

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

**SUBMITTED BY:** Original Signed by   
Jacques Dubé, Chief Administrative Officer

**DATE:** May 10, 2021

**SUBJECT:** **Amendments to Administrative Orders 46 and 29 to Address Asset and Street Naming Procedures as per the Task Force on the Commemoration of Edward Cornwallis and the Recognition and Commemoration of Indigenous History**

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## ORIGIN

At the July 21, 2020 meeting of Regional Council, the following motion was put and passed:

*That Halifax Regional Council:*

1. *Accept the attached report of the Task Force on the Commemoration of Edward Cornwallis and the Recognition and Commemoration of Indigenous History, (Attachment 1 of the staff report dated June 30, 2020),*
2. *Approve the proposed HRM responses to the recommendations of the Task Force report (Attachment 2 of the staff report dated June 30, 2020), with amending recommendation (5) to direct the establishment of a process to engage the community and other stakeholders regarding the street name change and not the direct renaming of Cornwallis Street, and*
3. *Direct the Chief Administrative Officer to report to Council annually on progress addressing the recommendations.*

A summary of the recommendations addressed in Attachment 1 of the June 30, 2020 report, referenced in motion 2, above:

3. That Cornwallis Park be renamed "Peace and Friendship Park".
5. That Cornwallis Street, subject to an expression of approval by the congregation of the New Horizons Baptist Church, be renamed "New Horizons Street".
14. That opportunities be comprehensively explored for additional usage of the Mi'kmaw language in naming and signage, beginning with currently anglicized Mi'kmaw names being adjusted back to the Mi'kmaw original, such as Chebucto Rd to K'jipuktuk Road.

**RECOMMENDATIONS ON PAGE 2**

## **LEGISLATIVE AUTHORITY**

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

Administrative Order Number 46, Respecting HRM Asset Naming Policies

## **RECOMMENDATION**

It is recommended that Halifax Regional Council:

1. Adopt the proposed amendments to Administrative Order 46, the *HRM Asset Naming Administrative Order* to allow commemorative renaming, as shown in Attachment A;
2. Approve the renaming of Cornwallis Park to Peace and Friendship Park, as shown in Attachment B;
3. Adopt the proposed amendments to Administrative Order 29, the *HRM Civic Addressing Administrative Order* to allow for Council's future consideration of:
  - a. increased flexibility in streets renamings, as shown in Attachment C; and
  - b. the potential for apostrophes in street names, as shown in Attachment C; and
4. Approve the community consultation process for renaming Cornwallis Street as shown in Attachment D.

## **BACKGROUND**

### **Asset Naming Administrative Order 46**

Administrative Order 46, Respecting Asset Naming Policies was approved by Regional Council on September 21, 2010. At that time, the policy (Section 21), respecting Asset Renaming Requests, simply stated that renaming requests for municipal assets would only be considered if the existing name was an administrative name (i.e. named after the street or community). In 2013, a motion of Regional Council requested that staff amend the policy to allow the naming of HRM assets recognizing people still living. In 2014 Regional Council approved the recommendation of staff that applications will be accepted for people or persons after they have retired from the activity or service that forms the basis of the request. At that meeting, Regional Council also approved the recommendation that renaming requests could be considered if the commemorative name of a living person no longer met the criteria for which they were commemorated.

### **Civic Addressing Administrative Order 29**

Administrative Order 29, Respecting Civic Addressing was approved by Regional Council on February 12, 2002. The policy states that changes to established street or road names shall be discouraged unless there are recognized difficulties with the existing name. The policy allows for two types of street renaming: public safety issues and requests for changes by an owner on that street. Public safety issues must be confirmed by the HRM Civic Addressing Public Safety Committee (CAPS) and owner requested changes involve a fee of \$2000 and unanimous support of all affected property owners on the street.

The street naming guidelines also state that no street name shall contain numbers, special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind. This requirement was included in the policies in response to database limitations that could only accommodate alpha characters in the street name.

