

**The Town of Port Hawkesbury
Civic Naming Policy**

The Town of Port Hawkesbury Civic Naming/renaming policy provide a clear framework for naming or renaming municipal facilities, parks, roads, properties, features and other public amenities.

1. Purpose

1.1 This policy aims to:

- a. Honour significant geographical or historical foundations;
- b. Recognize, on an exceptional basis, individuals or organizations, who have made meaningful contributions to the public good or community life in Port Hawkesbury;
- c. Provide a transparent application process for naming, renaming, or dedicating municipal spaces.

2. Definitions

Facility Features	Key interior areas within a building, such as meeting rooms, gyms, auditorium, lobbies and lounges
Municipal Facilities & Properties	All Town-owned buildings, streets, parks, and structures
Open Spaces	Includes trails, pathway systems, and other appropriate features
Parkland	All types of Town-owned parks (community, neighbourhood, etc.,).
Park Features	Recreational or structural park elements – e.g., playground equipment, benches, and trees
Significant Financial Gift	A donation of 35% of the capital cost or appraised value of an amenity
Town	The Town of Port Hawkesbury

3. Policy Guidelines

3.1 This policy applies to the following four naming situations:

a. Newly Opened Facilities or Amenities

Naming of new municipal facilities, parks, roads or features.

b. Reopened or Renovated Spaces

Naming upon the reopening of a municipal space after renovations or refurbishment.

c. Renaming for Community Recognition

Renaming to honour individuals or organizations who have significantly contributed to the Town of Port Hawkesbury's well-being.

d. Recognition of Donations or Gifts

Naming to acknowledge substantial gifts or donations made to the Town.

4. Exclusions

4.1 This policy **does not apply** to:

- a. Properties or facilities owned or operated by associated municipal boards or organizations.
- b. Commercial Naming Rights Agreements:
Commercial Naming Rights agreements shall be fully explored prior to acceptance of applications for naming or renaming of facilities under this policy. Fees received from Commercial Naming rights enable the Town to enhance services, by supporting capital and operating costs which is essential for providing and maintain community facilities.

5. Naming Guidelines

To request the naming or renaming of a municipal facility or property, a written request must be submitted to the CAO or Clerk. The request should include detailed information demonstrating how the proposed name aligns with the criteria of the Civic Naming Policy.

5.1 Background or Biographical Information

Provide information about the individual or organization for whom the name is proposed, demonstrating their significance to the community of the Town of Port Hawkesbury.

5.2 Supporting Documentation

Include letters of support from relevant organizations or individuals that provide substantial backing for the naming/request.

5.3 Next of Kin or Legal Representative Authorization

If the name is proposed for a deceased individual or an organization, provide documentation from the next of kin or legal representative supporting or authorizing the naming.

5.4 Financial Contribution Details

If the naming request results from a significant financial gift, submit a statement of intent outlining the details and any conditions attached to the financial contribution.

5.5 Public Support Petition

If a private individual or organization is seeking a renaming, a public support petition must be included as part of the request.

6 Application Submission

6.1 The CAO or Clerk will forward the application to the relevant department manager for review. The manager will evaluate the application to ensure that it aligns with municipal naming. Renaming policy and assess its suitability.

a. Criminal Record & Vulnerable Sector Check

A criminal Record Check and vulnerable Sector Check must be completed and meet the approval of Town Council

b. Report Submission

After the review, the manager and CAO or Clerk will prepare a report for Town Council. The report will include:

- Recommendation and rationale;
- Confirmation of the individual/organization's endorsement;
- A summary of the community process (if applicable);
- Financial implications (if any);

c. Council Approval

All proposed names for municipal facilities, properties, and amenities must be formally approved by Town Council before they are officially recognized.

7 Naming Criteria and Guidelines

7.1 All proposed names for Municipal Facilities, Open Spaces, Properties, and Parkland must adhere to the majority of the following guidelines and restrictions:

7.5.1 General Criteria

Names should:

- a. Reflect local heritage, geography, or community contributions
- b. Foster a sense of place and continuity
- c. Align with Town policies.

