

HALIFAX

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

Item No. 14.1.8
Halifax Regional Council
October 2, 2018

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY:

Original Signed by 

Jacques Dubé, Chief Administrative Officer

DATE: August 27, 2018

SUBJECT: **Renaming of Forest Hills Parkway**

ORIGIN

At the June 21, 2016 meeting of Regional Council, the following motion regarding item 15.1 was put and passed:

MOVED by Councillor Nicoll, seconded by Councillor McCluskey, that Halifax Regional Council request a staff recommendation report with respect to Administrative Order 29, Respecting Civic Addressing Policies, Administrative Order 46, the HRM Asset Naming Administrative Order, and By-law C-300, the Civic Addressing By-law, to allow the possible renaming of Forest Hills Parkway to Sidney Crosby Parkway and staff consider other options for commemoration.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter (HRM Charter), Part XII, Streets and Highways, S.323

RECOMMENDATION

It is recommended that Halifax Regional Council maintain the street name, Forest Hills Parkway.

BACKGROUND

The commemoration of notable citizens is a long-standing tradition in HRM. There are currently three policies that govern commemoration and street naming; the Asset Naming Policy (Administrative Order 46); the Civic Addressing Policy (Administrative Order 29); and the Public Art Policy.

Asset Naming Policy

Street renaming is subject to the Asset Naming Policy set out in Administrative Order 46 (A.O. 46). It was adopted in 2010 and provides staff and Council direction on commemorative naming. The Asset Naming Policy provides criteria for nominees and identifies the types of assets that are eligible (i.e. streets, buildings, parks, etc.). The original Asset Naming Policy specified that consideration of nominees could only happen at least one year after their death. That policy was amended in 2015 to extend consideration to living nominees. However, that extension is limited to those who have retired from their field or have accumulated 25 years of volunteer community service.

The Asset Naming Policy also requires that appropriate permission be given in writing for the commemoration of individuals. In the case of a living commemoration, Mr. Crosby's permission would be required prior to any commemoration.

Administrative Order 46 is attached for reference as Attachment A.

Civic Addressing Policy

Proposed street renaming is also subject to the Civic Addressing Policy as set out in Administrative Order 29 (A.O. 29). This policy was approved in 2002 and provides direction to staff and Council on street renaming to ensure consistency and fairness. This policy discourages renaming unless there are difficulties with the existing name. Within that context, it provides for consideration of renaming under two approval paths:

- initiated by the Municipality when the Civic Addressing Public Safety Committee has directed staff to rename a street for public safety reasons; or
- initiated by application from a property owner on a street to rename that street. This application requires a \$2,000 fee and 100% consent from all property owners on the street.

Administrative Order 29 is attached for referenced as Attachment B.

Public Art Policy

Another avenue for commemoration is through the Municipality's Public Art Policy adopted by Regional Council September 16, 2008. This policy has a category for Art Works of Remembrance which states:

The Art Works of Remembrance category is used to commemorate a specific historical figure or event of public importance. Art works of remembrance can include figurative or abstract statues, monuments, memorials and historical markers and may take various forms including gardens, plazas, cultural centres, sculptures, purpose-designed structures or landscape features. Art works of remembrance represent the bulk of HRM's current public art collection.

This avenue of commemoration is not applicable to the naming or renaming of public streets.

DISCUSSION

Street Renaming – General Implications and Process

The Civic Addressing Policy discourages changes to established street names unless there are public safety issues with the existing name. Renaming is generally disruptive for residents, businesses and delivery of emergency service. Street renaming also impacts residents and businesses on intersecting

streets who may describe their location in relation to the renamed street. This is particularly impactful when renaming involves a collector or arterial street.

Address changes can have a significant impact on businesses due to the potential confusion for customers and it can lead to the need for replacement of a significant amount of printed administrative and marketing material. When the Municipality initiates a street renaming for public safety reasons, businesses are provided 12 months' notice prior to the change. During this period, Canada Post provides complimentary mail redirect services. However, Canada Post does not offer this service for non-public safety related street renaming. The cost of 12 months of mail redirecting service is approximately \$100 per business.

