

# HALIFAX

P.O. Box 1749  
Halifax, Nova Scotia  
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**Item No. 15.1.1**  
**Halifax Regional Council**  
**September 24, 2019**  
**October 22, 2019**

**TO:** Mayor Savage and Members of Halifax Regional Council

Original Signed by 

**SUBMITTED BY:** \_\_\_\_\_  
Jacques Dubé, Chief Administrative Officer

**DATE:** August 27, 2019

**SUBJECT:** Private Road Signs Maintenance

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## ORIGIN

October 3, 2017 motion of Regional Council:

*“MOVED by Councillor Adams THAT Halifax Regional Council request a staff report to look at replacing or repairing private road signs (sign blades). The report should only address the signs when missing or damaged and continue the practice of billing the developer for the first private lane sign, which is currently what we do for new public and private roads”*

## LEGISLATIVE AUTHORITY

*Halifax Regional Municipality Charter (HRM Charter), Part XII, Streets and Highways*

- 323 The Council may
- (a) by by-law, adopt a system for assigning civic numbers to properties, including buildings, and other locations;
  - ...
  - (c) by policy, name or rename any street or private road;
  - (d) post the name of any street or private road, including posting the name on private property;
  - (e) by by-law, require the owner of land that is a private road to
    - (i) apply for permission to erect a sign or signpost that identifies the road by the name assigned to it pursuant to clause (c) to any person whose permission is required by law to erect the sign or signpost and use the owner's best efforts to obtain such permission, and
    - (ii) erect a sign or signpost of such size and design, in such location and in such a manner as is prescribed by the by-law, if permission is obtained to erect the sign or signpost in accordance with subclause (i).

## RECOMMENDATION

It is recommended that Halifax Regional Council:

1. adopt By-law C301, amending By-Law C-300, Respecting Civic Addressing, as set out in

**Recommendation continued on next page**

Attachment B of this report to amend the definition of a private road and to remove the requirement that private road owners maintain their private road signage; and

2. adopt the amendments to Administrative Order 15, Respecting License, Permit and Processing Fees, as set out in Attachment D of this report to:
  - a. increase the fee for a private road sign from \$150 to \$200;
  - b. to add the \$31 fee for sign blade manufacture; and
  - c. to require that no fee be paid where a private road sign is required because of a civic addressing change.

It is also recommended that Halifax Regional Council consider increasing the operating budget by \$28,000 in the following accounts for consideration in the 2020/2021 budget to:

3. R747- 6518 (Sign Shop Metals) by \$11,000 per annum,
4. R747- 6499 (Sign Shop Sign Blades) by \$2,000 per annum; and
5. C420-6910 (Planning & Development Signage) by \$15,000 per annum.

## **BACKGROUND**

The installation and maintenance of street signs within the municipality is an essential component of efficient delivery of E911 services. Emergency service providers rely on street signs for way-finding and delays in emergency response may occur when signs are not installed and maintained in accordance with appropriate standards.

The Civic Addressing By-law defines a “private road” as any street, road or travel way which is not publicly owned and serves three or more structures or facilities. Section 10 of the By-Law (Attachment A) states that the owner(s) of a private road shall install and maintain a sign at every intersection of their private road. This practice has been in place since the adoption of the By-law in 2002. These signs must meet the Municipal Street Sign Standards as described in Attachment E.

Presently, there are approximately 1,686 roads in HRM that are not owned by the municipality or the Province. Signage on 238 of these roads is already maintained by either HRM, the Province of Nova Scotia or the Halifax International Airport. Forty-eight are extensions of a public road and do not require signage. The remaining 1,400 private road signs are currently maintained by the property owners.

On average, 30 new “private roads” are created through the subdivision process each year. They are named and signed in accordance with the Civic Addressing By-law. Initial production and installation costs for signage are paid by the developer. After initial installation, the maintenance becomes the shared responsibility of the property owners with frontage on the private road. Over the past six years municipal staff have ordered 20 to 45 private road signs each year. Approximately 60% of the costs for those signs was recovered from property owners.