### Cornwallis Task Force Recommendations

At the April 25, 2017 meeting of Regional Council, Council requested a staff report with terms of reference and a recommended composition for an expert panel to review and advise Council regarding any changes to the commemoration of Edward Cornwallis on municipal assets, including Cornwallis Park and Cornwallis Street, and recommendations to recognize and commemorate the indigenous history in the lands now known as Halifax Regional Municipality. At their October 30, 2018 meeting, Regional Council authorized the establishment of a joint committee, The Task Force on the Commemoration of Edward Cornwallis and the Recognition and Commemoration of Indigenous History.

As noted in the Origin section of this report, Regional Council reviewed the Task Force's report at their July 21, 2020 meeting and approved the Task Force recommendations with respect to the commemoration of Edward Cornwallis on Municipal Assets. The purpose of this report is to provide Council, for their consideration, the necessary amendments to the respective Administrative Orders on Asset Naming and Street Naming to effect the Task Force's recommendations.

**An information report providing updates on all twenty recommendations made by the Task Force is being prepared by the Chief Administrative Office and is expected to be provided to Council in June or July 2021.**

### **DISCUSSION**

As the current HRM policies do not allow for the renaming of Cornwallis Street and Cornwallis Park, amendments to both Administrative Order 29, Respecting Civic Addressing Policies, and Administrative Order 46, Respecting Asset Naming Policies, are required in order to implement the changes. The following sections provide additional information and context around the corresponding staff recommendations made in this report.

#### 1. Amend Asset Naming Administrative Order 46 to allow commemorative renaming

The Administrative Order amendment of 2014 which allowed for living nominees to be de-commemorated if they no longer met the criteria provided Regional Council with the ability to rename an asset. The approval of this criteria illustrated that Regional Council wished to have the ability to rename commemoratively named assets when new information came to light regarding the nominee. An amendment is required to allow for Council's consideration of renaming of commemoratively named assets for those who are no longer living.

By approving the recommendations from the Task Force, Regional Council has confirmed that they do not wish to commemorate assets with names that are no longer in keeping with the values of the Municipality and its citizens. The amendments in this report (Attachment A) enable such an approach.

#### 2. Rename Cornwallis Park to Peace and Friendship Park

The HRM Asset Naming Committee recommends that Regional Council approve the request as outlined below:

Commemorative names reflect individual persons, groups of persons, geographic features, the history and or culture of HRM's culturally diverse communities. The Asset Naming Committee is recommending renaming Cornwallis Park to Peace and Friendship Park as shown on Attachment B.

3. A) Amend Civic Addressing Policy to allow for Regional Council to rename streets

The commemorative naming of streets is a long-standing tradition in the municipality, and many of the street names in use today have been in place for many years. Prior to the adoption of the Asset Naming Policy in 2010 there was not a consistent way of naming streets and each prior municipal unit had their own rules and policies.

The approval of the Task Force's recommendation to rename Cornwallis Street illustrates that the current policy regarding street renaming no longer meets the needs of the Municipality.

The amendments in this report (Attachment C) enable Regional Council to rename Cornwallis Street and consider other similar renaming requests in the future.

B) Amend the Civic Addressing Policy to allow for apostrophes in first nation street names

One of the goals of the Asset Naming Policy is to create greater diversity in the municipality's asset names. These asset names should reflect the history and cultures of the municipality. In order to reflect the culture and history of the First Nations, amendments to the policy regarding the use of apostrophes will be required to permit Council's future consideration of corrections to accurately spell names in the Mi'kmaw language. Since the approval of the recommendations from the Task Force on the Commemoration of Edward Cornwallis and The Recognition and Commemoration of Indigenous History, the correct spelling of Kijipuktuk has been confirmed as having no apostrophe.