Authority for final approval of all renaming lies with Regional Council as informed by recommendations from the HRM Civic Addressing Public Safety Committee. The Committee is comprised of emergency service responders and it makes a recommendation to Council based solely on public safety implications and compliance with the relevant policy documents. Council makes final decisions in accordance with committee recommendations or contrary to those recommendations if Council believes an alternative is consistent with the content of the approved policies.

Forest Hills Parkway Renaming – Policy Implication and Process

Site Context:

Forest Hills Parkway is approximately 2.7 km long. It connects Cole Harbour Road to Main Street/Highway 7 and it has nine intersecting local streets. It is classified as an arterial road and is currently located in the communities of both Cole Harbour and Westphal.

Resident and Business Impacts:

There are seven civic addresses on Forest Hills Parkway including 20 individual businesses, Cole Harbour Place (which has 12 tenants) and Forest Hills Greenway Park. Of the 20 businesses, only three are also the property owner. The remaining 17 are tenants and would not typically be included should a property owner poll be conducted.

One of these 20 businesses is a Canada Post Office. This office is the parcel pickup location for the area and a street renaming would require replacement of all printed materials related to the parcel pick-up service. Furthermore, there are 90 post office boxes at this location that use a combination of PO Box numbers and the Forest Hills Parkway address. Any street name change would also require address changes for those boxes and replacement of any related printed materials.

Municipal Infrastructure:

Street renaming also involves the replacement of existing sign blades, overhead traffic arm signs and advanced warning signs. The renaming of the Forest Hills Parkway would impact 10 street sign blades (\$360), the replacement of 4 overhead traffic arm signs (\$680) and one advanced warning sign (\$300). Total municipal cost for this infrastructure change is \$1,340.

Public Safety:

While there would not appear to be any specific safety-related issues that would necessitate a renaming of this street, there is a safety-related, civic addressing situation that impacts two condominium buildings on the corner of Cole Harbour Road and Forest Hills Parkway. The civic address for these properties is on Cole Harbour Road but physical access is from Forest Hills Parkway. This leads to confusion for routine matters like deliveries and visitor access. More importantly, it creates a potential safety risk related to emergency service dispatch and access. Given the priority of safety over commemorative renaming, staff have advanced the renaming process for these individual properties.

Sidney Crosby Commemoration – Policy Implications

Administrative Orders 29 and 46 are comprehensive municipal policies that have contributed to a systematic, consistent and fair asset naming process. Notwithstanding the effectiveness of these rules, it must be recognized that policies such as these will not accommodate every situation that may arise over time. When initiatives are raised that do not align with the approved policies, there are only two options:

- change the initiative to comply with the policy; or
- change the policy to accommodate the initiative.

Sidney Crosby does not presently meet the existing policy criteria for commemorative naming because he has not yet retired from his field of endeavor. Furthermore, there are no material public safety concerns that would necessitate the naming Forest Hills Parkway. These two factors directly conflict with obligations in current policy and prevent consideration of the proposed street renaming from within either the municipally-initiated or community-initiated approval streams. Under these circumstances, it would be inappropriate for staff or the committee to recommend in favour of renaming the street. The recommendation on page 1 of this report is provided in that context.

Notwithstanding the recommendation required by policy, staff acknowledge the broad range of positive impacts that Sidney Crosby's athletic achievements have on the local community even though he is a comparatively young man who has not yet concluded his career. These impacts include such things as enhanced pride of place, heightened youth engagement in athletics and expansion of community profile on a national and international stage.

