



# The Town of Arnprior Corporate Policies and Procedures Manual

## Policy Name: Commemorative Naming Policy

---

**Policy Manual Section:**

Administrative Standards – Clerk’s Office (AS-CO)

**Revision Date:**

**By-law Number:** 6884-18

**Policy Number:** AS-CO-14

**Organizational Coverage:** Council, Town Employees, Individuals, Organizations

**Effective Date:** November 13, 2018

---

### 1.0 Policy Statement

The Town of Arnprior, through its Operations and Client Services Departments, administers and supports the Commemorative Naming of major and minor Town assets, including municipal parks, streets and facilities as well as benches and trees. As the naming of a particular asset is important for public awareness and promotion, naming shall be consistent with Town of Arnprior policies and shall not negatively reflect on the Town’s public image (see General Guidelines for Commemorations, attached).

### 2.0 Purpose

The purpose of this policy is to provide a consistent and rational procedure for the commemorative naming of both major and minor Town assets, including municipal parks, streets and facilities, as well as benches and trees.

### 3.0 Scope

The intent of this policy is to provide direction on how to apply for approval to commemorate Town assets. This policy sets out the detailed criteria to process requests for commemorative naming, to ensure that relevant factors are present prior to honoring an individual, family, or organization. This policy and process will ensure appropriate public notice is provided, and the commemoration request is in keeping with the Town’s vision and policies, as well as not having a negative impact on the Town’s public image.

## 4.0 Responsibility

The Clerk's Office shall be responsible for receiving application forms from the public for commemoration, and determining whether the request will be forwarded for approval to the General Manager, Operations (minor assets – benches and trees) or Council (major assets – municipal parks, streets and facilities). The Clerk's office will also be responsible for providing the necessary public notice for commemoration of major assets.

The General Manager, Operations or his/her designate shall ensure compliance with this policy, and be responsible for its implementation. The General Manager, Operations will be responsible for screening and final approval of requests for commemoration of minor assets, being benches and trees.

Council of the Town of Arnprior shall be responsible for reviewing and final approval of requests for commemoration of major Town assets.

## 5.0 Definitions

**Applicant** – individual, group or association applying for the commemoration.

**Clerk's Office** – The Town Clerk, Deputy Clerk and his/her designate.

**Council** – The Council of the Corporation of the Town of Arnprior.

**General Manager, Operations** – The General Manager of the Operations Department of the Town of Arnprior, which includes his/her designate.

**Major Asset Commemoration** – the naming or re-naming of a major municipal asset, or part of a major municipal asset.

**Major Town Assets** – includes municipal parks, streets, and facilities or parts of parks or facilities, for the purposes of this policy.

**Minor Asset Commemoration** – a commemorative plaque, as approved and designed by the Town of Arnprior, to commemorate a minor Town asset.

**Minor Town Assets** – includes municipal benches or trees, for the purposes of this policy.

## 6.0 Procedures

**6.1** The Clerk's office shall be the central depository for all naming requests for any corporate assets. Applicant(s) shall complete the application form in full for consideration. The application form shall provide the following:

- a) Background information concerning the rationale for consideration of the commemorative naming request;
- b) Biographical information of the named individual/ organization being commemorated;

- c) Documentation including letters from organizations and/or individuals providing substantial support for the request to commemorate a Town asset.

**6.2** The Clerk's office shall be the central depository for all naming requests for any corporate assets. Applicant(s) shall complete the application form in full for consideration. The application form shall provide the following:

- a) Review the application for conformity with this policy and any other applicable Town policies/procedures;
- b) Circulate the application to the appropriate internal stakeholder(s) for review/comment on the suitability of the application:
  - i. **Major Town Assets** – The Clerk's Office will circulate the application to Council in a Closed Session Meeting for their review. The approval/ denial of the application, would be presented in an Open Session Council Meeting.
  - ii. **Minor Town Assets** – The Clerk's Office will circulate the application to the General Manager, Operations for his/her and/or their designates review and approval/denial of the application.
- c) Provide notice to the public of the approval to name/ re-name a major Town asset.
- d) Determine whether or not a special event is planned to coincide with their formal naming.

**6.3** The General Manager, Operations or his/her designate has the authority to accept or deny applications for commemorative naming of minor Town assets. Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by the General Manager, Operations or his/her designate as the approval authority.

**6.4** Council has the authority to accept or deny applications for commemorative naming of major Town assets. Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by Council as the approval authority,

**6.5** Notwithstanding the above, Council has the authority to commemoratively name both major and minor assets by way of a resolution of Council.

**6.6** The Town of Arnprior, through the General Manager, Operations, controls the selection(s) and location(s) of the bench/tree/plaque/signage, in an effort to ensure a consistent appearance of commemorations throughout the Town.

**6.7** To remain consistent in the purchase of assets (benches and trees) and plaques/signage, the Town will acquire these items on behalf of the applicant. The applicant will be responsible for the cost (+5% administration recovery charge) of the commemorative item(s). Fees for commemorative naming signage, plaques and/or the purchase of minor assets (benches/trees) will be identified in the Town's User Fees and Charges By-law, as amended.

**6.8** All historical commemorations will be grandfathered; until such time they require replacement. At this time the commemoration will be replaced with a selection in keeping with the consistent appearance throughout Town.

**6.9** A commemoration can be removed if it is found that the individual/organization being commemorated has done something inappropriate/ that would have a negative effect on the Town and its image.

## **7.0 Attachments**

- General Guidelines for Commemorations
- Commemorative Naming Application - Minor Asset Form (See Town of Arnprior Webpage for Accessible Fillable Form)
- Commemorative Naming Application - Major Asset Form (See Town of Arnprior Webpage for Accessible Fillable Form)

## General Guidelines for Commemorations

In an effort to remain consistent and ensure the commemorations are in keeping with the Town's vision and policies, as well as not having a negative impact on the Town's public image, the following guidelines have been developed.

### Epitaph choices for commemorative plaques:

- In Memory of
- In Loving Memory
- In Commemoration of
- In Tribute To
- In Our Hearts
- To Commemorate
- To Congratulate
- Never Forgotten
- Always With Us
- Forever Loved

### Sample Plaque

In Memory of  
John Doe, 1945 – 2018  
(optional) Dedicated by Mr. & Mrs. Smith