To assist private road owner(s) with long term maintenance obligations, the municipality provides sign installation services at a cost of \$150 (+HST) per sign. If the location of the private road is inside the serviceable boundary of the municipality, HRM sign crews install the post and sign. If the private road is outside the serviceable boundary, municipal staff coordinate the installation with the local Provincial Transportation and Infrastructure Renewal (TIR) Depot. Costs for that work are invoiced to HRM from the Province. If the private road owner(s) chooses to install the sign themselves, they can purchase just the sign blade for \$30 (+HST).

There are instances where private road signs need to be installed or replaced because of a civic addressing corrections exercise. Costs in these circumstances are covered by HRM.

Notwithstanding the bylaw requirements for owners to maintain signage, the completion of that maintenance by private road owners can be problematic, creating additional risk to emergency service delivery. Council requested that staff examine an alternative approach to ensure more effective maintenance of private road signs. This report is provided in response to that request.

## **DISCUSSION**

### Emergency Service Delivery

As noted above, installation and maintenance of appropriate and consistent street signage is an essential component of emergency service delivery. HRM has established regulations and a process that provides for installation and maintenance of road signs at the expense of developers and property owners with frontage on private roads. The process for initial installation of these signs is effective but longer-term maintenance and replacement of these signs is less effective for a number of reasons such as:

- In the case of a private road over multiple properties in separate ownership, there are often issues in determining which property owner is responsible for the cost of sign replacement. These issues can take time to resolve creating risk to the delivery of emergency services.
- In some cases, the property owner(s) choose not to order their sign through the municipality and install their own signage which also increases the risk to emergency service as a result of signage not designed and installed in accordance with the Municipal Street Sign Standards (Attachment E).

In the interest of public safety, it is recommended that the municipality take over the responsibility for maintenance and replacement of all street signs within the municipality. This change would require modifications to the Civic Addressing By-law (see Attachments A & B) as well as changes to HRM's budget to reflect additional municipal costs.

### Bylaw Changes

As currently written, HRM's Civic Addressing Bylaw C-300 contains provisions making private road owners responsible for installation and maintenance of private road signage. Attachments A and B to this report contain the alterations to the Bylaw that would move the responsibility for sign maintenance from the private road owner to HRM. Initial installation would remain the responsibility of the original owner/developer.

In addition to the alterations required to change the responsibility for sign maintenance, staff are also proposing three regulatory "housekeeping" amendments:

1. Staff recommend altering the definition of private road in Bylaw C-300 to replace the reference to "three or more structures or facilities" with "three or more civic addresses". This would better align the wording of the regulation with the intent of the bylaw and with current practice;
2. It has been the practice for HRM to cover costs where private road signs need to be installed or replaced because of a municipal civic addressing corrections exercise. However, HRM's Administrative Order #15 requires property owners to pay a fee in those circumstances. Staff propose an amendment to AO #15 to remove the requirement for the owner to pay the fee to better align the regulation with current practice; and
3. During research in support of the development of this report, staff have determined the existing fee for the initial sign fabrication and installation set out in AO #15 should be updated to better reflect actual cost recovery. The current fee of \$150 (+HST) has not been revisited since the initial adoption of the Bylaw in 2002 and actual cost associated with fabrication and installation has increased over time to approximately \$200 (+HST) per sign. Therefore, staff are recommending a modification to AO #15 to increase the fee for private signs from \$150 to \$200 (Attachments C & D).

Operating Budget Changes

Should Council choose to proceed as recommended in this report, increases to HRM's operating budget will be required to offset the revenue that will no longer be recovered from private road owners.

These increases will be reflected in the budget for HRM's sign shop for sign production and installation. The budget with Planning & Development will also require an increase to cover costs owed to the Provincial TIR Depots. The recommended increases are estimates based on previous years' invoicing and the details are set out in the Financial Implications section of this report.

