

# HALIFAX

P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 9.1**  
**Halifax Regional Council**  
**May 22, 2018**

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

Original Signed by 

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

**DATE:** March 15, 2018

**SUBJECT:** Proposed Amendments to AO 46, Respecting HRM Asset Naming Policies

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## **SUPPLEMENTARY INFORMATION REPORT**

### **ORIGIN**

July 18, 2017 Regional Council resolution:

That recommendation number two of the June 2, 2017 staff report be deferred, pending a supplementary report from HRM Fire Services regarding commemorative naming and operational safety issues.

Recommendation number two of the June 2, 2017 staff report:

2. Adopt the amendment to Administrative Order No. 46, the HRM Asset Naming Administrative Order as set out in Attachment H to the staff report dated June 2, 2017, to remove the word "fire" from the definition of eligible municipal buildings for naming.

### **LEGISLATIVE AUTHORITY**

Administrative Order Number 46, Respecting HRM Asset Naming Policies.

### **BACKGROUND**

HRM Fire Stations were renumbered as part of the HRM amalgamation and prior to 1996, Fire Stations were identified by a number and street name or by community and street name. The 1996 Fire Station numbering scheme begins at the oldest fire station located on University Avenue (2) and continues in a sequential counter-clockwise order. Headquarters is always Station 1. As new stations are constructed and become operational, it can receive either a new number or an existing number from a decommissioned Fire Station if reused.

## **DISCUSSION**

The use of Station Numbers with the addition of either a street or community name facilitates clear communications for both Integrated Emergency Services (IES – Fire Dispatch) and HFRE Station crews. Maintaining the continuing use of station numbers as the primary indicator to identify the responding apparatus, makes it explicitly clear to the Fire Dispatcher of the home location for the apparatus. For example, the crew and apparatus responding from University Avenue - Fire Station #2, would be identified as “2 Engine” and as “2E” on fire reports

During all radio communications, including emergency response, Fire Dispatchers communicate with and identify responding Fire crews and their associated apparatus’ using station numbers and apparatus type (i.e.: 2E is an engine from Station #2 / 4Q is a Quint from Station #4 / 58T is a Tanker from Station #58). This format ensures clear, concise and rapid radio communications between Fire Dispatch and all responding HRFE Apparatus’ and eliminates any confusion as to which station and apparatus is being dispatched to an emergency. Using a station commemorative name as an identifier for a Fire Station has the potential to impede communications and adds unnecessary “talk time” for the Dispatcher to speak the Station commemorative name, as part of the Station identifier response procedure and adding a response delay to an emergency call.

An internet survey across 18 random Canadian City Fire Departments (with at least 2 or more Fire Stations) confirmed all but one uses a combination of Station Numbers with street names and or community names.

Canadian City	Fire Station Identifier			
	Station #	Street Name	Community Name	Commemorative Name
St. John's, NL	X	X	X	
Saint John, NB	X	X		
Moncton, NB	X	X		
Quebec City, QC	X	X	X	
Montreal, QC	X			X
Toronto, ON	X	X		
Ottawa, ON	X			
Mississauga, ON	X			
Barrie, ON	X			
Sudbury, ON	X	X	X	
Thunder Bay, ON	X	X		
Winnipeg, ON	X	X		
Saskatoon, SK	X			
Regina, SK	X	X		X
Edmonton, AB	X	X		
Calgary, AB	X	X		
Vancouver, BC	X	X		

The current definition of “building” in the Administrative Order includes municipal fire structures. The current practice of Halifax Regional Fire & Emergency is to use sequential numbers for identifying fire stations to facilitate emergency communications. Therefore, it is recommended that the definition of “building” in the Administrative Order be amended to remove the reference to “fire” (Attachment A). This will have the effect of removing HRM Fire Services buildings from the requirements of this Administrative Order, thus making them ineligible for commemorative naming.

## **FINANCIAL IMPLICATIONS**

None.

## **RISK CONSIDERATION**

There are no significant risks associated with the recommendations contained within this report.

## **COMMUNITY ENGAGEMENT**

None.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications associated with this report.

