

Policy: Commemorative Naming Policy

Main Contact: CAO/Clerk

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Policy Statement

The Township of Whitewater Region may on occasion wish to acknowledge the significant contributions of a person, persons, or family to the community through commemorative naming.

Purpose

This policy provides guidance on commemorative naming of parks or facilities in the Township of Whitewater Region. It outlines a framework to ensure the following:

- Consistency and fairness in the naming process
- A proper and transparent approval process, and
- Appropriateness of the proposed naming.

Definitions

“Commemorative” means the official naming after a person, persons, or family in recognition of their contributions.

“Facility” means a building or structure owned by the Township of Whitewater Region, or a room or part of a facility.

“**Park**” means a parcel of land owned by the Township of Whitewater Region other than a road allowance or public street that is maintained by the Township for use by the public for recreational purposes.

“**Township**” means the Township of Whitewater Region.

Policy Requirements

Criteria

1. In order to have a municipal park or facility commemoratively named one or more of the following criteria shall apply to nominees:
 - a. Lost their life while serving within the Armed Forces or made a significant contribution as a Veteran.
 - b. Must have demonstrated excellence, courage or exceptional dedication to service in ways that bring special credit to the Township of Whitewater Region, County of Renfrew, the Province of Ontario, and/or Canada.
 - c. Is an original inhabitant/family within the Township of Whitewater Region of historical significance.
 - d. Demonstrated an extraordinary community service record with noteworthy contributions to the community.
 - e. Made a significant financial contribution to a park or facility.

Consent

2. The prior consent of the nominee (or of their family if they are deceased) shall be obtained prior to proceeding with a request.

Sponsorship

3. The following locations are exempt from this policy to allow for sponsorship and corporate naming opportunities to be pursued:
 - Beachburg Arena
 - Cobden Astrolabe Arena
 - Westmeath Arena.

Process

4. The following process shall generally be followed, but may involve a different course of action when decided by Council:

- a. Receipt of Nomination/Request: All requests for commemorative naming are to be submitted in writing.
- b. Processing of Nomination/Request: Staff will review the request to ensure it is complete, meets the criteria, avoids any duplication, and has received consent.
- c. Initial Council Review: A staff report will be prepared along with the nomination/request to seek direction prior to proceeding with public notice.
- d. Public Notice: The proposed naming will be advertised at least once in a block ad and for a minimum of 10 days on the municipal website.
- e. Council Approval: Following public notice, a report will be prepared for Council approval, including final wording of the commemorative name to be applied.
- f. Notification: Public agencies will be notified of any approvals to facilitate emergency response and identification.
- g. Ceremony: A ceremony may be organized for the official unveiling of the naming, including a plaque, sign or other form of commemoration.

Monitoring

The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

Section 11 of the *Municipal Act, 2001* allows the Township to provide any service or thing that the municipality considers necessary or desirable for the public and confers broad spheres of jurisdiction to a lower-tier municipality in the areas of culture, parks, recreation and heritage.

Section 224 of the *Municipal Act, 2001* states the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Commemorative Naming	March 1, 2018	New policy	18-02-1041