**FINANCIAL IMPLICATIONS**

Over the past six years the total costs associated with the installation of private road signs has ranged from \$4,200 to \$9,000 annually. Sixty percent of those costs were recovered from private road owners.

As per the recommendation, HRM would continue to collect the costs for the first sign on private roads created through approved subdivisions. Once installed, these signs would be municipally owned and maintained.

The typical useful life of a private road sign is approximately ten years. Of the 1448 private roads, only 1400 require signage, the remaining 48 are extensions of a public road and do not require additional signage. On a typical maintenance rotation, each of the 1400 private road signs will need to be replaced on a ten-year cycle with an average annual cost over that period of \$28,000. This estimate is based on the approval of the fee increase to \$200 per sign.

Forty six percent of the private road signs would be physically maintained by HRM and fifty-four percent would be maintained by the Province with the costs being invoiced to HRM annually. In order to accommodate the costs to offset the maintenance of signs delivered by the municipality, HRM's sign shop budget will require an increase of \$13,000 per year. These costs are split between two accounts:

- R747- 6518 (Sign Shop Metals) - The average cost of a sign post and installation is \$170. The metals budget (6518) will require an increase of \$11,000;
- R747- 6499 (Sign Shop Sign Blades) - The average cost of a sign blade is \$31. The sign blade budget (6499) will require an increase of \$2,000.

In order to accommodate the costs to offset the maintenance of signs delivered by the Province on HRM's behalf, account C420-6910 (Planning & Development Signage) will require an increase of \$15,000 per year.

These accounts will require continual monitoring to ensure adequacy noting that the municipality approves approximately 30 new private roads every year. Should this trend continue, an incremental increase in municipal costs of approximately \$600 can be expected annually.

For 2019/20, the impact is estimated to be approximately \$9,000. This estimate is also based on the approval of the fee increase to \$200 per sign. Since very few signs are installed during the winter months, when the ground is frozen, it is estimated that only approximately 1/3 of the annual cost will be incurred in 19/20. Operating efficiencies across Transportation and Public Works and Planning & Development will be sought to offset the cost, as this is not included in the current operating budget.

**RISK CONSIDERATION**

Although the likelihood of a private road owner calling E911 when their sign is not installed is low, the risk of a delay in emergency services in that situation is moderate.

There is also a low risk of private road owners installing their own nonstandard private road signage, which may have low visibility at night, and may cause delays as well.

### **COMMUNITY ENGAGEMENT**

The community engagement process is consistent with the intent of the HRM Community Engagement Strategy. The level of community engagement is gathering feedback from private road owners who contact the municipality reporting their signage requires maintenance. If approved, HRM will notify private road owners that their signage is now a municipal service.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **ALTERNATIVES**

Regional Council may choose not to approve the amendments as contained in Attachments A and B. This alternative is not recommended as the posting of street signs is a requirement for the efficient delivery of E911 services.

Regional Council may choose not to approve the amendments as contained in Attachments D and E. This alternative is not recommended as the current fee is not sufficient to cover the actual cost of installing a private road sign.

### **ATTACHMENTS**

- Attachment A: Showing Proposed changes to By-law C-300
- Attachment B: By-law C-301, amending By-law C-300
- Attachment C: Showing Proposed changes to Administrative Order #15
- Attachment D: Amending Administrative Order #15
- Attachment E: Halifax Regional Municipality Street Sign Standards

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

- Report Prepared by: Gayle MacLean, Civic Addressing Coordinator 902.490.4105
  - Report Approved by: Steve Higgins, Manager, Current Planning, Planning and Development 902.490.4382
  - Financial Approval by: Jane Fraser, Director of Finance, Asset Management and ICT/CFO, 902.490.4630
  - Report Approved by: Kelly Denty, Director, Planning and Development 902.490.4800
  - Report Approved by: Brad Anguish, Director, Transportation and Public Works 902.490.4855
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**ATTACHMENT A**  
**Showing proposed changes to By-law C-300**