## **ALTERNATIVES**

1. Council may choose not to adopt the amendment to Administrative Order No. 46. This is not recommended as HRM Fire Services do not commemoratively name their fire stations. If Council chooses not to adopt the amendment to Administrative Order No. 46 and to include fire buildings in its commemorative naming program, it is recommended that Administrative Order No. 46 be amended as follows:

add clause (d) to section 8, following clause (c) of section 8 and before section 9, as follows:  
If a fire station is given a commemorative name, a station number and administrative name shall be applied and retained for the operational purposes of Halifax Regional Fire & Emergency.

## **ATTACHMENTS**

Attachment A: Staff report dated June 2, 2017, “Proposed Amendments to Administrative Order 46, Respecting HRM Asset Naming Policies”

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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:      Roy Hollett, Deputy Fire Chief, 902-490-5036

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# HALIFAX

P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

Attachment 1

**Item No. 14.1.9**  
**Halifax Regional Council**  
**July 18, 2017**

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

Original Signed by 

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

**DATE:** June 2, 2017

**SUBJECT:** AN101: HRM Asset Names, September 1, 2015 to September 30, 2016

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## ORIGIN

- HRM has received asset naming requests from the period September 1, 2015 to September 30, 2016; and
- Staff initiated house keeping item to amend the current definition of "building" in Administrative Order 46
- August 2, 2016 motion of Regional Council:

*"MOVED by Councillor Mancini, seconded by Deputy Mayor Whitman THAT Halifax Regional Council approve the naming of the HRM sports campus located on Commodore Drive, as the "Dartmouth Harbour East Recreation Campus", as per Administrative Order No. 46, HRM Asset Naming Policies. MOTION PUT AND PASSED"*

## LEGISLATIVE AUTHORITY

Administrative Order Number 46, Respecting HRM Asset Naming Policies.

## RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Approve:
  - (a) the addition of the names Brian Warshick and Proctor to the existing Commemorative Names List as shown on Attachments A and B;
  - (b) the renaming of Seaview Lookoff Park to Africville Lookoff Park, and the renaming of Spectacle Lake Park to Dartmouth Harbour East Recreation Campus as shown on Attachments C & D;
  - (c) the renaming of administrative park name Oceanview Dr. Park to Nine Mile Dr. Community Park, as shown on Attachment E;

- (d) the retiring of the park feature name Bell Annex Sportsfield, Cole Harbour, as shown on Attachment F;
  - (e) the administrative park & park feature names as shown in Attachment G; and
2. Adopt the amendment to Administrative Order No. 46, the *HRM Asset Naming Administrative Order* as set out in Attachment H to this report, to remove the word "fire" from the definition of eligible municipal buildings for naming.

## **BACKGROUND**

HRM's Asset Naming Policy Administrative Order (A.O.46) allows any person or group to apply for a commemorative name for HRM assets, particularly streets, parks or buildings. The A.O. requires the Civic Addressing Coordinator to consult with at least one representative from each asset category, the municipal archivist, and a representative from HRM Cultural Affairs on each application. This group forms the HRM Asset Naming Committee (the Committee). The Committee also consults with the local Councillor(s) for each application. This report outlines the seventh list of recommended names since the adoption of the Asset Naming Policy in 2010.

### **Requests**

The Committee recommends Regional Council approve fourteen requests for the period of September 1, 2015 to September 30, 2016 as outlined below:

- a) 2 names to be added to the commemorative names list;
- b) 2 requests to rename parks with commemorative names;
- c) 1 request to rename a park with an administrative name;
- d) 1 request to retire a park feature name
- e) 8 administrative park and park feature names

### **Amendment to Administrative Order (A.O. 46)**

On June 7, 2016, staff received an application requesting a commemorative name for a future fire station. In accordance with the Asset Naming Policy, the Coordinator consulted with the asset owner, Halifax Regional Fire Services. The Fire Chief advised that all fire stations within the municipality are assigned a number and are therefore not eligible for commemorative naming.