Notwithstanding the current policy conflict, should Council wish to proceed with the proposed renaming, the following options are set out below:

- 1) Comply with existing policies - direct staff to initiate the commemorative name process and bring forward a municipally-initiated street renaming application at the time of Mr. Crosby's retirement as a professional hockey player;
 - 2) Site-specific change to existing policies - direct staff to return to Council with amendments to the Civic Addressing Policy and the Asset Naming Policy that would enable Council to specifically consider renaming Forest Hills Parkway to Sidney Crosby Parkway at the earliest opportunity in advance of his retirement as a professional hockey player;
- or,
- 3) General change to existing policies – direct staff to return to Council with comprehensive amendments to the Civic Addressing Policy and the Asset Naming Policy that would enable Council to broadly change the way commemorative naming is considered for all future applications including the renaming of Forest Hills Parkway to Sidney Crosby Parkway at the earliest opportunity in advance of his retirement as a professional hockey player.

Motions to accommodate each of these options are included in the Alternatives Section of this report for Council's reference.

Alternative Forms of Commemoration

In addition to the question of renaming Forest Hills Parkway to commemorate Sidney Crosby, Council also directed staff to consider other options for commemoration.

Staff collectively reviewed a range of typical commemorative options outlined below. It is important to note these are presented as examples only and none have been vetted or approved by Mr. Crosby. Staff have engaged on a very preliminary basis with the Crosby family and advancement of any commemorative alternatives outlined in this report (including street renaming) will require Mr. Crosby's consent.

1. Proclaim an annual "Sidney Crosby Day"
Applications for municipal proclamations are processed by the Mayor's Office. The proclamation is read at a Regional Council Meeting. There is currently no capacity to have a recurring proclamation so this process would need to be repeated each year.

There are no financial impacts associated with this option and no policy changes would be required.

2. Rename the Scotia 1 Ice Surface in Cole Harbour Place

There are two ice surfaces in Cole Harbour Place (Scotia 1 and Scotia 2). Scotia 1 is the larger of the two and Sidney Crosby hosts an annual summer hockey camp in this rink. The existing name was established to commemorate the original Scotia Arena and the Scotia Colts hockey team.

There would be some cost implications for such things as new signage and changes to printed materials. Asset Naming Policies do not apply to the naming of features within facilities such as rinks or boardrooms so no policy change would be required for this option.

3. Public Art

A piece of public art could be commissioned for Cole Harbour Place or another location in Cole Harbour. Commemoration of Mr. Crosby through the Public Art Policy would require Regional Council approval and a budget.

A new public art project would have financial implications. The amount would depend on the scale of the project. No policy change would be required for this option.

4. Future New Street Name for Sidney Crosby

Regional Council could approve the name "Sidney Crosby" for placement on a future major collector road in the municipality. This would commemorate his contributions through a street name without the disruption created by renaming an existing street.

There are no material financial implications associated with this option. Changes to policy will be required to permit commemorative naming in advance of Mr. Crosby's retirement as a professional hockey player.

5. Rename an existing park in Cole Harbour

Asset Naming Policies allow for renaming any park that is administratively named, i.e. after the road it abuts, or the neighborhood or community it is located. Within Cole Harbour there are currently twenty-five parks that are administratively named. Of those twenty-five, 17 are neighborhood parks, 7 are community parks and 1 is a regional park (Cole Harbour Commons).

There is a cost of \$2,500 associated with replacement of signage and related printed material. Changes to policy will be required to permit commemorative naming in advance of Mr. Crosby's retirement as a professional hockey player.

6. Rename Cole Harbour Place

The Asset Naming Policies allow for renaming any municipal building that is administratively named, i.e., after the community it is located. Cole Harbour Place is one of HRM's major recreational facilities and is operated by a community run board (Cole Harbour Building Inc.). In addition to the recreational use, there are currently 12 different tenants within Cole Harbour Place.

There would be material cost implications for such things as new signage and changes to printed materials. Relatively extensive changes to marketing materials would have to occur if the building was renamed. Changes would also be required to a significant amount of large scale signage identifying the building as Cole Harbour Place. This option could also limit future opportunities to sell naming rights to the building. Changes to policy will be required to permit commemorative naming in advance of Mr. Crosby's retirement as a professional hockey player.

