


POLICY

	Policy:	Commemorative Naming Policy for Parks, Facilities and Assets		
	Department:	Recreation and Culture Department		
	Division:	Recreation and Culture Department	By-Law No.:	
	Administered By:	Recreation and Culture Department	Effective Date:	May 5, 2026
	Replaces:			
	Attachment(s):			
	Review Frequency:	5 years		
	Next Review:			

1. 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.

2. POLICY STATEMENT

The Commemorative Naming Policy for Parks, Facilities and Assets will ensure there is consistency and fairness in the naming of parks, facilities and assets, that key criteria are met to determine the appropriateness of the proposed commemorative name and that a proper and transparent approval process is followed.

3. SCOPE

This policy applies to all municipal assets.

4. DEFINITIONS

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

“**Committee of the Whole** ” shall mean a working committee made up of all Members of Council for the purpose of conducting business and providing recommendations to Council.

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

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

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

5. 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) shall be filled out completely with supporting documentation.

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

6. ELIGIBILITY CRITERIA

1. In order to have a park, facility or asset commemoratively named, one or more of the following criteria shall apply:
 - a. The nominated individual/organization shall 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/which has historical significance;
 - c. The nominated individual/organization shall 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 shall have made an outstanding contribution to the Town of Carleton Place outside of their capacity and duties as a Town of Carleton Place employee or they may be recognized for exceptional service once they are 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 in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or honour to the Town;
 - h. The proposed commemorative name shall have historical significance to the community, Town of Carleton Place and/or Canada;
2. Where the name of an individual/organization is being proposed, approval shall be obtained from the individual, their family, or the organization. Documentation verifying that the person/organization being honoured or their family is in agreement shall be obtained prior to the name being announced.

3. If the nominated individual is deceased, the individual cannot be nominated until one year after their death.

7. NAMING PRINCIPLES

1. The following principles shall be considered in deciding on a name for a park, facility or asset:
 - a. Only parks, facilities and assets or parts thereof shall be considered for naming.
 - b. Names shall be unique. Name duplication and similar sounding names are not permitted;
 - c. Names shall not be discriminatory, derogatory or political in nature;
 - e. Names associated with a sponsorship contribution toward the acquisition, creation or development of a property, building or feature may 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. New facilities and parks that are part of future development and subdivision agreements shall 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 is followed.
2. Generally, facilities, parks or assets shall not be renamed. They shall 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. it is found that due to new information, the continued use of the name would not be in the best interests of the community.

8. NAMING PROCEDURES

1. 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 shall be brought forward to the Committee of the Whole to be identified. If approved, the official naming process can commence.
2. 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 shall be advertised for a least two consecutive weeks on the Town's website, Facebook page and in the Town's CP Scoop e-newsletter.

- b. Applicant(s) shall obtain and submit to the Clerk a written Naming Application Form (attached hereto as Schedule 'A') for civic naming of a particular facility, park or asset.
 - c. Once applications have been received, the Clerk shall complete a preliminary investigation of the commemorative names to ensure the names are unique and 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:
 - Manager of Recreation and Culture
 - Director of Community Services
 - e. Following the above circulation, the Clerk shall identify any concerns and forward the applications to Committee of the Whole for consideration.
3. All discussions of commemorative naming will be considered initially at a closed meeting, for the purpose of gaining majority Council approval in principle to proceed with Commemorative naming of the identified park, facility or asset. The Committee of the Whole shall then review nominations received. A final decision shall be made by Council at a closed meeting and reported publicly at the appropriate time.