Currently the definition of building in Section 4 of the Administrative Order states:

- d) "building" means any municipally owned, permanently erected, serviced, and maintained structure relating to community and recreation, corporate administration, fire, police, arts, culture or heritage: (emphasis added)

To reflect that fire stations are not eligible for commemorative naming, an amendment to the Administrative Order is necessary.

## **DISCUSSION**

The Committee recommends that Regional Council approve all fourteen requests as outlined below:

### **Commemorative Names List:**

Commemorative names recognize individual persons, groups of people and geographic features. The Asset Naming criteria states that individuals who have demonstrated excellence, courage or exceptional

service to the citizens of HRM, the Province of Nova Scotia and/or Canada may be recognized. The criteria also allows for names that reflect the history and or culture of the municipality. The Asset Naming Committee is recommending approval of two commemorative name applications, Brian Warshick and Proctor.

These names meet the criteria of the HRM Asset Naming Policies. Therefore, the Asset Naming Committee recommends that these applications, as outlined in Attachment A and B, be approved and added to the commemorative names list.

**Commemorative Park Renaming:**

The Committee recommends renaming Seaview Lookoff Park, Halifax to Africville Lookoff Park, Halifax (Attachment C) and renaming Spectacle Lake Park to Dartmouth Harbour East Recreation Campus (Attachment D).

**Administrative Park Renaming:**

The Committee recommends renaming Oceanview Dr. Park, Bedford to Nine Mile Drive Community Park, Bedford (Attachment E).

**Park Feature Retirement:**

The Committee recommends retiring the park feature name Bell Annex Sportsfield, Cole Harbour (Attachment F) as this feature has been removed and replaced.

**Administrative Park and Park Feature Names:**

Administrative names reflect either the neighborhood, subdivision, street or community name in which a park or park feature is located. Since the previous asset naming report, eight administrative names have been submitted. Staff have reviewed the names and recommend that all eight names, as outlined in Attachment G, be approved by Regional Council.

**Amendment to Administrative Order (A.O. 46)**

The current definition of "building" in the Administrative Order includes municipal fire structures. The current practice of HRM Fire Services is to use sequential numbers for identifying Fire Stations. Therefore, it is recommended that the definition of "building" in the Administrative Order be amended to remove the reference to "fire" (Attachment H). This will have the effect of removing HRM Fire Services buildings from the requirements of this Administrative Order, thus making them ineligible for commemorative naming.

**FINANCIAL IMPLICATIONS**

There are minimal costs associated with the administration of the HRM's Asset Naming Policy. These costs can be accommodated within the existing 2017-2018 operating budget for C420 Land-Use and Subdivision.

**RISK CONSIDERATION**

There are no significant risks associated with the recommendations contained within this report.

**COMMUNITY ENGAGEMENT**

The community engagement process is consistent with the intent of the HRM Community Engagement Strategy. The level of community engagement is ongoing and is achieved through promotion online and the creation of printed marketing material and engaging local interest groups. Any member of the community is welcome to submit applications for commemorative names within HRM.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications associated with this report.

### **ALTERNATIVES**

1. Regional Council could choose to not approve some, or all, of the requested names. This alternative is not recommended as the names meet the Council-approved criteria as outlined in HRM Asset Naming Policies.
2. Council may choose to approve different or other amendments to Administrative Order No. 46. This may require a supplementary staff report.
3. Council may choose not to adopt the amendment to Administrative Order No. 46. This is not recommended as HRM Fire Services do not commemoratively name their fire stations.

### **ATTACHMENTS**

- Attachment A: Brian Warshick's Application  
Attachment B: Proctor Application  
Attachment C: Africville Lookoff Park's Application  
Attachment D: Dartmouth Harbour East Recreation Campus  
Attachment E: Nine Mile Drive Community Park  
Attachment F: Retiring Bell Annex Sportsfield, Cole Harbour  
Attachment G: Administrative Park & Park Feature Names  
Attachment H: Amending Administrative Order  
Attachment I: Showing Proposed Changes to Administrative Order  
Attachment J: Revised Administrative Order 46

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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

Original Signed

Report Approved by:

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Kelly Denty, Manager, Current Planning 902.490.4800

Original Signed by Director

Report Approved by:

