

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 and to provide guidelines for public donations of outdoor furniture and trees with commemorative plaques.

With respect to naming buildings, roads, etc., the structured guideline and process for designating commemorative naming will help 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

With respect to donations for the purpose of commemorative of furniture and trees, the structured policy and associated written procedure will help to ensure consistency of donations with the Municipality's overall beautification plan and consistency and fairness to the members of the public who wish to donate.

POLICY

GENERAL PROVISIONS:

Definitions:

- a) **"Application"** means the application attached hereto as "Schedule A" or "Schedule B"
- b) **"CAO"** means the Chief Administrative Officer employed by the Corporation of the Municipality of Callander
- c) **"Commemorative Period"** means the period for which a commemorative plaque may be affixed to donated outdoor furniture, which is equivalent to the anticipated lifespan of that type of furniture.
- d) **"Council"** means the Council of The Corporation of the Municipality of Callander

- e) **“Lifespan”** means the period of time for which the asset will be economically feasible to be kept in service, with normal wear and tear and maintenance, prior to being removed from service.
- f) **“Municipality”** means The Corporation of the Municipality of Callander
- g) **“Sponsorship”** means a financial contribution by an individual, group or organization that is to be recognized by a commemorative naming of a municipal asset, or part thereof, or a commemorative plaque on municipal outdoor furniture or tree.

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 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 and reduce discrimination;
- The individual shall have risked and/or given his/her life to protect others;
- The nominated name has historical significance;
- An individual or group may be recognized for a significant financial contribution to a park or facility (sponsorship).

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

Where the naming is as a result of a donation (furniture, plaques, trees), or sponsorship, the nomination must be for a respectable individual or group with a connection to Callander.

Application

All requests for commemorative naming or sponsorship that require Council approval are to be submitted to the Municipal Clerk. The required application form is attached hereto as “Schedule A”.

All requests for naming as a result of donation or sponsorship of outdoor furniture and trees) are to be submitted to the CAO or designate. The required application form is attached hereto as “Schedule B”.

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 or a sponsorship of any area, street, structure or park owned by the Municipality 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 (for the purpose of furniture, plaques, and trees) for the purpose of recognizing an individual will be processed by staff, in accordance with the approved beautification plan and the established written procedure.

The donated furniture and trees become the property of the Municipality. Donors should be aware that they do not have any right to priority use of their donation and that maintenance of donated furniture and trees are subject to the Municipality's maintenance schedules and will not be given priority over other park maintenance.

It is acknowledged that outdoor furniture has a limited lifespan and potential donors are advised that their donation will be commemorated for the anticipated lifespan of the furniture (the commemorative period). At the end of the commemorative period, donors

will have the option of having the plaque returned to the donor, displayed at a designated location within the Municipality, or attached to a subsequent donation. Lifespans differ for different types of furniture; therefore, for all options for donated furniture, the anticipated lifespan time in years shall be clearly indicated when costs are presented to a potential donor.

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, the most appropriate time for the planting of the trees, with the assistance of a certified arborist if required.

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 will be responsible for the planting of the commemorative tree. If required, Commemorative Trees will be replaced by the Municipality, at no charge to the applicant, within five years of the original planting date.

New Commemorative Furniture

To maintain consistency of furniture within the Municipality of Callander and ensure well located furniture, the design and location will be as per the approved designs and at designated locations in the Municipality as identified in the Beautification Plan adopted by Council. Staff will work with the donor to select an available location.

Sponsorship of Existing Furniture

Where a piece of outdoor furniture already exists in a location that a donor would like to sponsor, a commemorative plaque may be added to existing outdoor furniture for an equivalent period to that of the anticipated lifespan of a newly purchased piece of furniture. In this case, the donated amount shall be put into a reserve to replace the existing furniture at the end of its current lifespan. When the furniture is replaced, the plaque shall be installed on the new furniture for the balance of the commemorative period.

Installing Commemorative Plaques

The conditions for installing commemorative plaques on new or existing furniture are outlined below:

- a) Plaques on commemorative furniture shall ordered through the Municipality, and shall be 9" X 3" cast bronze plaques, which can usually accommodate a maximum of 5 lines of text, with approx. 40 characters per line (including spaces, punctuation, etc.). Wording on the Plaques must be approved by the Municipality.
- 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.

Donations may be eligible for charitable tax donation receipts.

Policy Adopted by Resolution 2019/11/383 (Replaces March 2016 version)

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 of the whole or a part of a municipal street, park, or facility, or a sponsorship

Suggested location 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: clerk@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: _____

SCHEDULE 'B'

MUNICIPALITY OF CALLANDER

APPLICATION FOR DONATION/SPONSORSHIP OF OUTDOOR FURNITURE/TREES

Donor Name (Individual or Organization): _____

Address: _____

Telephone Home: _____ **Cell:** _____

Email: _____

IF THIS IS TO COMMEMORATE AN INDIVIDUAL OTHER THAN THE DONOR:

Name of Person to be Commemorated: _____

Relationship to Donor: _____

Is the person deceased? Yes / No *If NO, please provide contact information:*

Address: _____

Telephone: _____ **Email:** _____

Purpose of donation (Tree, bench, other furniture): _____

Preferred location: _____

Wording for plaque:

Name: _____

Signature: _____

Date: _____

Please submit application to: **Municipality of Callander, 280 Main St. N., Callander, ON P0H 1H0** or by email to: info@callander.ca. Within 10 business days of receipt of this application, you will be contacted by municipal staff.

The Information collected on this form will be used only for the purposes of administering the commemorative donation program, including issuing receipts, and is subject to the Municipal Freedom of Information and Protection of Privacy Act.