



TOWNSHIP OF SOUTH STORMONT

Title: Commemorative Naming Policy

Schedule "A" to By-law No. 2018-052

Date: July 18, 2018

1. POLICY

1.1 The Township of South Stormont seeks to ensure consistency and fairness in naming of corporate assets, utilizing key criteria to determine the appropriateness of each proposed commemorative name. Furthermore, the Township encourages public involvement encouraging a community-oriented approach to naming corporate assets.

2. PURPOSE

2.1 This policy provides clear guidance regarding commemorative naming of corporate assets, including parks, open spaces or facilities in the Township of South Stormont

3. NAMING PRINCIPALS

- 3.1 Only parks, facilities and assets in common use by the public, such as parks, parts of parks, facilities, parts of facilities shall be considered specifically for naming.
- 3.2 Council makes all final decisions concerning signage including wording that is placed on municipal facilities and assets.
- 3.3 Council shall retain the right to not name certain facilities and assets of broad importance.
- 3.4 Commemorative naming is the recognition of individuals or events of significance.

4. IMPLEMENTATION CRITERIA

- 4.1 Where the naming of any municipal asset including parks, open spaces, facilities, municipal buildings, or parts of municipal buildings or properties is being requested for the purpose of recognizing individuals, at least one of the following criteria shall apply:
 - 4.1.1 The nominated individual shall have demonstrated excellence, courage, or exceptional service to the citizens of the Township of South Stormont, the Province of Ontario and/or Canada;
 - 4.1.2 The nominated individual shall have an extraordinary community service record;

- 4.1.3 The nominated individual shall have worked hard to foster equality and reduce discrimination;
 - 4.1.4 The nominated individual shall have risked or given his/her life to save or protect others;
 - 4.1.5 Where the nominated individual is a current Township employee, the individual shall have made an outstanding contribution to the Township of South Stormont outside of his/her capacity and duties as a Township employee or they may be recognized for their exceptional service once they are no longer an employee;
 - 4.1.6 An individual may be recognized for a significant financial contribution to a park or facility. In instances where financial contributions are tied to a financial sponsorship agreement such agreement conditions shall prevail; and
 - 4.1.7 The nominated name has historical significance.
- 4.2 Where the naming of any municipal asset including parks, open spaces, facilities, municipal buildings, or parts of municipal buildings or properties is being requested for purposes of an event of significance the process shall remain as set out in Section 6 of this Policy.

5. CONSENT

- 5.1 Names relating to individuals or family names will require the consent of the family member or estate and a written history outlining the contribution made or the historical significance of the individual/name must be submitted with the application form.
- 5.2 Where a name proposed relates to an individual or family name having historical significance and there are no known relations or estate contact, the historical significance and contributions must be recorded and documented.

6. PROCEDURES

- 6.1 Naming of a municipal asset may be at the request of Council or at the request of community member(s). Community member(s) shall obtain and submit a written Naming Application Form for commemorative naming of a particular facility, park or asset to the Clerk;

- 6.2 The Clerk’s Office shall place through social media advertising a notice soliciting applications from members of the public for suggestions as to possible names for commemorative naming;
- 6.3 Once the applications have been received, the Clerk will complete a preliminary investigation of the commemorative names to ensure the names have not been used in the past and that the nominations are meritorious;
- 6.4 Any member of the public or of Council, may submit a name for naming consideration to the Clerk’s office. Details and background history to be provided by the nominator;
- 6.5 After the preliminary investigation has been complete, the Clerk shall circulate the applications in confidence for review and comments from the Directors;
- 6.6 Comments and submissions made will be summarized and presented to Council for consideration and subsequent approval.

7.0 RENAMING

The renaming process shall be identical to the Commemorative naming process. Council is the final authority for approving the proposed park or facility name. The renaming process differs in that it entails the discarding of an old name, which most likely has become an important part of the community. Thus, the need for public input is required. It shall be recognized that this need for public input must also be balanced with the need to protect the confidentiality of the person or family after whom the existing facility or park is being renamed.

Drafted By: Kevin Amelotte, Director of Parks and Recreation	Last Revision Date:	Approved Date:	Director’s Signature:
	July 18, 2018	July 18, 2018	