

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER 46
RESPECTING ASSET NAMING POLICIES**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order Number 46, the HRM Asset Naming Administrative Order.

Purpose

2. The Halifax Regional Municipality is committed to providing a fair, consistent and efficient process with respect to naming of municipally owned streets, land and buildings including commemorative naming after a person, persons, tradition, tradition bearers, historic event, topographic feature or native flora or fauna.
3. The main objectives of this policy are to ensure:
 - a focussed direction for all commemoration requests;
 - a standard and official approach to naming all HRM assets;
 - a clear, efficient and timely naming process;
 - communities and residents are engaged in contributing to the history-making process of naming their surroundings; and
 - the legacy of naming HRM physical assets after outstanding individuals, events and natural features continues.

Definitions

In this administrative order:

4.
 - a) “administrative name” means an asset name which is based on a locational reference to a community (Terence Bay Playground) or a street (Prospect Rd Community Centre);
 - b) “asset categories” means one of the following: HRM owned buildings, parks, park features, streets, vehicular bridges, commercial vessels and ferries;
 - c) “asset owner” means the HRM Business Unit that is responsible for the care and maintenance of the asset’
 - d) “building” means any municipally owned, permanently erected, serviced, and maintained structure relating to community and recreation, corporate administration, police, arts, culture or heritage;
 - e) “commercial vessel” means a non pleasure water craft that is owned and managed by Halifax Regional Municipality;

- f) “commemorative name” means an asset name which commemorates a person or group of persons (Joseph Howe Dr, Veterans Memorial Lane), tradition or traditions bearers (Mawiomi Place), an historic event (Alderney Landing), a topographic feature (Hemlock Ravine Park, Point Pleasant Park) or native flora and fauna (Ladyslipper Cres);
- g) “community” means the official community name as defined by HRM Civic Addressing;
- h) “coordinator” means the Civic Addressing Coordinator;
- i) “ferry” means any water craft with the primary function of transporting passengers that is owned and managed by Halifax Regional Municipality
- j) “parks” means any municipally owned land that has the primary function of providing active and/or passive recreation opportunities;
- k) “park features” means any of the following features within a park: sport fields & courts, gardens, trails, boat launches, wharves, skateboard/bike parks, playgrounds, outdoor pools, spray parks, beaches, park bridges, outdoor rinks, gazebos and shelters;
- l) “streets” means a street road or highway owned by Halifax Regional Municipality or the Province of Nova Scotia;
- m) “tradition” means a set of customs, practices or story that is typically passed down from generation to generation;
- n) “tradition bearers” means individuals who carry the tradition of a group of people through their art, customs, and words;
- o) “vehicular bridges” means any municipality owned bridge used primarily for vehicular traffic.

Eligible Municipal Assets

- 5. The following municipal assets shall be subject to this naming policy:
 - a) Streets
 - b) Buildings
 - c) Parks
 - d) Park Features
 - e) Vehicular Bridges
 - f) Commercial Vessels and Ferries

Asset Naming Standards/Requirements

6. There shall be no duplication of names between or within asset categories, with the exception of administrative names.
7. Street Naming
 - a) A minimum of 50% of new streets within a development shall be given a commemorative name.
 - i) If there are fewer than five names available on the list of commemorative names for the specific community where the development is proposed, the above requirement shall be waived.
 - b) Any public streets developed by HRM shall be given a commemorative name
 - c) All street naming shall conform with Administrative Order #29
8. Building, Park and Park Feature Naming
 - a) All building, park and park feature assets shall be named
 - b) An administrative name shall be applied to the asset unless a commemorative name is recommended.
 - c) Section b) does not apply if the building, park or park feature is being named pursuant to a corporate sponsorship naming opportunity.
9. Vehicular Bridge Naming
 - a) All vehicular bridges shall be given an administrative name.
10. Commercial Vessels and Ferry Naming
 - a) All commercial vessels and ferries shall be named.
 - b) An administrative name shall be applied to the asset unless a commemorative name is recommended.
 - c) Names assigned to commercial vessels and ferries shall be in accordance with Transport Canada regulations.
 - d) Section b) does not apply if the commercial vessel or ferry is being named pursuant to a corporate sponsorship naming opportunity or where Regional Council approves the use of a contest to select a name.
11. Existing HRM asset names are not required to meet the criteria laid out in this policy.

Asset Naming Process

12. Asset owners shall recommend administrative names for each new asset.
13. The asset owner shall submit all recommended administrative names to the Coordinator on a regular basis.

