

TOWNSHIP OF McNAB/BRAESIDE

POLICIES AND STANDARD OPERATING PROCEDURES

DATE ISSUED: November 7, 2017

S.O.P. #012

DATE REVISED:

**Circumstances or unusual conditions may warrant deviation from this S.O.P.
The CAO/Clerk is expected to utilize experience and good judgement to implement and administrate such policies and procedures as required in an efficient and effective manner.**

SUBJECT: COMMEMORATIVE NAMING OF MUNICIPAL PARKS, STREETS AND FACILITIES

PURPOSE: The purpose of this policy is to provide a consistent and rational procedure for the commemorative naming of municipal parks, streets and facilities within the Township of McNab/Braeside.

1. SCOPE:

There must be detailed criteria to measure requests for commemorative naming, to ensure that relevant factors are present prior to honouring an individual or family.

2. PROCEDURE:

2.1 The CAO/Clerk's office shall be the central depository for all naming requests for parks, part of parks and facilities. The term municipal park shall include other components, such as sporting fields contained within a larger park.

2.2 Any member of the public, or of Council, may submit a name for naming consideration to the CAO/Clerk's office. Details and background history to be provided by nominator.

2.3 Upon receipt of the request, the CAO/Clerk, or designate, shall conduct a review and investigation of the request for naming, to ensure that at least one of the relevant criteria applies to the individual being recommended for honour. Investigation is an integral part of the naming process since it is imperative that resident names who are suggested have not only made a valuable contribution for the Township of McNab/Braeside, but have not acted in an inappropriate manner in another instance.

- 2.4 Upon completion of the investigation and evaluation process, and it has been concluded that the nominated name warrants inclusion, the nominated name will be added to the Commemorative Names List for consideration and use. The particular name can be used for a designated park or facility, if appropriate. Where there is insufficient information to determine if the naming criteria are met, the name will not be entered on the Commemorative Names List and the nominator will be so notified.
- 2.5 The Commemorative Names List shall be maintained by the CAO/Clerk, or designate, for possible use in all instances of naming parks, facilities, etc.
- 2.6 When the naming of a park or facility is required, the Recreation or Building Committee shall be convened to select a name from the Commemorative Name List. The naming of a street shall follow a separate process.
- 2.7 Once the Recreation or Building Committee has selected a recommended name for a particular park or facility, Council consultation shall be undertaken.
- 2.8 Once a Commemorative Name has been approved for a park or facility, a plaque shall also be erected upon the site indicating the name of the site as well as its significance.
- 2.9 Street names shall be chosen by Council of the Township of McNab/Braeside and shall remain the responsibility of the Public Works Department. The Council will choose a name honoring a veteran from the area of the Township of McNab/Braeside.
- 2.10 A Commemorative name may be only used once for a park, street, or facility.

3. CRITERIA:

Where the naming of a municipal park, part of a park or facility, after an individual is being requested, at least one of the following criteria shall apply:

- The nominated individual shall have demonstrated excellence, courage or exceptional service to the residents of the Township of McNab/Braeside, 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 and reduce discrimination;
- The nominated individual shall have risked or given his/her life to save or protect others;
- Where the nominated individual is a current Township employee, the individual shall have made an outstanding contribution to the Township of McNab/Braeside 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 a Township employee;

- An individual may be recognized for a significant financial contribution to a park or facility, where the contribution significantly benefits the community that the park or facility services.

4. RENAMING:

The renaming processes shall be identical to the Commemorative naming process and also require Council as 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 community identity. 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.

This Policy will replace S.O.P. #11 – Naming of Municipal Assets and Facilities.



TOWNSHIP OF McNAB/BRAESIDE

COMMEMORATIVE NAMING OF MUNICIPAL PARKS AND FACILITIES **APPLICATION FORM**

A. NOMINATOR'S INFORMATION (* A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE TOWNSHIP OF McNAB/BRAESIDE – SUBSEQUENT REQUESTS MAY BE DENIED)	
Name (Individual or Organization):	
Mailing Address:	
Telephone: Home:	Work:
E-mail:	
Affiliation to Nominee:	
B. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)	
Name:	
Mailing Address:	
Date of Birth:	
Telephone: Home:	Work:
E-mail:	

C. APPICABLE CRITERIA

- The nominated individual has demonstrated excellence, courage or exceptional service to the residents of the Township of McNab/Braeside, the Province of Ontario and/or Canada.
- The nominated individual has/had an extraordinary community service record.
- The nominated individual has/had worked to foster equality and reduce discrimination.
- The nominated individual has/had risked or given his/her life to save or protect others.
- Where the nominated individual is a current Township employee, the individual shall have made an outstanding contribution to the Township of McNab/Braeside 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 a Township employee.
- The nominated individual has/had made a significant financial contribution to a park or facility, where the contribution significantly benefits the community that the park or facility services.
- I am the developer of an area/property and the selected names are of significant meaning to me or the area I wish them to be applied.

D. DO YOU WISH THE NAME TO BE USED FOR A SPECIFIC:

- Park
- Facility
- Asset within a Facility

F. CONSENT:

CONSENT

I / We consent to the release of the information contained in this application in Sections A-E to members of the public for the purpose of allowing Council to receive input into the proposed naming.

MFIPPA STATEMENT

The information collected on this form will be used as part of the Commemorative Naming Policy for Parks, Streets and Facilities.

Personal information on the form, attached to the form or subsequently submitted to be included or attached to the Application Form, and all subsequent information collected as a result of the research and the staff investigation of the person's information, including but not limited to information found on websites, in local archived materials, in newspaper articles, or as a result of a public consultation process, will be used by Township staff and will be made available to the members of the public, and Councillors.

Nominator's Signature

Date