



Bylaw No. 354-20

A Bylaw to Regulate the Designation and Affixing of Civic Addresses in Haines Junction

WHEREAS the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 265(a) provides that a council may adopt bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of persons and property, including fire protection, fireworks, other explosives, firearms, weapons or devices, ambulance services, emergency services and other emergencies;

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the “Civic Addressing Bylaw.”

DEFINITIONS

2. In this bylaw, unless the context otherwise requires,

“**Cardinal direction indicator**” means the cardinal points North, East, South and West appended to and forming part of a property number.

“**Chief Administrative Officer**” means the Chief Administrative Officer of the Village of Haines Junction or their designate.

“**Civic address**” means the address as assigned by the Village of Haines Junction and consisting of a property number, a street name and a thoroughfare designation. It may also contain a unit number.

“**Council**” means the duly elected Council of the Village of Haines Junction.

“**Lot**” means the smallest unit as shown on the records of the Land Titles Office or which is described in a certificate of title of land in which land is held or which land is subdivided.

“**Municipal boundaries**” means the municipal boundaries of the Village of Haines Junction as defined by the Yukon Regulations, Haines Junction Boundary Order, pursuant to the Municipal Act.

“**Municipality**” means the area within the municipal boundaries of the Village of Haines Junction.

“**Property number**” means the number assigned to lot as part of its civic address. It may also contain a cardinal direction indicator.

“**Street**” means a road, lane, bridge, viaduct, and any other way open to public use, other than a private right of way on private property.

“**Street name**” means the name and thoroughfare designation assigned to a street by bylaw.

“**Thoroughfare designation**” means the street name suffix or street type reference.

“**Unit number**” means the number assigned to individual units where there exists two or more separate units on any one lot.

“**Village**” means the Corporation of the Village of Haines Junction.

GENERAL NAMING POLICIES

3. Civic addresses shall be composed as follows:

“# [Unit number (*where applicable*)] – [Property number] [Street name] [Thoroughfare designation]”

4. In assigning addresses and considering changes to them, the Chief Administrative Officer shall be guided by the following rules:
 - (a) Every lot within the municipal boundaries with street frontage or street access shall be assigned a unique civic address.
 - (b) Upon the registration of a plan of a subdivision, the Chief Administrative Officer shall assign a civic address to each lot in the subdivision and bring forward their proposal for approval by Council resolution.
 - (c) Civic addresses shall follow a logical, consistent pattern to enable ready access by emergency vehicles and provide for numbering of street addresses in future subdivisions.
 - (d) The lots on one side of any street shall have even numbers and the lots on the other side of that same street shall have odd numbers.
 - (e) In the case of diagonal or intersecting streets or irregular or diagonal blocks, the property numbers shall be assigned to conform to the general numbering pattern, so that the property numbers reflect the numbers on all parallel streets so far as possible.

APPLICATION FOR CHANGE OF CIVIC ADDRESS

5. When an owner of a lot wishes to change their civic address, the owner shall submit an application in the prescribed form (Appendix A) to the Chief Administrative Officer

together with a non-refundable application fee as outlined in the appropriate schedule of the Consolidated Municipal Fees Bylaw.

6. Council shall decide in accordance with this bylaw whether or not to permit the change and state such decision in a Council resolution.
7. Should a civic address application be refused, no further applications will be accepted for a period of five (5) years.
8. No civic address application shall be considered during the period of time between the filing of an application for a development permit and the issuance of an occupancy permit for that building.

OFFICIAL CIVIC ADDRESS LISTING

9. The official civic address listing as adopted by Council resolution shall be maintained by the Village and stored with this bylaw.
10. The official civic addresses listing shall be updated subsequent to any Council resolution which assigns, reassigns or retires a civic address.
11. An updated copy of the civic address listing shall be supplied to local and territorial emergency services after each amendment and upon request.
12. The official civic address listing shall be made available to the public upon request.

REQUIREMENT TO AFFIX PROPERTY NUMBER

13. Every person owning or occupying a building within the Municipality of Haines Junction shall affix and keep affixed the property number assigned to the lot, as well as the unit number, where applicable.
14. The property number must be a minimum of fifteen (15) centimetres tall for civic addresses along the Alaska Highway and Haines Road and a minimum of ten (10) centimeters tall for all other civic addresses.
15. The property number can be directly affixed to a building on a lot if it is within twenty (20) metres of the street and is not obscured by vegetation or any other structure.
16. Where a property number is not directly affixed to a building, the property number must be affixed to a post or a tree on the lot within three (3) metres of the street right-of-way and must not be obscured by vegetation or any other structure.
17. The property number must be affixed at a height of between one hundred (100) centimetres and two hundred (200) centimetres.
18. The property number must be posted on the street that the civic address has been assigned to.

19. If there is more than one street access from the street that the civic address has been assigned to, the property number must be posted at the most suitable access for emergency vehicles.
20. If there is no street access from the street that the civic address has been assigned to, a duplicate of the property number must also be posted on the lot by the main street or alley access as per Sections 14 and 15 of this bylaw.
21. Each property number shall be of a design, material and colour that is clearly legible and visible from the street as determined by the Chief Administrative Officer.

OFFENCE

22. Any person who contravenes this bylaw by doing any act which it forbids or omitting to do any act which this bylaw requires to be done is guilty of an offence and liable on summary conviction to a fine as outlined in the appropriate schedule of the Consolidated Municipal Fees Bylaw.
23. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.

ENACTMENT

24. Bylaw No. 39-90, Highway Name & Number Bylaw is hereby repealed.
25. This bylaw shall come into full force and effect on the final passing thereof.

Read a first time this 10th day of June, 2020.

Read a second time this 10th day of June, 2020.

Read a third time and finally passed this 24th day of June, 2020.


Thomas Eekervogt, Mayor


Dan Rodin, Chief Administrative Officer

Civic Addressing Bylaw

Appendix A

Change of Civic Address Application Form

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Applicant Information

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Are you the registered owner of the property? ☐ Yes ☐ No (please attach owner's authorisation)

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Legal Address: Lot _____ Block _____ Plan _____ Subdivision _____

Current Civic Address: _____

Proposed Civic Address: _____

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Reason for Change of Civic Address Request (attach supporting documents as needed):

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Declaration

I, _____, hereby request that the Village of Haines Junction change my current civic address for the reasons stated above. In doing so, I understand that notifying any utility companies, postal services, etc. of this change of address is solely my responsibility along with any related costs. I understand that the Village of Haines Junction will consider this change of address request but that it is not guaranteed.

Signature: _____

Date: _____

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For Office Use Only

Date of Application: _____

Amount Paid: _____

Receipt No.: _____

This address change request has been ☐ *Approved*

☐ *Denied*

Date of Decision: _____

Council Resolution: _____

New Civic Address (if applicable): _____