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Bob Bjerke, Chief Planner and Director, Planning and Development 902.490.1627

### **Attachment A – Brian Warshick’s Application**

Brian Warshick

Request

-Park feature

Geographic Location

-Dartmouth

Request to be considered under the following criteria

- individual(s) who have demonstrated excellence, courage or exceptional service to the citizens of HRM, NS and/or Canada
- individual(s) has an extraordinary community service record

Biography (as provided by the applicant)

Mr. Warshick passed away at the age of 62 in Dartmouth. Born in Summerside PEI, he considered Dartmouth his home. He attended Prince Andrew High School, then to Ryerson, where he studied Radio and Television Arts which would provide the basis for much of his career. Brian started in radio and TV in Saint John, NB and then moved to Halifax where his on-air career was followed by many years in Media Sales. He was the first Atlantic Canadian reporter to interview Terry Fox. One of his proudest accomplishments was representing Dartmouth East for a term on City Council (2000-2004). He ran again unsuccessfully in 2008.

Brian co-founded the Montebello Neighborhood Watch. He served as treasurer and a member of the Ian Forsyth Home and School. He sat on the executive of the Admiral Westphal Community School for many years. Prior to Council, he frequently volunteered as a speaker for local groups and schools, such as Junior Achievement and their school programs. He was a recipient of HRSB's Golden Apple Award (monthly award) which recognizes volunteerism and contributions to local education.

He was passionate about sports especially if the Red Wings or Blue Bombers were on the big screen. He was very supportive of his children and was always there cheering them on at soccer and football games.

His son said in an interview with CBC news that his father played an instrumental role in establishing the East Dartmouth Community Centre and the artificial turf fields in Burnside. Councillor Warshick moved the motion for the artificial Sportsfield at the March 7, 2001 Regional Council meeting.

Over the years, Mr. Warshick served on many boards and committees including The Percy Dares Scholarship Fund, The Mike Howell and Gary Hunt Andrew Alumni Committees (fundraising and scholarships) and the Metro Business Association, where he served several terms as President. He was on the board of directors for the Canadian Senior Men's Baseball Nationals both times they were held in Dartmouth.

As a charity auctioneer, Mr. Warshick would often volunteer his fundraising expertise to many groups and schools. He volunteered at the Christmas Daddies Auction for many years. Another one of his favorite causes was Hope for Wildlife. He was a repeat volunteer for the Leukemia and Lymphoma Society, Heart and Stroke Association and the Liver Foundation.

Mr. Warshick was also a member of the Royal Canadian Legion, serving as a member of the executive.

The application for Brian Warshick was submitted by Steve Saunders and Sam Warshick.

## **Attachment B –Proctor Application**

### Proctor Street

Request  
-Street

#### Geographic Location

-Cogswell Interchange Project, Halifax (new street)

#### Request to be considered under the following criteria

- requested name is historically significant to the development of Halifax Regional Municipality, the Province of Nova Scotia and/or Canada.

#### Background

The redesign of the Cogswell St interchange will result in three new street names. The design group has requested that Proctor Street be one of these names. As the Asset Naming Policy states that any public street developed by HRM shall be given a commemorative name, all three of these names must be chosen from the commemorative names list.

The location of the new Proctor Street is in the exact same location as the original Proctor Street. The Hopkins Map from 1878 lists the street as Proctors Lane, the Ruger map from 1979 shows it as Proctor Lane and the city map from 1958 shows Proctor Street.

Preliminary research has uncovered that Proctors Lane was named after one of the original property owners and that there was even a wharf on the other side of Barrington St also called Proctor's Wharf.

Staff have confirmed that Proctor Street was the last official name approved by the City of Halifax.

The application for Proctor was submitted by staff as it relates to a street within the Cogswell project.

**Attachment C –Africville Lookoff Park's Application**

**Africville Lookoff Park**

**Request**

-rename park (Seaview Lookoff Park)

**Geographic Location**

-3919 Novalea Drive, Halifax

**Request to be considered under the following criteria**

- requested name reflects the history and or culture of Halifax Regional Municipality's culturally diverse communities.

