;
- (3) Numerals preferred to be displayed with dark numbers or dark reflective material on a light background or alternatively, light numbers or light reflective material on a dark background;
- (4) Numerals should be 3 or more inches (7.62 cm) high;
- (5) Property owner's "name sign" should be the only other sign displayed on the same support as the civic number.

8.2 If more than one building, unit or property is accessed by a common driveway:

- (1) Each civic address should be displayed at the street where the common driveway is accessed off of as described in Section 8.1 with the exception that more than one civic number may be displayed on single sign;
- (2) Individual civic numbers should be clearly displayed on each at the intersection of the individual driveway and the common driveway as described in section 8.1 treating the common driveway as a street.

8.3 If more than one, but less than five (5) buildings, units or properties are accessed from the same individual driveway:

- (1) The civic number should be displayed as directed in section 8.2;
- (2) Each building or location associated with a unit or civic number should have that number displayed without visual obstruction in front of or on the building or location with dark numbers or dark reflective material on a light background or alternatively, light numbers or light reflective material on a dark background.

8.4 If five (5) or more buildings or units are accessed from the same individual driveway:

- (1) Numerals should be displayed as described in section 8.3;

- (2) A map showing the location of each unit associated with a unit number should be displayed near the entrance of the property in a visually unobstructed and obvious location.

9) Recommendations for the Maintenance of Signage

9.1 The Regional District of Central Kootenay is not responsible for maintaining the display of civic numbers. The landowner is responsible for the maintenance of civic number signage. The responsibilities include:

- (1) Repainting or affixing any damaged numbers;
- (2) Maintain visibility of the signage, including cutting back vegetation;
- (3) Maintaining standards outlined in section 8.


READ A FIRST TIME the 21st day of August, 2014.

READ A SECOND TIME the 21st day of August, 2014.

READ A THIRD TIME the 21st day of August, 2014.

ADOPTED by an affirmative vote of at least two-thirds of the votes cast this

21st day of August, 2014.



Chair



Corporate Officer