If Regional Council chooses to explore Options 4, 5, or 6, amendments to the Asset Naming Policies will be required. It would be necessary for Regional Council to provide direction regarding the specific amendments to the existing policies which would allow for exceptions to the existing criteria.

In addition, Section 6 of the Asset Naming Policy states:

There shall be no duplication of names between or within asset categories, with the exception of administrative names.

Therefore, any proposal to commemorate Mr. Crosby on multiple assets would require a modification of this section of the Policy. This is not recommended, as it does not align with the intent of the policy which is to provide a fair and consistent process with respect to naming municipal assets where one citizen is to receive multiple commemorations while others may be waiting for their placement.

FINANCIAL IMPLICATIONS

There are no municipal financial implications associated with the recommendation on page one of this report. Should Council elect to proceed with any of the various alternatives outlined in this report, a range of financial implications can be expected.

Municipal Cost Implications of Forest Hills Parkway Renaming

There are two options outlined in this report to proceed with renaming Forest Hills Parkway. These options differ only with respect to the timing relative to Mr. Crosby's retirement. Municipal costs are not impacted by the timing of any action and the costs are limited to infrastructure replacement. Total costs are estimated at \$1,340. These are relatively routine expenses related to street renaming and they can be accommodated within Planning and Development's operating budget.

Additional non-municipal costs related to the street renaming are generally described in the body of this report.

Municipal Cost Implication of Alternative Options

In addition to the above referenced street renaming, there are six preliminary alternative options also outlined in this report. These alternatives have varying levels of municipal financial impact which include cash costs and potential lost opportunity costs. Cash costs are moderate in scope and the lost opportunity costs are generally more substantial. High level summaries of each are described in the table below. Options with material financial implications will be subject to additional process and more detailed review of financial implications.

Alternative Option	Cost Implications
Option 1: (Sidney Crosby Day)	No financial implications.
Option 2: (Rename Scotia 1 Rink)	While, the cost of new rink signage would be the responsibility of the Cole Harbour Place Board, capital expenditures within the building are the responsibility of HRM. Further, should the renaming result in a deficit for the Cole Harbour board, that would be reflected in HRM's consolidated financial report.
Option 3: (Public Art)	New public art project would have financial implications, the amount would depend on the scale of the project.
Option 4: (Future New Street Name)	No financial implications.
Option 5: (Rename Park)	Replacement of existing park signage or new park sign (~\$2,500).
Option 6: (Rename Cole Harbour Place)	Costs for HRM would include any capital improvements as a result of the renaming as well as loss of potential future revenue from sale of naming rights.

RISK CONSIDERATION

There are no risks associated with this report's recommendation.

COMMUNITY ENGAGEMENT

No community engagement has taken place as of the date of this report. Regional Council could choose to involve the citizens of HRM through a community engagement process to discuss options and ideas for commemoration for Mr. Crosby. However, consultation with the Crosby family will be done prior to pursuing any alternative.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

1. That Regional Council direct the Asset Naming Chair to place Sidney Crosby's name on the pending application list and initiate the renaming of Forest Hills Parkway to Sidney Crosby Parkway upon his retirement from professional hockey.
2. That Regional Council direct staff to return to Council with amendments to Administrative Order 46, the Asset Naming Policy, to enable the renaming of Forest Hills Parkway to Sidney Crosby Parkway in advance of his retirement from professional hockey.
3. If Council selects alternative 1 or 2, that Regional Council also direct staff to return to Council with amendments to Administrative Order 29, the Civic Addressing Policy, to enable the renaming of Forest Hills Parkway to Sidney Crosby Parkway on Council's initiative.
4. That Regional Council direct staff to return to Council with specific amendments to either or both of Administrative Order 46, the Asset Naming Policy, or Administrative Order 29, the Civic Addressing Policy, to change the way in which Regional Council may consider commemorative naming.
5. Regional Council direct staff to prepare a further report on any one of the options listed in the Discussion section of this report for further consideration, including any amendments necessary to enable the selected option.