Staff have confirmed that all HRM GIS databases and the official HRM Street List can accommodate apostrophes as can the Provincial Civic Address File. Although there are still databases related to 911 dispatch and the Emergency Management Office (EMO) that cannot accommodate apostrophes, staff are recommending that Regional Council modify the policy, as per Attachment C, to allow for apostrophes in street names. Civic Addressing staff will continue to work with 911 and EMO to ensure that there is no confusion between the spelling of street names with or without apostrophes.

4. Approve the community consultation for renaming Cornwallis Street

Since the adoption of Administrative Order 29, Respecting Civic Addressing Policies in 2002 the procedure for street renaming projects has remained unchanged. In this process, civic addressing staff have only consulted with the affected property owners on the street being renamed. Prior to consultation, research is conducted, and a proposed street name is suggested to the affected property owners. They are then given a time frame of approximately 1 month to make an alternative suggestion. Any alternatives must meet the street naming criteria and have at least 51% of the property owner's support.

As per Council's motion, staff will be expanding the standard consultation area for this street renaming to engage the surrounding community and stakeholders.

Civic addressing staff will work with Councillor Smith and HRM's Diversity and Inclusion staff to determine the geographic extent of the community to be consulted and identify interested stakeholders. The consultation process is laid out in Attachment D.

**FINANCIAL IMPLICATIONS**

There are costs associated with renaming streets and parks, mainly relating to the replacement of signage. The replacement of street signs can be accommodated within the existing 2021-2022 operating budget for C420-Planning and Development. The new park sign can be accommodated within the existing 2021-2022 operating budget for W184-Parks and Recreation.

### **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 HRM Community Engagement Strategy. The level of community engagement regarding the renaming of Cornwallis Street will be determined through the process (see Attachment D). Any member of the community is welcome to submit applications for commemorative names within HRM.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **ALTERNATIVES**

1. Regional Council could choose not to approve some, or all of the recommendations. This alternative is not recommended as Regional Council has already approved the recommendations of the Task Force.
2. Regional Council may choose to approve different and/or other amendments to Administrative Order No 29 and 46. This will require a supplementary staff report.

### **ATTACHMENTS**

Attachment A – Amendments to Administrative Order 46 – Respecting Asset Naming Policies  
Attachment B – Peace and Friendship Park Application  
Attachment C – Amendments to Administrative Order 29 – Respecting Civic Addressing Policies  
Attachment D – Cornwallis Street Consultation Process

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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 902.719.9102

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**Attachment A- Amending Administrative Order and  
Administrative Order showing 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 that Administrative Order 46, Respecting Asset Naming Policies, is amended as follows:

1. Section 21 is repealed and replaced with section 21A as follows:
  - 21A. Renaming requests for parks, park features, buildings, commercial vessels and ferry assets shall only be considered if:
    - a) the existing name is an administrative name (i.e. Brook St Park);
    - b) the commemorative name is commemorating a living person who no longer meets the criteria for which they were commemorated; or
    - c) Regional Council determines the commemorative name no longer meets the values of the Municipality.

Done and passed in Council this      day of                      , A.D. 2021.

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Mayor

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Municipal Clerk

**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 focused 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 volunteerservice.

### **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.~~ **Repeal.**

21A. Renaming requests for park, park feature, building, commercial vessels and ferry assets shall only be considered if:

- a) the existing name is an administrative name (i.e. Brook St Park);
- b) the commemorative name is commemorating a living person who no longer meets the criteria for which they were commemorated; or
- c) Regional Council determines the commemorative name no longer meets the values of the Municipality.

22. All requests for renaming shall be required to go through the application process.

Done and passed in Council this 21<sup>st</sup> day of September 2010.

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Mayor

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Municipal Clerk

I, Cathy Mellett, 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 September 21, 2010.