**HALIFAX REGIONAL MUNICIPALITY**

**BYLAW NUMBER C-300**

**RESPECTING CIVIC ADDRESSING**

**BE IT ENACTED** by the Council of the Halifax 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-300 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 properties 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:

- (a) “civic address” means civic number, street name and General Service Area;
- (b) “Civic Address File” means the official Halifax Regional Municipality database containing geographically referenced civic address information including civic points, street network file, and General Service Area boundaries;
- (c) “Civic Addressing Coordinator” means the Civic Addressing Coordinator appointed by the Chief Administrative Officer to administer this By-law;
- (d) “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 General Service Areas in Halifax Regional Municipality.

## Civic Addressing By-law

- (e) “civic number” means the number assigned to a property by this By-law or by the Civic Addressing Coordinator;
- (f) “General Service Area” (GSA) 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;
- (g) “owner” means the person assessed for the property;
- (h) “private road” means any street, road or travel way which serves three or more ~~structures or facilities~~ civic addresses and is not owned by Halifax Regional Municipality or the Province of Nova Scotia;
- (i) “property” means a lot, structure or facility;
- (j) “public street” means any street, road or highway owned by Halifax Regional Municipality or the Province of Nova Scotia;
- (k) “street name” means the official name of a street and street type as it appears in the Civic Address File; and
- (l) “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 properties; 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 insure 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 property, the Civic Addressing Coordinator shall give the owner and occupant of a property at least sixty (60) days notice in writing of any changed or reassigned civic address.

## Civic Addressing By-law

### **Civic Number Specifications**

5. (1) The owner of a property 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 on residential properties shall not be less than 4 in. (100 mm);
  - (c) the minimum height of numerals on non residential properties shall not be less than 8 in. (200 mm);
  - (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. (1.2 m) above grade;
  - (f) civic numbers shall be displayed on the same side of a public street or private road as the property 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 traveled portion of the public street or private road upon which the property is situated or from which it has access;
  - (h) civic numbers shall only face towards the public street or private road upon which the property is addressed;
  - (i) civic numbers shall be displayed in a horizontal orientation; and
  - (j) civic numbers shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness.
- (3) Where the assigned civic number cannot be easily read when viewed from the closest place on the traveled portion of the public street or private road upon which the property is situated or from which it has access, the civic number shall be posted on the structure or facility 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 post, excluding utility poles and shall be double-sided, right reading and oriented perpendicular to the traffic flow.

## Civic Addressing By-law

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

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

### **Existing Civic Numbering**

6. (1) A civic number that was posted on a property that was customarily in use on the date of adoption of this bylaw is hereby assigned to that property until and unless the Civic Addressing Coordinator, by written notice to the owner and occupant, otherwise directs.

### **Maintenance**

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

### **Prohibited Postings**

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

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

9. (1) The Civic Addressing Coordinator shall be responsible for the review, acceptance or rejection of names, in accordance with the Civic Addressing Policy, as submitted through:

- (a) the subdivision process for new public streets and new private roads and;
- (b) the application process for existing un-named private roads.

(2) Regional Council may change public street and private road names in accordance with the Civic Addressing Policy.

## Civic Addressing By-law

### **Private Road Signage**

10. (1) The owner of a private road which intersects a public street or private road shall take the following steps to name, **and** install ~~and maintain~~ a sign at every intersection identifying the private road by name:

- (a) obtain approval from the Civic Addressing Coordinator of the name to be assigned to the private road or request the Civic Addressing Coordinator assign a name;
- (b) apply for, and use best efforts to obtain permission to install a street name sign from any person or regulatory authority whose permission is required by law to install said sign; and
- (c) where permission is obtained in accordance with clause (b), install, ~~maintain in good condition, and replace as necessary,~~ a sign in a manner consistent with any conditions attached to such permission and other lawful requirements, and in accordance with Provincial and Municipal street sign standards.