ATTACHMENTS

Attachment A - Asset Naming Policy

Attachment B - Civic Addressing Policy

A copy of this report can be obtained online at 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

Report Approved by: Steven Higgins, Manager of Current Planning 902.490.4382

Report Approved by: Kelly Denty, Director, Planning and Development 902.490.4800

Attachment A: Asset Naming Policy

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 on this 22nd day of May A.D. 2018.

Mayor

Municipal Clerk

I, Kevin Arjoon, 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 May 22, 2018.

Kevin Arjoon, 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:

July 16, 2015

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

Notice of Motion:

May 8, 2017

Approval:

May 22, 2018

Attachment B: Civic Addressing Policy

HALIFAX REGIONAL MUNICIPALITY

ADMINISTRATIVE ORDER NUMBER TWENTY-NINE

RESPECTING HRM CIVIC ADDRESSING POLICIES

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

Civic Address Public Safety Committee

1. Council shall establish a Civic Address Public Safety Committee to advise on public safety issues with respect to civic addressing.

Street Naming

2. All street names shall conform with the Street Naming Guidelines (see Schedule A).

Street Renaming

3. Changes to established street or road names shall be discouraged unless there are recognized difficulties with the existing name.
4. Where there is no public safety issue involved, an owner may request a public street or private road name change but shall be charged a fee in accordance with Administrative Order # 15.
5. When considering renaming a public street or private road in accordance with Administrative Order # 15, a poll of property owners shall be conducted by the Civic Addressing Coordinator and the Coordinator shall only proceed with the application if there is unanimous support for the proposed change.
6. When considering renaming a public street or private road, the Civic Addressing Coordinator shall choose a solution that addresses public safety concerns and shall also have regard for the following:
 - a. the potential confusion created for emergency and other municipal services, commercial delivery services, and the traveling public by renaming the street;
 - b. the number of residential units affected and potential costs to residents\owners;

- c. the number and type of businesses affected and potential costs to owners\occupiers;
 - d. the costs of replacing street and traffic signs;
 - e. the historical significance, if any, of the existing street name; and
 - f. the appropriateness of the proposed name in that location.
7. All street or roads proposed to be renamed under Policies 4, 5, and 6 shall conform with the Street Naming Guidelines.

Numbering

8. Civic numbers shall be assigned in accordance with the Civic Numbering Guidelines (see Schedule B).

Renumbering

9. The Civic Addressing Coordinator may initiate renumbering where a single number is invalid or creates confusion and the correction does not involve renumbering more than the subject structure and abutting structures.
10. Where there is no public safety issue involved, an owner may request a numbering change as long as a new whole number is available but shall be charged a fee in accordance with Administrative Order # 15.
11. When considering the renumbering of all or part of a street, the Civic Addressing Coordinator shall choose a solution that addresses public safety concerns and minimizes the disruption to the affected residents and property owners.
12. All numbers assigned in accordance with Policies 9, 10 and 11 shall conform with the Civic Numbering Guidelines.

GSA Renaming\Redelineation

13. Communities at risk of being affected by major changes in GSA boundaries shall be informed, and consulted before, during and after the process.
14. Notwithstanding Policy 13, the Civic Addressing Coordinator shall ensure that where a road is built or extended across a GSA line and the sole access is through a single GSA, the boundary of the latter GSA shall be redelineated to include the street and all lots accessing it as shown in a Final plan of subdivision.

Notification

15. The Civic Address Coordinator may extend the deadline for implementation of a civic address change to a maximum of 180 days at the request in writing of a majority of property owners/occupiers.