14. The Coordinator shall consult with at least one representative from each asset category, the municipal archivist, a representative from HRM Cultural Affairs, and the local Councillor(s) to determine if there is an appropriate commemorative name available for the asset instead of an administrative name.
15. With the exception of street names, Regional Council shall approve the placement of asset names (both administrative and commemorative) based on a bi-annual recommendation report submitted by the Coordinator.

Commemorative Names

16. Application Process
 - a) All commemorative naming requests shall be submitted to the Coordinator
 - b) Any individual or group may request a commemorative name for consideration to the Coordinator
 - c) All requests are to be submitted in writing by completing an application form, and must include
 - i) For people or persons requests
 1. a biography, and
 2. family or representative permission (*if none exists, community support will be required)
 - ii) For Historic Events, Geographic Features or Flora and Fauna
 1. background information or description
 - iii) For all applications, at least one of the following:
 1. articles/newspaper clippings;
 2. list of awards/citations;
 3. local support letters from neighbourhood groups or organizations; or
 4. Councillor/MLA/MP support.
 - d) Applicants may request to have their name used for a specific asset category or they may submit a non specific request.
 - e) Applicants may request to have their name used in a specific community or they may submit a non specific request. Applicants may also request a specific location within a community.
 - f) Applications for people or persons will only be accepted after the people or persons have retired from the occupation or activity that forms the basis of the request or have served twenty-five (25) years or more of volunteer service.

17. Commemorative Name Criteria

To be considered for commemoration at least one of the following criteria must apply to the proposed name:

- a. The nominated individual(s) shall have demonstrated excellence, courage or exceptional service to the citizens of the Halifax Regional Municipality, the Province of Nova Scotia and/or Canada

- b. The nominated individual(s) shall have an extraordinary community service record;
 - c. The nominated individual(s) shall have risked his/her life to save or protect others;
 - d. The nominated name reflects or represents the history and/or culture of HRM's culturally diverse communities;
 - e. The nominated name reflects or represents traditions or tradition bearers;
 - f. The nominated name is historically significant to the development of HRM, the Province of Nova Scotia and /or Canada;
 - g. The nominated name recognizes the flora and fauna of the local area; or
 - h. The nominated name recognizes the geographical or topographical features of the area.
18. Gifting
- a) an individual(s) may be recognized for a significant financial contribution to a building, park or park feature, where that contribution significantly benefits the community that the asset serves. If the individual gifting funds or land wishes to name the asset, the only criteria that shall apply is that the proposed name is not a duplicate.
 - b) all requests for naming through the gifting consideration shall be required to go through the application process.
19. Approval of Commemorative Names List
- a) The Coordinator shall consult with at least one representative from each asset category, the municipal archivist, a representative from HRM Cultural Affairs, and the local Councillor(s) to review each commemorative name request.
 - b) the Coordinator shall submit a bi-annual report to Regional Council recommending names for the commemorative names list
 - c) Regional Council shall approve all commemorative names before they are added to the commemorative names list
 - d) the Coordinator shall maintain the approved list of commemorative names for future use. The list will be organized and assigned by geographical appropriateness. There shall be no prioritization system of names on the list.

Asset Renaming Requests

- 20. Street renaming requests shall only be considered if they comply with Administrative Order #29. The new street name may be chosen from the commemorative names list approved by Regional Council.
- 21. Renaming requests for park, park feature, building, commercial vessels and ferry assets shall only be considered if the existing name is an administrative name (i.e. Brook St Park) or if the commemorative name is commemorating a living person who no longer meets the criteria for which they were commemorated.

22. All requests for renaming shall be required to go through the application process

Done and passed in Council this 21st day of September, 2010.

Mayor

Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of the Halifax Regional Council held on September 21, 2010.

Cathy Mellett, Municipal Clerk

Notice of Motion: Councillor Harvey

September 14, 2010

Approval:

September 21, 2010

Amendment # 1 - Clause D section 10

Notice of Motion: Councillor McCluskey

June 25, 2013

Approval:

July 23, 2013

Amendment # 2 - Amendment to Definitions and Commemorate Names

Notice of Motion:

July 29, 2014

Approval:

August 5, 2014

Amendment # 3 - Amendment to Commemorate Names

Notice of Motion:

June 2, 2015

Approval:

June 16, 2015

Amendment # 4 - Amendment to remove the word "fire" from the definition of eligible municipal buildings for naming.

Notice of Motion:

May 8, 2018

Approval:

May 22, 2018