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Cathy Mellett, Municipal Clerk

Notice of Motion: Councillor Harvey  
Approval:

September 14, 2010  
September 21, 2010

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Amendment # 1 - Clause D section 10  
Notice of Motion: Councillor McCluskey  
Approval:

June 25, 2013  
July 23, 2013

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Amendment # 2 - Amendment to Definitions and Commemorate Names  
Notice of Motion:  
Approval:

July 29, 2014  
August 5, 2014

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Amendment # 3 - Amendment to Commemorate Names  
Notice of Motion:  
Approval:

June 2, 2015  
June 16, 2015

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

May 8, 2018  
May 22, 2018

## **Attachment B – Peace and Friendship Park Application**

### Peace and Friendship Park

#### Request

-rename Cornwallis Park

#### Geographic Location

-1170 Hollis St, Halifax

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

- requested name reflects or represents traditions or tradition bearers
- requested name is historically significant to the development of HRM, the Province of NS or Canada
- requested name reflects the history and or culture of HRM's culturally diverse communities

#### History

Beginning in the 1720s, The British Crown (now Nova Scotia) and the Mi'kmaq entered into a series of Peace and Friendship Treaties important for their promises and the establishment of the relationship between the two nations. The treaties remain in effect today.

**Attachment C- Amending Administrative Order and  
Administrative Order showing changes**

**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 that Administrative Order 29, Respecting HRM Civic Addressing Policies, is amended as follows:

1. Section 3 is repealed and replaced with section 3A as follows:
  - 3A. Changes to established street or road names shall be discouraged unless:
    - a. there are public safety issues involved;
    - b. Regional Council determines the street name no longer meets the values of the Municipality; or
    - c. an owner requests a public street or private road name change, and the owner is charged a fee in accordance with Administrative Order #15.
2. Section 4 is repealed.
3. Section 5 is amended by adding the words “section 3A(c) and” after the word “with” and before the word “Administrative”.
4. Section 7 is amended by striking out the words and punctuation “under Policies 4, 5 and 6” after the word “renamed” and before the word “shall”.
5. Section 16 is amended by striking out the words “listed on the Civic Address Corrections List” after the word “problem” and before the word “the”.
6. Clause A3 in Schedule A, under the heading “Street Name Characteristics” is amended by:
  - (a) striking out the word “apostrophes” and the comma thereafter;
  - (b) inserting the word “or” before the word “periods”; and
  - (c) striking out the words “or punctuation of any kind”.

Done and passed in Council this     day of                    , A.D. 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

## 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~~ **Repeal**.

#### **3A. Changes to established street or road names shall be discouraged unless:**

- a. there are public safety issues involved;
  - b. Regional Council determines the street name no longer meets the values of the Municipality; or
  - c. an owner requests a public street or private road name change, and the owner is charged a fee in accordance with Administrative Order #15.
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~~ **Repeal**.
  5. When considering renaming a public street or private road in accordance with **section 3A(c) and** 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, **or** 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 street 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)

1. 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>DIVERSN</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	
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	

<b>Street Type</b>	<b>Use Guideline <i>currently under review</i></b>	<b>Primary Abbreviation (Database Application)</b>	<b>Secondary Abbreviation (Signage Application)</b>	<b>Notes</b>
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 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 confirm with the former Town of Bedford Street Naming Policy (1987)<sup>1</sup>.

### **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.

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<sup>1</sup> 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**

- B8. 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.
- B9. 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.
- B10. Only the first four characters of the alphabet shall be permitted as part of a civic number.
- B11. Within the Halifax Peninsula, the existing grid numbering system shall be maintained when assigning new civic numbers.

### **Water Access**

- B12. Where access to a property or 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.
- B13. 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.
- B14. Civic numbers shall be assigned every 50 feet of frontage around an island or waterbody.

### **More Than One Building or Unit On A Lot**

- B15. A principal building on a lot shall have its own civic number.
- B16. 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 for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on, February 5, 2002

\_\_\_\_\_  
Vi Carmichael, Municipal Clerk

## Attachment D- Cornwallis Street Consultation Process