Compensation

16. Where a civic address is changed to rectify a problem listed on the Civic Address Corrections List, the owner/occupier shall be compensated as follows:

Renumbering:

New civic number plate
Mail redirect for 6 months

Street Renaming:

Mail redirect for 6 months

GSA Renaming

Mail redirect for 6 months

Private Road Name Signs

17. The Civic Addressing Coordinator may vary the specifications of private road name signs where a subdivision is served only by private roads provided that this does not vary the intent of the specifications with respect to public safety

Schedule A

Street Naming Guidelines

General Principles

Uniqueness - there should be no duplication of names.

Distinctiveness - names that sound very similar should be avoided in order to avoid diction problems when people are making emergency calls under stress .

Continuity - a road running in one direction should have one name only and should have the same name throughout its entire length.

Guidelines

Street Name Characteristics

- A1. No name shall be duplicated including similar names that are differentiated by street type.
- A2. No name shall sound like an existing name.
- A3. No name shall contain numbers, special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind.
- A4. No double barreled names shall be permitted except for HRM place names listed in the Nova Scotia Gazetteer or approved heritage names.
- A5. No streets names shall incorporate product, trademark or copyright names.
- A6. No name of more than 10 characters in length shall be permitted where the street type is more than 2 characters in length and no name of more than 11 characters in length shall be permitted where the street type is 2 characters in length except for HRM place names listed in the Nova Scotia Gazetteer or approved heritage names.

Street Type Definitions (new streets only)

A7. An appropriate street type shall be used as follows:

Street Type	Use Guideline <i>currently under review</i>	Primary Abbreviation (Database Application)	Secondary Abbreviation (Signage Application)	Notes
Avenue		AVE	AVE	
Boulevard		BLVD	BLVD	
<i>Brae</i>		<i>BRAE</i>	<i>BR</i>	<i>No longer accepted</i>
Circle		CIRC	CIR	
Close		CLOSE	CL	
<i>Connector</i>		<i>CONN</i>	<i>CN</i>	<i>No longer accepted</i>
Court		CRT	CT	
Crescent		CRES	CR	
<i>Crest</i>		<i>CREST</i>	<i>CRST</i>	<i>No longer accepted</i>
<i>Cross</i>		<i>CROSS</i>	<i>CRS</i>	<i>No longer accepted</i>
<i>Diversion</i>		<i>DIVRSN</i>	<i>DIV</i>	<i>No longer accepted</i>
Drive		DR	DR	
<i>East</i>		<i>EAST</i>		<i>No longer accepted</i>
<i>Extension</i>		<i>EXTN</i>	<i>EXT</i>	<i>No longer accepted</i>
Gate		GATE	GT	
<i>Gateway</i>		<i>GTWY</i>	<i>GWY</i>	<i>No longer accepted</i>
Green		GREEN	GRN	
Grove		GROVE	GRV	
<i>Hall</i>		<i>HALL</i>	<i>HL</i>	<i>No longer accepted</i>
Heights		HTS	HTS	
Highway		HWY	HWY	
Hill		HILL	HL	
Street Type	Use Guideline <i>currently under review</i>	Primary Abbreviation (Database Application)	Secondary Abbreviation (Signage Application)	Notes

Landing		LNDG	LDG	
Lane		LANE	LN	
Loop		LOOP	LP	
Park		PARK	PK	
Parkway		PKY	PKY	
Path		PATH	PTH	
Place		PLACE	PL	
Ramp		RAMP	RMP	
Ridge		RIDGE	RG	
Road		RD	RD	
Route		RTE	RTE	
Row		ROW	ROW	
Run		RUN	RUN	
<i>Siding</i>		<i>SI</i>	<i>SI</i>	<i>No longer accepted</i>
<i>Square</i>		<i>SQR</i>	<i>SQ</i>	<i>No longer accepted</i>
Street		ST	ST	
Terrace		TERR	TR	
Trail		TRL	TL	
<i>Turn</i>		<i>TURN</i>	<i>TRN</i>	<i>No longer accepted</i>
Walk		WALK	WK	
Water Access		WA		
Way		WAY	WAY	
<i>West</i>		<i>WEST</i>		<i>No longer accepted</i>
<i>Woods</i>		<i>WOODS</i>	<i>WDS</i>	<i>No longer accepted</i>

Italics indicates legacy street types that are no longer acceptable in HRM.