**Background**

On July 29, 2011 the Seaview Park was officially renamed Africville. At that time the Seaview Lookoff Park was not renamed.

As the lookoff park now overlooks Africville it is being recommended that it be renamed to reflect the Africville name.

**Attachment D –Dartmouth Harbour East Recreation Campus**

Dartmouth Harbour East Recreation Campus

Request

-rename park (Spectacle Lake Park)

Geographic Location

- 261 Commodore Dr, Dartmouth

Request to be considered under the following criteria

- requested name recognizes geographical or topographical features of the area.

Background

On August 2, 2016 Regional Council moved THAT Halifax Regional Council "Approve the naming of the HRM sports campus located on Commodore Drive, as the "Dartmouth Harbour East Recreation Campus", as per Administrative Order No. 46, HRM Asset Naming Policies"

As this naming did not go through the application process laid out in Administrative Order No 46., this report is confirming that it was Regional Council's intent to rename the existing park name, Spectacle Lake Park to Dartmouth Harbour East Recreation Campus as a commemorative name.

**Attachment E –Nine Mile Drive Community Park**

Nine Mile Drive Community Park

Request

-rename park (Oceanview Drive Park)

Geographic Location

-559 Nine Mile Drive, Bedford (formerly 340 Oceanview Drive, Bedford)

Background

A Recent HRM parkland acquisition of lands adjacent to Oceanview Drive Park will create a consolidated park area that is both substantially larger in size and will now have frontage on Nine Mile Drive. The increase in the park size will change its reclassification from neighborhood to community park. Furthermore, the primary entrance will be relocated from Oceanview Drive to Nine Mile Drive.

**Attachment F –Retiring Bell Annex Sportsfield, Cole Harbour**

**Bell Annex Sportsfield**

**Request**

-retire Bell Annex Sportsfield

**Geographic Location**

-463 Auburn Dr, Cole Harbour (formerly 9 Taranaki Dr, Westphal)

**Background**

The Cole Harbour Needs Assessment outlined a variety of needs for the community including a regulation size all weather (artificial) field. On February 11, 2014 Halifax Regional Council approved the retention of the Gordon Bell Park to be used as a future site for the Cole Harbour All Weather Field.

The Cole Harbour All Weather Field is 143 metres by 75 metres in size and includes such amenities as a scoreboard, field lighting, player benches, spectator bleachers, soccer goals and football uprights. The rest of the site includes upgrades to the existing building such as washrooms and office space, as well as a new parking lot with lighting off Auburn Drive and walk ways to the field.

**Attachment G –Administrative Park & Park Feature Names**

1. Cole Harbour All Weather Sportsfield (park feature within Gordon Bell Park)  
-543 Auburn Drive, Cole Harbour (District 4)
2. Mansion Avenue Neighbourhood Park  
-92 Mansion Ave, Halifax (District 11)
3. McCabe Lake Drive Park  
-78 McCabe Lake Drive, Middle Sackville (District 14)
4. Melham Drive Community Park  
-Melham Drive, Middle Sackville (District 14)
5. Rafting Drive Neighbourhood Park  
-107 Rafting Dr, Middle Sackville (District 14)
6. Savoy Avenue Community Park  
-Savoy Ave, Lucasville (District 14)
7. Titanium Crescent Neighbourhood Park  
-Titanium Crescent, Halifax (District 11)
8. Travertine Court, Neighbourhood Park  
-Travertine Court, Halifax (District 11)

## **Attachment H**

(Amending Administrative Order)

**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 that Administrative Order 46, the *HRM Asset Naming Administrative Order*, is amended as follows:

1. Clause d of section 4 is amended by:
    - a) Striking out the comma after the word “administration” and before the word “fire”; and
    - b) Striking out the words “fire” after the word “administration” and before the word “police”

Mayor

## Municipal Clerk

**Attachment I**  
(Showing Proposed Changes)

**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, ~~fire~~, 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

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Mayor

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Municipal Clerk

**Attachment J**  
(Incorporating Proposed Changes)

**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.

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

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Mayor

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Municipal Clerk