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Halifax Regional Council  
January 15, 2001

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

**SUBMITTED BY:** *Ron Cooper*  
Councillor Ron Cooper, Chair, Program and Services Review Committee

**DATE:** January 7, 2001

**SUBJECT:** Civic Addressing By-law and Policies

**MEMORANDUM**

**ORIGIN**

The Program Service Review Committee reviewed the proposed Civic Addressing By-law and Policies on October 25, 2001, November 8, 2001 and December 13, 2001. This memorandum summarizes the comments of the Committee.

**RECOMMENDATION**

It is recommended that Halifax Regional Council:

1. initiate adopting the proposed Civic Addressing By-Law;
2. initiate adopting the proposed Civic Addressing Policies;
3. commence civic address corrections though the Civic Addressing Project Phase II;  
and
4. create a standing committee composed initially of HRM staff to provide advice on public safety issues as they relate to civic addressing problems and concerns at the earliest date.

## DISCUSSION

Staff first presented the draft Civic Addressing By-law and Policies to the Program & Service Review Committee (PSRC) on October 25, 2001. Staff were invited to return for a more in-depth discussion on November 8<sup>th</sup>, 2001 and again on December 13, 2001. Considerable time was spent discussing both the by-law and the policies. Various comments were provided to staff and revisions were made to both documents.

PSRC identified the correction of civic addresses as a primary issue and thoroughly discussed the roles of Council and staff in this regard. It supports the view that although Council decides policy, the implementation and administration of a corrections program should be managed by staff. In this endeavor, an important role is filled by the proposed Civic Address Public Safety Committee in identifying public safety issues and prioritizing situations needing correction. This committee will provide an important link between Council's policy and the administration of civic address corrections and therefore should be established as soon as possible. The committee will be composed of HRM Police, Fire and Civic Addressing personnel and external stakeholders from the Department of Transportation and Public Works, RCMP, and Emergency Health Services.

PSRC had concerns regarding the notification periods for renaming and renumbering changes. The proposed policy provides for ample notification time for both renaming and renumbering changes. Notification will be given to the Councillor(s) of the area in question in advance of the residents being notified.

The issue of adopting a Heritage Street Name Policy, similar to the former Town of Bedford's policy was discussed at length. PSRC requested that staff look into the possibility of extending a similar policy over the entire municipality. Staff recommended that these issues and the commemorative name issue be discussed collectively with the HRM Heritage Advisory Committee after the Civic Addressing By-law is adopted.

The issue of alliteration of street names in a neighbourhood was also discussed. Although the issue was described more in terms of a general way-finding problem, staff have indicated that they will refer this issue to the Civic Address Public Safety Committee to determine if this issue presents problems for the delivery of emergency services.

Suggestions by the PSRC also resulted in changes to the Civic Addressing By-law. It requested that a section be added to the by-law which would require that civic numbers be posted near a source of illumination. Section 5(2)(j) was added to address this concern.

PSRC requested that staff meet with developers to discuss the policies and procedures and to gain feedback. The draft policies and by-law were discussed at the December 11, 2001 Development Liaison Group Meeting.

On December 13, 2001, PSRC approved the current draft of the Civic Addressing By-law and Policies. It recommends that both documents be adopted at the earliest date as they feel there is a need to resolve a number of outstanding civic address problems. At present, Council has a petition before it regarding the long standing issue of Dutch Village Road and Joseph Howe Drive. There are a large number of other road naming and civic numbering issues that also need to be resolved as soon as possible for public safety and general way-finding purposes. PSRC is aware that Phase II of the Civic Address Project, if approved, will implement correction of civic address problems and that provisions for this project are proposed within the 2002/2003 capital budget. Phase II will initially focus on a pilot project in the Tantallon area as well as tackle several long standing issues identified by Council. PSRC recognize this approach as a prudent and fiscally responsible way to begin to address civic address corrections in HRM. The Tantallon project will be a good test of the proposed civic addressing policies and procedures and PSRC supports priority being given to resolving the Joseph Howe/ Dutch Village Road issue as soon as possible.