7.5.2 Not Eligible:

- a. Living individuals (unless approved by Council or linked to major donation)
- b. Political affiliations

- c. Offensive/discriminatory language
- d. Duplicates or commercial product names
- e. Names inconsistent with the Town's values

7.5.3 Naming Categories

- a. **Geographic**- based on location, physical features, or proximity
- b. **Historic** – Reflecting significant local or national events.
- c. **Individuals /organizations** – recognising meaningful contributions in public service, culture or community development.

7.5.4 Geographic

Names with a geographic affiliation, including:

- a. Neighborhoods, subdivisions, or adjacent streets
- b. Noteworthy physical, scenic, or environmental features
- c. Unique site or topographical characteristics
- d. Proximity to recognised areas or facilities

7.5.5 Historic

Names reflecting a historical affiliation, such as:

- a. Local or national historical events
- b. Heritage and cultural milestones

7.5.6 Individuals and/or Organizations

Names recognizing individuals or organizations that have made a significant contribution to the Town of Port Hawkesbury, such as:

- a. Historical connection to the site (e.g., previous landowners)
- b. Service as elected officials (minimum two terms)
- c. Long-standing participation in public boards, committees, or commissions.
- d. Voluntary or philanthropic work in areas such as arts, culture, business, education, journalism, science, or sports at the local, provincial, national, or international level.

7.1.7 Additional Notes

- a. Contributions must be well documented and broadly recognized in the community.
- b. There should be clear connection between the individual/organization and the proposed location.
- c. The reputation of the person/organization must be honorable
- d. For deceased individuals, permission must be obtained from the next of kin or legal representative
- e. If Council is considering corporate sponsorship, the timeline must not exceed two years after receipt of an application

8 Donor Recognition and Significant Financial Gifts

- 8.1 The Town may name a municipal amenity in recognition of a significant financial gift, defined as a minimum of 35% of the total capital cost or appraised value of the amenity.
- a. Naming must align with the Towns' naming criteria and policies
 - b. Living individuals may be recognized in these cases.
 - c. The Town reserves the right to revoke a name if it later becomes inappropriate or disreputable

9 Renaming of Existing Municipal Amenities

- 9.1 Renaming existing amenities will only be considered in exceptional cases. The town will evaluate:
- a. Historical significance of the current name
 - b. Impact on associated individuals/organizations
 - c. Cost of updating signage, records, and materials

A 30-day public comment period will follow any renaming recommendation, with notice posted on the Town website.

10 Cost responsibility:

- a. Town-led renaming: Town covers cost
- b. Individual/organization -led renaming: Initiator covers cost

11 Public Support Petition

- 11.1 A petition of support is required for all naming/renaming requests, except when:
- a. Initiated by the Town; or
 - b. In recognition of a significant financial gift.
- 11.2 The petition must:
- a. Include the name, address, phone number, and signature of Town Resident (signatory)
 - i. Each signatory must be an [ordinarily resident](#) (as defined in the *Nova Scotia Municipal Election Act*) in the Town for a period of at least six (6) months prior to the date of signing
 - ii. Each signatory must be eighteen (18) years old on the day the petition was signed; and
 - iii. Each signatory must be a Canadian Citizen

- b. With the collection of signatures from signatories in compliance with *Para a.* collected through a series of three Open House Events jointly administered by the applicant and the Town of Port Hawkesbury.
- c. The petition must contain signatures from at least 20% of the registered ordinarily residents' voters as defined from the most recent municipal election.

12 Dedication of Park Features

12.1 Dedication of a tree, benches or other furniture can be made by applying to the General Manager of Facilities. The cost of the dedication shall be \$1,000. The purchase and installation of a standardized plaques shall be the responsibility of the Town. The dedication shall be in effect for the life of the asset.

ANNOTATION

Policy Review Notification:	February 3, 2026
Policy Review Date:	September 16, 2025 & February 3, 2026
Approved by Council:	February 17, 2026
Amended by Council:	May 5 th , 2026
Review amendments:	May 5 th , 2026
Approved amendments:	June 2, 2026

I certify this to be a true copy of the Civic Naming Policy as adopted by the Town Council of Port Hawkesbury at a Special Public Meeting held on February 17, 2026



Terry Doyle, P. Eng.
Chief Administrative Officer