



## Commemorative Naming Application (Minor Asset)

<b>Applicant Information</b>			
First Name		Last Name	
Street Number	Street Name	Suite/Unit Number	
City/Town		Province	Postal Code
Primary Telephone Number	Alternate Telephone Number	Email	
<b>Location of Minor Asset (Bench/Tree)</b>			
<b>Park Examples:</b>  <div style="text-align: center; margin-top: 10px;">Robert Simpson Park</div> <div style="text-align: center; margin-top: 10px;">Legion Park</div> <div style="text-align: center; margin-top: 10px;">Atkinson Park</div> <div style="text-align: center; margin-top: 10px;">Bell Park</div> <div style="text-align: center; margin-top: 10px;">Other</div>		<b>Other Location Examples:</b>  <div style="text-align: center; margin-top: 10px;">Albert Street Cemetery</div> <div style="text-align: center; margin-top: 10px;">Malloch Road Cemetery</div> <div style="text-align: center; margin-top: 10px;">Downtown Arnprior</div> <div style="text-align: center; margin-top: 10px;">Ball Diamonds (McLean Park)</div> <div style="text-align: center; margin-top: 10px;">Other</div>	
<b>Name of Preferred Park/ Cemetery/ Municipal Location (1<sup>st</sup> Choice)</b>			
<b>Name of Preferred Park/ Cemetery/ Municipal Location (2<sup>nd</sup> Choice)</b>			

## Request for Tree/Bench/Plaque

Request (please check appropriate box)

Commemorative Bench (type specified by Town) (including plaque)

Commemorative Tree (including plaque)

Commemorative Plaque (on existing bench)

\*Fees are cost of commemoration item +5% and will be discussed with the applicant at the time of request\*

## Tree Choice

**Choice of Trees** (Native Red Maple, Sugar Maple, Common Hackberry, Honey Locust, Oak, Silver Fir, Norway Spruce, White Spruce, Green Colorado Spruce, Blue Colorado Spruce, Austrian Pine, White Pine):

Choice 1.

Choice 2.

## Plaque Wording

**Personal Wording** – Wording is to consist of no more than 120 characters. You must include spaces punctuations as part of the allowed characters per line. Wording will be centre on the plaque and the layout will be at the Town's discretion. Tree Plaques are 2" x 4" in size and Bench Plaque 2" x 6" in size. To assist you, common phrases include "In Loving Memory of" or "In Tribute To" or "To Commemorate." See the "General Guidelines for Commemorations" attached in the Commemorative Naming Policy.

## How to submit the form and payment (if applicable)

Please submit this application form via email to [clerks@arnprior.ca](mailto:clerks@arnprior.ca)

Once your application has been approved, Staff will contact you with payment options.

For additional information, please call the Clerk's Office - 613-623-4231 Ext. 1819

email [clerks@arnprior.ca](mailto:clerks@arnprior.ca)

All commemorations made to the Town of Arnprior must be given unconditionally and voluntarily without any expectation of benefit.

Would you like a certificate to accompany the commemoration (suitable for framing)?

Yes

No

To assist with the application approval process, please include biographical information and rationale for the commemoration.

Yes                      No (Information Included)

**Note:** Should anything on this form be found to be incorrect or inaccurate, under any circumstance, the Town reserves the right to remove the commemorative item.

Applicant Signature

Date (yyyy/mm/dd)

**For Office Use Only**

Staff Initials

Position Assigned

Location

Date Contacted

**Notice with respect to collection of personal information:** Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.

# Commemorative Naming Application Affidavit

## To be completed by the applicant/nominee

I \_\_\_\_\_, of the Town/City of \_\_\_\_\_ in the

Province of \_\_\_\_\_, say to the best of my knowledge that:

1. I myself and the nominee (if applicable) have never been convicted of an offence as set out in a Federal/Provincial Statute.
2. I myself and the nominee (if applicable) do not have any outstanding convictions or infractions as set out in the Provincial Offences Act and/or any Town of Arnprior Municipal By-laws.
3. I, on behalf of myself and the nominee (if applicable), make this Affidavit, to the best of my knowledge in support of the Commemorative Naming Policy and the applicable application form attached, and for no improper use.

X

\_\_\_\_\_  
Signature of Commissioner, etc.

X

\_\_\_\_\_  
Signature of Applicant

## Sworn before me at the

Town/City of \_\_\_\_\_ in the

Province of \_\_\_\_\_ this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.