(2) Where the owner does not wish to undertake the requirements of Clause (c) of subsection (1), the owner may exercise the option to pay the required fees to the Municipality under Administrative Order #15, License, Permits and Processing Fees to have the street name sign manufactured and installed.

(3) ~~Maintenance of the street name sign shall be the responsibility of the owner.~~ **Repeal**

(4) **Upon receiving notice that maintenance or reinstallation of a private road sign is required, the Municipality may maintain or reinstall a sign on a private road at no cost to the owner.**

### **Compliance**

11. 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 deliver by registered mail, to undertake remedial action including, but not limited to, the posting or re-posting of a civic number on a property or the installation of a street name sign for a private road.

(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.

Civic Addressing By-law

**Offenses**

12. 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**

13. 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.

**Repeals**

14. Section 2.5.1.1 of Halifax Regional Municipality By-law F-100, the Fire Prevention By-law is repealed.

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**MAYOR**

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**MUNICIPAL CLERK**

**I, Vi Carmichael, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on, February 5, 2002**

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**Vi Carmichael, Municipal Clerk**

Civic Addressing By-law

|  |                   |
|--|-------------------|
| Notice of Motion:  | December 18, 2001 |
| First Reading:   | January 15, 2002  |
| Notice of Public Hearing: APublication@<br>2002          | January 19,       |
| Second Reading:  | February 5, 2002  |
| Approved by Service Nova Scotia and Municipal Relations: | N/A               |
| Effective Date:  | February 9, 2002  |

**ATTACHMENT B**  
**By-law C-301, amending By-law C-300**

**HALIFAX REGIONAL MUNICIPALITY**  
**BY-LAW NUMBER C-301**  
**RESPECTING CIVIC ADDRESSING**

BE IT ENACTED by the Council of the Halifax Regional Municipality that By-Law Number C-300, *Respecting Civic Addressing*, is hereby amended as follows:

1. Clause (h) of section 3 is amended by:

(a) striking out the words “structures or facilities” after the word “more” and before the word “and”; and

(b) adding the words “civic addresses” after the word “more” and before the word “and”.

2. Subsection (1) of section 10 amended by:

(a) striking out the comma after the word “name” and before the word “install”;

(b) adding the word “and” after the word “name” and before the word “install”; and

(c) striking out the words “and maintain” after the word “install” and before the word “a”.

3. Clause (c) of subsection 10(1) is amended by striking out the words and punctuation “, maintain in good condition, and replace as necessary,” after the word “install” and before the words “a sign”.

4. Subsection (3) of section 10 is repealed.

5. Subsection (4) is added to section 10, immediately following subsection (3), as follows:

Upon receiving notice that maintenance or reinstallation of a private road sign is required, the Municipality may maintain or reinstall a sign on a private road at no cost to the owner.

Done and passed by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of the Halifax Regional Council held on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kevin Arjoon  
Municipal Clerk

**ATTACHMENT C**  
**Showing Proposed Changes to Administrative Order 15**

**HALIFAX REGIONAL MUNICIPALITY**

**ADMINISTRATIVE ORDER NUMBER 15**

**Respecting License, Permit And Processing Fees**

BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

**SHORT TITLE**

1. The Administrative Order may be cited as Administrative Order Number 15, the License, Permits and Processing Fees Administrative Order.

**LICENSE FEES ESTABLISHED**

2. The fees for licenses issued pursuant to the By-laws mentioned in Schedule "A" to this Administrative Order shall be as set forth therein.

Done and passed in Council this 30<sup>th</sup> day of March, 1999.

Walter Fitzgerald  
Mayor

Vi Carmichael  
Municipal Clerk

## Schedule A

### 8. Fees

1. Halifax Regional Municipality shall collect a \$2000<sup>1</sup> application fee, to change the name of a private road, public street or highway listed on the Civic Address File, where the existing street name is not in contravention of the HRM Civic Addressing Policies (i.e. a personal preference), except where a street name change resolves a civic addressing problem.

