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Item No. 13.1.5
North West Community Council
July 11, 2016

TO: Chair and Members of North West Community Council

Original Signed

SUBMITTED BY:

Bob Bjerke, Chief Planner and Director, Planning and Development

DATE: May 31, 2016

SUBJECT: Naming of Playground in Dewolf Park

ORIGIN

North West Community Council Meeting December 14, 2015 Agenda Item:

- 18.1 Councillor Tim Outhit – That North West Community Council Request a staff report considering the naming of the playground in Dewolf Park in memoriam of Evan Servaes.

LEGISLATIVE AUTHORITY

Administrative Order Number 46, Respecting HRM Asset Naming Policies

RECOMMENDATION

It is recommended that North West Community Council direct this, and all future requests for municipal asset naming to the Chair of the Asset Naming Committee through the application process.

BACKGROUND

One of the main objectives of the HRM's Asset Naming Policy Administrative Order (A.O.46) (Attachment A) is to ensure the legacy of naming HRM physical assets after outstanding individuals, events and natural features continues.

The policy allows any person or group to apply for a commemorative name for HRM assets, particularly streets, parks, park features or buildings. 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.

Section 17 of the policy requires that 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.

DISCUSSION

In response to these types of requests, Regional Council, adopted the Asset Naming Policy In September 2010. All applications are submitted to the Chair of the Asset Name Committee and reviewed by the Committee in accordance with the criteria. The Committee then recommends nominee names to Regional Council for their approval.

The Asset Naming Policy was put in place to recognize the outstanding achievements of citizens of the municipality. Their names are commemorated on municipal assets in recognition of their service.

In instances where applications for proposed names do not meet the criteria laid out in Section 17 of the policy the Committee will then recommend to the applicant that they explore HRM's Parks Civic Support Program/Gifts for Parks Program (Attachment B). This program "provides individuals and organizations the opportunity to commemorate a person, place or event, while at the same time improving the community's livability." Donations can fund tree planting or park benches and there is no criteria for this program.

FINANCIAL IMPLICATIONS

The cost associated with the administration of the HRM's Asset Naming policy can be accommodated within the existing 2016-2017 operating budget for C420 – Planning: Subdivision and Development. All costs associated with the Parks Civic Support Program/Gifts for Parks Program are covered by the applicant.

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this Report. The risks considered rate Low.

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, schools, universities and the Royal Canadian Legions. Any member of the community is welcome to submit applications for commemorative names within HRM or the Parks Civic Support Program/Gifts for Parks Program.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

1. North West Community Council may choose to explore the Parks Civic Support Program/Gifts for Parks Program.
2. North West Community Council may choose to explore neither the Asset Naming Process nor the Parks Civic Support Program/Gifts for Parks Program.

ATTACHMENTS

Attachment A – Administrative Order 49 – Respecting HRM Asset Naming Policies
Attachment B – Parks Civic Support Program/Gift for Parks

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and 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

HALIFAX REGIONAL MUNICIPALITY

ADMINISTRATIVE ORDER NUMBER 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 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 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

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

Cathy Mellett, Municipal Clerk

Notice of Motion: Councillor Harvey
Approval: September 14, 2010
September 21, 2010

Amendment # 1

Clause D section 10

Notice of Motion: Councillor McCluskey
Approval: June 25, 2013
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: July 16, 2015

PARKS CIVIC SUPPORT PROGRAM / GIFT FOR PARKS

History reveals itself in the parks and public spaces of Halifax Regional Municipality. In 1763 the lands of Canada's oldest municipal park, the Halifax Common, were granted to the citizenry for their use and enjoyment for future generations to come. Over the years a rich heritage has evolved, blessing the Halifax Regional Municipality with an open and diverse park and green space system stretching from Hubbards to Ecum Secum.

Now you can add to that natural legacy

The Parks Civic Support Program provides individuals and organizations the opportunity to commemorate a person, place or event, while at the same time improving the community's livability. Your gift will help fund projects of your choosing such as tree planting, or new park benches.

A public plaque will mark your contribution. Gifts to Canadian municipalities are also income tax deductible.

Suggested donations:

Tree Planting (in a Park or by a Street) \$500 or Park Benches (see page 2) \$700 - \$2,200

For more information please contact: Heather MacLennan, Parks & Recreation 902.225.8866

With your gift of a tree the municipality will plant and maintain a caliper size tree of a suitable species in an approved public space in the municipality in consultation with a Halifax Regional Municipality Arborist. The tree will become property of the Halifax Regional Municipality and will be protected by the appropriate by-laws and ordinances and will be maintained for its natural life by tree care professionals. Maintenance will include, but is not limited to, scheduled pruning, fertilizing, biological insect control and inspections. Halifax Regional Municipality maintains the right to remove or relocate a tree for hazard concerns or other reasonable cause.

- Reasonable effort will be made to accommodate the donors' tree request and/or provide a list of suitable and hardy species to select from.

Note: Planting occurs twice a year (spring and fall), however, some species require spring planting

Your gift of a bench includes installation and a plaque. Halifax Regional Municipality offers three bench styles (see below), depending on site selection. The bench will become the property of the municipality. Halifax Regional Municipality maintains the right to remove or relocate the bench for hazard concerns or other reasonable cause.

Choice of bench styles: (price includes installation and plaque)



Standard Park Bench - \$700



Wooden Bench \$2,000



Metal Bench - \$2,200

- Your gift will be recognized by a plaque placed at the tree planting site (or on the bench if applicable). With this application, please include the wording you wish to have on the plaque (for Halifax Regional Municipality approval).

Initial plaques will be provided by Halifax Regional Municipality, however, replacement plaques (due to vandalism) will be the responsibility of the purchaser

PARKS CIVIC SUPPORT AGREEMENT:

Gift	Number Donated	Cost	Preferred type	Preferred Location
Tree		\$500		
Park Bench		\$700 - \$2,200		
Total amount of gift		\$		

Cheques are to be made payable to: Halifax Regional Municipality Parks Civic Support Program

Please forward application (with cheque/or copy of receipt):

c/o Heather MacLennan, Parks & Recreation, Halifax Regional Municipality,
P.O. Box 1749, Halifax, Nova Scotia, B3J 3A5

For other forms of payment (Visa, MasterCard, debit, or cash) please contact Ann Wambolt: 902.490.4096

Name and address (please print)	
Phone Number:	Date:
I have read and agree to the above noted conditions	Signature:

Note: The Halifax Public Gardens and Point Pleasant Park are excluded from this program)

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the municipality for purposes relating to the administration of the Parks Civic Support Program. If you have any questions about the collection and use of this personal information, please contact the municipality's Access and Privacy Office at 902.490.4390 or accessandprivacy@halifax.ca