Street Network Considerations

- A8. Continuous streets shall have one name throughout their entire length.
- A9. No street name shall be continued through a right angle turn.
- A10. A continuous street intersecting the same collector road more than twice shall be given a different name.

- A11. The same name shall not be used at both ends of a loop road if the middle portion of the road has not been taken over by the Municipality.
- A12. A cul-de-sac shall have a different street name from its cross road.

Water Access

- A13. Where access to a property is by water only, the street name shall be deemed to be the name of the island or waterbody as listed in the Nova Scotia Gazetteer.

Heritage Names

- A14. The use of heritage names shall be encouraged.
- A15. All street names for the community of Bedford (Municipal District 21) shall conform with the former Town of Bedford Street Naming Policy (1987)¹ .

Theme Names

- A16. Where street names in a neighbourhood are based on a specific theme, the name of all new street within the neighbourhood shall be consistent with the theme.

¹ This policy is currently administered by the Development Officer for the Central Region

Schedule B

Civic Numbering Guidelines

General Principles

Sequentiality - numbering should generally start from the lowest numbered intersection and numbers should be assigned in ascending order.

Uniformity - numbers should be proportionately spaced along the entire length of a street to help in finding the general location of properties.

Uniqueness - each individual dwelling unit or commercial/industrial establishment having its own external entrance should have its own whole civic number.

Guidelines

New Streets

- B1. Civic numbers shall be assigned every twenty (20) feet of frontage along both public street and private roads
- B2. Odd numbers shall be on the right hand side and even numbers on the left hand side of street in ascending order from the numbering origin including on cul-de-sacs and other dead end streets.
- B3. Where lot frontage is more than twenty (20) feet, a number shall be assigned as follows:
 - a. corresponding to the approximate centre of the front main wall of the main building or structure on the lot; or
 - b. corresponding to the approximate centre of the frontage for a vacant lot.
- B4. A corner lot or other lot having more than one frontage shall be assigned the number for each frontage until the valid civic number has been determined through the permit process.
- B5. The front entrance of the main building or structure shall be used to determine the valid civic number of corner lots. When the entrance is obscured or if the structure is best reached for emergency purposes by the driveway, the civic number shall be assigned to the driveway.
- B6. Numbers that have negative cultural connotations shall not be assigned. These numbers will be reviewed on a case-by-case basis.
- B7. Fractions shall not be used as part of a civic number.

Existing Streets

- B7. Where a new number is assigned within an existing range of civic numbers, the former municipal standards for issuing the number may be applied in order to maintain consistency in the numbering sequence.
- B8. Where a new number cannot be assigned within an existing range of civic numbers, an alpha suffix may be used and all properties sharing the same number shall be assigned a different sequential suffix to a maximum of four.
- B9. Only the first four characters of the alphabet shall be permitted as part of a civic number.
- B10. Within the Halifax Peninsula, the existing grid numbering system shall be maintained when assigning new civic numbers.

Water Access

- B11. Where access to a property on an island or waterbody is by water only, the numbers shall be assigned along the entire waterfront and the numbering origin shall be the most southerly point.
- B12. Odd numbers shall be on the east side and even numbers on the west side of the island or waterbody in ascending order from the numbering origin.
- B13. Civic numbers shall be assigned every 50 feet of frontage around an island or waterbody

More Than One Building or Unit On A Lot

- B14. A principal building on a lot shall have its own civic number.
- B15. Each dwelling unit in a semi-detached, duplex, triplex, or townhouse building and each anchor establishment within a commercial/industrial building having its own external entrance may be assigned a separate civic number from the principal building number.

MAYOR

MUNICIPAL CLERK

I, Vi Carmichael, 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 February 12, 2002.

Vi Carmichael, Municipal Clerk