2. Halifax Regional Municipality shall collect a fee of \$300 per property to change a civic number, when the existing number is not in contravention of the Civic Addressing Policies (i.e. a personal preference) and only where a whole new number is available, except where a civic number change resolves a civic addressing problem.

3. **Subject to 3A,** Halifax Regional Municipality shall collect a fee of ~~\$150~~<sup>2</sup> \$200 for the manufacture and installation of each Private Road sign and sign post, **or \$31 for the manufacture of a Private Road sign,** as provided for in Part 10 of the Civic Addressing By-law.

**3A. No fee shall be collected from the owner when the installation of a Private Road sign is required as the result of a civic addressing change that added one or more civic addresses to an existing travel way so that it now meets the definition of a “private road” under the Civic Addressing By-law.**

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1 This application fee assumes a consultative process.

2 ~~This fee is under review.~~

**ATTACHMENT D**  
**Amending Administrative Order 15**

**HALIFAX REGIONAL MUNICIPALITY**  
**ADMINISTRATIVE ORDER NUMBER 15**  
**Respecting License, Permit and Processing Fees**

**BE IT RESOLVED** as an Administrative Order of the Council of the Halifax Regional Municipality that Administrative Order 15, Respecting License, Permits and Processing Fees, is further amended as follows:

1. Subsection (3) of section 8 of Schedule A, is amended by:
  - (a) adding “Subject to 3A,” at the beginning of the subsection, before the word “Halifax”;
  - (b) striking out the number “150” after the symbol “\$” and before the word “for”, and adding the number “200” after the symbol “\$” and before the word “for”;
  - (c) striking out footnote number 2, including the words “This fee is under review”; and
  - (d) adding the words, numbers and symbols “, or \$31 for the manufacture of a Private Road sign,” after the word “post” and before the word “as”.
2. Subsection 3A is added immediately after subsection (3) as follows:

No fee shall be collected from the owner when the installation of a Private Road sign is required as the result of a civic addressing change that added one or more civic addresses to an existing travel way so that it now meets the definition of a “private road” under the Civic Addressing By-law.

Done and passed in Council this XXth day of XXXXXX, A.D. 2019

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Mayor

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Municipal Clerk

**Attachment E**  
**Halifax Regional Municipality Street Sign Standards**

Private Lane Signs:

1. lettering on the sign shall be black on white background
2. sign blade shall be coated with white 3M High Intensity
3. the black lettering shall be 3M Electoral Scotchal vinyl
4. letter height shall be at least 3.75 inches (96mm)
5. lettering shall be in Clearview font
6. the sign pole shall be of 2 inch (50mm) diameter aluminum and 10 feet (3m) length
7. to the extent possible, the sign post shall be located in an unobstructed line of sight for vehicles approaching the private lane from either direction along the street and shall be set back a minimum of 11 ft (3.5m) from the travelled portion of the street.
8. the signpost shall be sufficiently fastened to the ground to hold the sign rigidly in place and to prevent turning of the sign in the wind.
9. the sign shall be attached to the post so that the said street name is clearly visible from either direction

Public Lane Signs:

1. lettering on the sign shall be white on green background
2. sign blade shall be coated with white 3M High Intensity
3. lettering on the sign shall be cut out of transparent green 3M Electoral Schotchal film
4. letter height shall be at least 3.75inchehs (96mm)
5. lettering shall be in Clearview font
6. the sign pole shall be of 2 inch (50mm) diameter aluminum and 10 feet (3m) length
7. to the extent possible, the sign post shall be located in an unobstructed line of sight for vehicles approaching the private lane from either direction along the street and shall be set back a minimum of 11 ft (3.5m) from the travelled portion of the street.
8. the signpost shall be sufficiently fastened to the ground to hold the sign rigidly in place and to prevent turning of the sign in the wind.