


HALIFAX

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Item No. 11.1.4
Halifax Regional Council
June 16, 2015

TO: Mayor Savage and Members of Halifax Regional Council

Original signed by 

SUBMITTED BY:

Richard Butts, Chief Administrative Officer

Original Signed by 

Mike Labrecque, Deputy Chief Administrative Officer

DATE: February 27, 2015

SUBJECT: Amendment to Administrative Order 46, HRM Asset Naming Policies

ORIGIN

October 29, 2014 motion of Regional Council:

"MOVED by Councillor Rankin, seconded by Councillor Adams that Halifax Regional Council request a staff report regarding an amendment to Administrative Order #46, section 16, f), the purpose of which is to allow the naming of HRM assets to include recognizing people or persons still living that have at least 25 years of volunteer experience and further, in those instances in the applications where a person is still volunteering and has 25 years volunteer service, that HRM staff forward those requests for naming to the local Community Council for ratification. MOTION PUT AND PASSED."

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter: Subsections 59(3) and 61(3)

RECOMMENDATION

It is recommended that Halifax Regional Council Approve an amendment to Administrative Order No. 46, the *HRM Asset Naming Administrative Order*, to include provisions for people or person(s) still living that have twenty-five (25) years or more of volunteer experience, for commemorative naming purposes as contained in Attachment A.

BACKGROUND

HRM's Asset Naming Administrative Order (A.O. #46) allows any person or group to apply for a commemorative name for HRM assets, such as streets, parks, park features or buildings. One of the main objectives of the Administrative Order is to ensure the legacy of naming HRM physical assets after outstanding individuals, events, and natural features.

On October 29, 2014 Regional Council requested a staff report concerning amendments to A.O. #46 to:

- i) allow the naming of HRM assets to include people or persons still living that have at least twenty-five (25) years of volunteer experience and are still volunteering, and
- ii) that HRM staff forward such requests for naming to the local Community Council for ratification.

Section 16 of A.O. #46 outlines the process to be used for commemorative naming of municipal assets. On August 5, 2014 the A.O. was amended to allow for commemoration of living people or person(s) with the stipulation that the nominee no longer be active in the field for which they are being recognized.

Since the amendment was adopted, applications have been submitted for living nominees with volunteer service, however, the current wording of the A.O. does not allow individuals to be nominated if they are presently functioning as volunteers.

Role of HRM Asset Naming Committee

All commemorative name applications are reviewed by the HRM Asset Naming Committee, which is comprised of staff from each asset category (streets, parks & buildings), the municipal archivist, a cultural planner, and the civic addressing coordinator. The role of the Committee is to review applications in accordance with the criteria laid out in A.O. #46 and submit recommendations to Regional Council for those applications which meet the criteria. The Committee also provides advice to staff and Council on amendments to the Administrative Order.

DISCUSSION**Active Volunteers**

The Asset Naming Committee has reviewed Council's request and advises that changes in this regard could be a matter of concern as it may be difficult to confirm the length and/or authenticity of a volunteer's service record. This may present an issue if the volunteer has service with a variety of different organizations or if the volunteer work is not associated with a registered group. This issue is not unusual to the process and the committee will continue to require written confirmation for applicants as part of the application process. As with any application, nominees with twenty-five (25) years of volunteer service will be required to meet at least one of the criteria in Section 17 of the Administrative Order (Attachment C).

Community Council Ratification

Clauses 19 (b) and 19 (c) of A.O. #46 state that Regional Council shall approve all commemorative names. Furthermore, Section 25 of the Halifax Regional Municipality Charter sets out the powers of a Community Council, which grant them the power to make recommendations to Regional Council. Section 30, 31, and 31A of the Charter state that Regional Council has the option to delegate decisions with regards to certain local development issues (such as variances and site plan approvals) to a community council. The approval of commemorative naming would not fall into any of the Sections of the Charter. Therefore, staff recommends that Regional Council continue to approve commemorative names and their placements.

FINANCIAL IMPLICATIONS

There are no financial implications. The HRM costs associated with processing this application can be accommodated within the approved operating budget for C330 Civic Addressing.

COMMUNITY ENGAGEMENT

The community engagement process is consistent with the intent of the HRM Community Engagement Strategy. The level of community engagement was information sharing achieved through public accessibility to Regional Council meetings.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified

ALTERNATIVES

1. Council may choose to approve different and/or other amendments to Administrative Order No. 46. This may require a supplementary staff report.
2. Council may choose not to adopt the amendment to Administrative Order No. 46 and continue to require that naming applications for people or person only be accepted once they have retired from the service for which they are being commemorated.

ATTACHMENTS

Attachment A: Amending Administrative Order

Attachment B: Showing Proposed Changes to Administrative Order

Attachment C: Revised Administrative Order 46

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Gayle MacLean, Civic Addressing Coordinator, 902.490.4105

Report Approved by: _____
Kelly Denty, Manager of Development Approvals, 902.490.4800

Report Approved by: _____
Bob Bjerke, Chief Planner and Director, Planning and Development, 902-490-1627

Attachment A
(Amending Administrative Order)

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

BE IT RESOLVED by the Council of the Halifax Regional Municipality that Administrative Order 46, the *HRM Asset Naming Administrative Order*, is further amended as follows:

1. Clause f of section 16 is amended by:
 - a) adding the words “occupation or” after the word “the” and before the word “activity”;
 - b) striking out the words “or service” after the word “activity” and before the word “that”;
 - c) striking out the period after the word “request” at the end of the clause; and
 - d) adding the words, comma, and period “, or have served twenty-five (25) years of volunteer service.” after the word “request”.

Attachment B

(Showing Proposed Changes to Administrative Order)

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

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

Commemorative Names

Application Process

16. f) Applications for people or persons will only be accepted after the people or persons have retired from the **occupation or activity** ~~or service~~ that forms the basis of the request, **or have served twenty-five (25) years or more of volunteer service.**

Attachment C
(Revised Administrative Order 46)

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER 46
RESPECTING HRM 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.
3. This administrative order does not preclude any corporate sponsorship naming opportunities that HRM may wish to develop.

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 tradition 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 municipally 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 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 and/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 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 asset 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