



Municipality of Callander Commemorative Naming Policy

PURPOSE

This policy is to provide Council with structured guidelines and process in order to designate locations of commemorative namings. It is important to have a structured guideline and process for designating commemorative namings to ensure consistent and equal management practices. The main objectives of this policy are:

- To ensure a clear and efficient naming process
- To ensure the application of key criteria to determine the validity of a commemorative naming request
- To ensure community participation
- To ensure proper approval process

POLICY

GENERAL PROVISIONS:

Definitions:

- a) **“Application”** means the application attached hereto as “Schedule A”
- b) **“CAO”** means the Chief Administrative Officer employed by the Corporation of the Municipality of Callander
- c) **“Council”** means the Council of The Corporation of the Municipality of Callander
- d) **“Municipality”** means The Corporation of the Municipality of Callander
- e) **“Sponsor”** means the individual, group or organization submitting the request for a commemorative naming project.

Criteria

Commemorative namings recognize the legacy of people or special events. Where the naming of a street, municipal park, parts of a park, facility or naming as a result of a donation (furniture, plaques, trees) or sponsorship is requested for the purpose of recognizing individuals, at least one of the following criteria shall apply:

- The nominated individual shall have demonstrated excellence, courage or exceptional service to the citizens of Callander, the Province of Ontario and/or Canada;
- The nominated individual shall have an extraordinary community service record;
- The nominated individual shall have worked to foster equality or group may be recognized for a significant financial contribution to a park or facility;
- The nominated name has historical significance.

If the person being nominated is deceased, the nomination will not be considered until at least one year after death.

Application

All requests for commemorative naming or naming as a result of donation or sponsorship are to be submitted to the Municipal Clerk. The required application form is attached hereto as "Schedule A".

APPLICATION PROCESS

Applications for commemorative naming may be submitted by any member of the Public or Council. The following outlines the process to follow for such applications.

Council Initiated

Council may identify and designate any area, street, structure or park owned by the municipality for commemorative naming. The process is outlined below:

- a) Council identifies the area or building for commemorative naming and will pass a Resolution confirming their intention;
- b) If commemorative naming incorporates an individual, the individual or a family member shall be contacted to request permission for the naming;
- c) Notice will be provided to the public of the proposed commemorative naming in a manner Council determines adequate;
- d) A Resolution will be passed authorizing the commemorative naming;
- e) A public commemorative naming ceremony will take place and notice will be provided to the public of the commemorative naming ceremony.

Public Initiated

A member of the Public may submit an application for a commemorative naming of any area, street, structure or park owned by the Municipality in addition to a sponsorship or donation for the purpose of recognizing an individual. The process for such applications is outlined below:

- a) Application is submitted to the Municipal Clerk;
- b) Request will be heard by Council at its next Committee of the Whole Meeting;

- c) Application is accepted, declined or alternatives offered. If approved Council will pass a Resolution confirming their direction to proceed with the commemorative naming.
- d) Notice will be provided to the public of the proposed commemorative naming in a manner Council determines adequate;
- e) A Resolution will be passed authorizing the commemorative naming.
- f) A public commemorative naming ceremony will take place and notice will be provided to the public of the commemorative naming ceremony.

DONATION AND SPONSORSHIP REQUESTS

Requests for commemorative naming as a result of a donation (furniture, plaques, and trees) or sponsorship for the purpose of recognizing an individual will be subject to the criteria and process identified above, with the exception of a public commemorative naming ceremony. The process and requirements to be followed once an application has been approved by Council will depend on the circumstances surrounding the request for naming. The following outlines the three alternatives for donation or sponsorship:

Commemorative Tree Plantings

Council adopted, by Resolution #2004-345, the Red Maple as the official tree of Callander. All trees planted shall be the Red Maple, unless otherwise authorized by Council.

It is imperative that trees are planted at the right time of year to ensure they survive, grow and remain in a healthy condition. The CAO and Manager of Operations will determine, with the assistance of a certified arborist, the most appropriate time for the planting of the trees.

The location of the tree will be determined through consultation with the applicant, the CAO and the Manager of Operations or designate. The CAO is responsible for making the final decision with respect to location.

Operations staff and a certified arborist will be present at the identified location during the planting to assist with the planting of the commemorative tree.

Commemorative Furniture

To maintain consistency of furniture within the Municipality of Callander and ensure well located furniture, the design and location will be at the discretion of CAO with assistance and recommendations as provided by the Operations Department and the Finance and Community Development Executive Committee.

Commemorative Plaques

Plaques on commemorative furniture are permitted. The conditions for installing commemorative plaques are outlined below:

- a) Plaques on commemorative furniture shall be 6" X 3" in size and made of aluminum. The municipal logo and branding theme shall be incorporated. Wording on the Plaques shall be as follows: *Donated By or In Memory Of* the person or organization donating the plaque and the year the donation occurred.

Example :

**Donated By:
The Municipality of Callander
2016**

- b) The Operations Department shall ensure the plaque attachment is completed.

Costs

All costs associated with the donation or sponsorship shall be borne by the applicant or sponsor. Cost will depend on current price for trees, furniture and plaques. In addition installation costs associated with the use of staff time will be determined by the Finance Department on a cost recovery basis.

SCHEDULE 'A'

**MUNICIPALITY OF CALLANDER
COMMEMORATIVE NAMING APPLICATION**

Name (Individual or Organization): _____

Address: _____

Telephone Home: _____ **Cell:** _____

Email: _____

Affiliation to Individual to be Commemorated: _____

COMMEMORATIVE NAMING INFORMATION (Name to be commemorated)

Name: _____

Date of Birth: _____

Address: _____

APPLICABLE CRITERIA (Select One)

- The individual has demonstrated excellence, courage or exceptional service to the citizens of Callander, the Province of Ontario and/or Canada;
- The individual shall have an extraordinary community service record;
- The individual shall have worked to foster equality and reduce discrimination;
- The individual shall have risked and/or given his/her life to protect others;
- An individual or group may be recognized for a significant financial contribution to a park or facility;
- The name to be commemorated has historical significance

PROJECT DESCRIPTION:

Type of request i.e. commemorative naming, planting, furniture or plaque

Suggested location or placement of request

Please include the following information as part of your application:

1. Background information, or brief biography of the person(s) to be commemorated, including a description of their association with the area where the feature is located, and an explanation of their unique contributions that tend to single them out for commemoration in this fashion.
2. Letters of support for this project
3. Listing of all members participating in this request
4. Any other information relevant to this project. You will be notified if further information is required.

Please submit to: Municipal Clerk
Municipality of Callander
280 Main Street North, P.O. Box 100
Callander, ON P0H 1H0
Email: info@callander.ca

Within 10 business days upon receipt of this application, you will be contacted by the Municipal Clerk.

The Information collected on this form will be used as part of the Commemorative Naming Process. The information is collected as per approval date of the Commemorative Naming Policy. Personal Information on the form and information collected as a result of the public notification process and staff investigation will be used by the Municipality and may be made available to members of the public in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

I certify that the information contained in this application is accurate and true to the best of my knowledge.

Name: _____

Signature: _____

Date: _____