

TOWN OF CARLETON PLACE

COMMEMORATIVE NAMING POLICY FOR PARKS, FACILITIES and MUNICIPAL ASSETS

DEFINITIONS

“Clerk” means the Municipal Clerk of the Corporation of the Town of Carleton Place

“Community Issues Committee” is the standing committee of Council that is responsible to view issues identified by the public.

“Parks and Recreation Committee” is an internal committee of Council that is responsible for the planning and operating of all Town buildings, parks and trails owned by the Town.

“Council” means the Council of the Corporation of the Town of Carleton Place.

“Parks, Facility or Asset” means any property, municipal park, recreation facility, building, bridge, parking lot or component contained therein and any structures owned by the Town. For naming purposes, the term municipal park shall include other components such as sporting fields, trails, etc.

“Town of Carleton Place” means the Corporation of the Town of Carleton Place.

PURPOSE:

The purpose of this policy is to provide clear guidance regarding commemorative naming of parks, facilities and assets in The Town of Carleton Place.

POLICY OBJECTIVES:

- To ensure consistency and fairness in the naming of parks, facilities and assets.
- To ensure that key criteria are met to determine the appropriateness of the proposed commemorative name.
- To ensure a proper and transparent approval process.
-

APPLICATION:

Any member of the public, Council or staff may submit an application for commemorative naming of a park, facility or asset as herein defined.

The application form (Appendix A) must be filled out completely with supporting documentation.

This policy shall apply to all Town of Carleton Place, municipal parks, facilities and assets as defined herein and may be amended by Council at any time.

CRITERIA

In order to have a municipal park, facility or asset, commemoratively named one or more of the following criteria shall apply:

- a. The nominated individual/organization must have demonstrated excellence, courage or exceptional dedication to service in ways that brings special credit to the Town of Carleton Place, the Province of Ontario and/or Canada;
- b. An original inhabitant/family within the Town of Carleton Place who has historical significance;
- c. The nominated individual/organization must have an extraordinary community service record;
- d. The nominated individual/organization volunteers and has made a lengthy contribution to community services/organizations. The quality of the contribution shall be considered along with the length of service by the individual/organization;
- e. Where the nominated individual is a current Town of Carleton Place employee, the individual will have made an outstanding contribution to the Town of Carleton Place outside of his/her capacity and duties as a Town of Carleton Place employee or he/she maybe recognized for exceptional service once he/she is no longer a Town employee;
- f. The nominated individual may be recognized for a significant financial contribution to a park, facility or asset, where that contribution significantly benefits the park, facility or asset;
- g. A person who performs a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or honour to the Town;
- h. A historical significance to the community, Town of Carleton Place and/or Canada;
- i. Where the name of an individual or organization is being proposed, approval shall be obtained from the individual, his/her family, or the organization. Documentation verifying that the person/organization being honoured is in agreement or their family is in agreement must be obtained prior to the name being announced.

NAMING PRINCIPLES

The following principles shall be considered in deciding on a name for a municipal park, facility or asset:

- a. Only parks, facilities and assets in common used by the public, such as parks, parts of parks, facilities, parts of facilities shall be considered specifically for naming;
- b. Names shall be unique; name duplication and similar sounding names shall be avoided, a commemorative name can only be used once;
- c. Names shall not be discriminatory, derogatory or political in nature;
- d. Names shall assist with emergency response situations;
- e. Names associated with a sponsorship contribution toward the acquisition, creation or development of a property, building or feature will be considered when a donation amount is significant in relation to the value of the facility or asset;
- f. Council shall retain the right to not name certain facilities and assets of broad importance;
- g. The naming of new facilities and parks that are part of future development and subdivision agreements will be required to follow the Commemorative Naming Policy. For example, if a developer has a suggested name for a park within a new subdivision; the park needs to be identified for naming and then the application process followed.

Generally, facilities, parks or assets shall not be renamed. They will only be considered for renaming if:

- a. The park, facility or asset was named for a geographic location, outstanding feature or subdivision. Parks that have been named by deed restriction shall not be reconsidered for renaming;
- b. The names of parks, facilities or assets name shall not be changed unless it is found that because of information forthcoming the continued use of the name would not be in the best interests of the community.

NAMING PROCEDURES

The naming process for parks, facilities and assets will involve a different course of action depending on the circumstances surrounding the request/requirement for naming.

For naming of a park, facility or asset that has been identified for naming:

- a. The proposed request for applications for the naming of a park, facility or asset will be advertised in a block ad for a least two consecutive weeks and on the Town's website.
- b. Applicant(s) shall obtain and submit a written Naming Application Form (attached hereto as Schedule 'A') for civic naming of a particular facility, park or asset to the Clerk.
- c. Once the applications have been received; the Clerk will complete a preliminary investigation of the commemorative names to ensure the names have not been used in the past and that the nominations are meritorious.
- d. After the preliminary investigation has been completed, the Clerk shall circulate the applications in confidence for review and comments from the following:
 - Director of Protection for comment on the suitability of the application and to review all proposed external civic names for the purpose of minimizing confusion for emergency response situations
 - Manager of Recreation and Culture
 -
- e. Following the above circulation, the Clerk shall identify any concerns and forward the applications to the Parks and Recreation Committee for a recommendation provided that the commemorative name concerns a park or a facility. If the applications are for a municipal asset; the Clerk will forward the applications directly to the Community Issues Committee for review. The respective Committees will forward a recommendation to Council with their rationale for the recommendation.

All discussions of commemorative naming of parks, facilities or assets will be considered initially at a closed meeting, for the purpose of gaining approval in principle of the majority of Council. The Community Issues Committee shall make a decision based on the information contained in the Clerk's report. Final decisions will be made by Council at a closed meeting and reported publicly at the appropriate time.

For naming of a park, facility or asset that has not been identified for naming:

- a. A park, facility or asset must be identified for naming before applications can be considered. In order for a park, facility or asset to be identified for naming; a request must be brought forward to the Community Issues Committee to be identified. Once approved, the official naming process can commence.
- b. The proposed request for applications for the naming of a park, facility or asset will be advertised in a block ad for a least two consecutive weeks and on the Town's website.
- c. Applicant(s) shall obtain and submit a written Naming Application Form (attached hereto as Schedule 'A') for civic naming of a particular facility, park or asset to the Clerk.
- d. Once the applications have been received; the Clerk will complete a preliminary investigation of the commemorative names to ensure the names have not been used in the past and that the nominations are meritorious.
- e. After the preliminary investigation has been completed, the Clerk shall circulate the applications in confidence for review and comments from the following:
 - Director of Protection for comment on the suitability of the application and to review all proposed external civic names for the purpose of minimizing confusion for emergency response situations
 - Manager of Recreation and Culture
 -
- f. Following the above circulation, the Clerk shall identify any concerns and forward the applications to the Parks and Recreation Committee for a recommendation provided that the commemorative name concerns a park or a facility. If the applications are for a municipal asset; the Clerk will forward the applications directly to the Community Issues Committee for review. The respective Committees will forward a recommendation to Council with their rationale for the recommendation.

All discussions of commemorative naming of parks, facilities or assets will be considered initially at a closed meeting, for the purpose of gaining approval in principle of the majority of Council. The Community Issues Committee shall make a decision based on the information contained in the Clerk's report. Final decisions will be made by Council at a closed meeting and reported publicly at the appropriate time.