
Policy: Commemorative Naming Policy

Main Contact: Clerk

Last Revision: May 2023

[Policy Statement](#)

[Purpose](#)

[Definitions](#)

[Policy Requirements](#)

[Monitoring](#)

[Authority](#)

[Contact](#)

[Change History](#)

Policy Statement

The Town of Renfrew may on occasion wish to acknowledge the significant contributions of a person, persons, family, or group to the community through commemorative naming.

Purpose

This policy provides guidance on commemorative naming of land or facilities in the Town of Renfrew. It outlines a framework to ensure the following:

- Consistency and fairness in the naming process
- A proper and transparent approval process, and
- Appropriateness of the proposed naming.

Definitions

“**Commemorative**” means the official naming after a person, persons, family, or group in recognition of their contributions.

“**Facility**” means a building or structure owned by the Town of Renfrew, or a room or part of a facility.

“**Land**” means a parcel of land owned by the Town of Renfrew other than a road allowance or public street that is maintained by the Town for use by the public for recreational purposes.

“**Town**” means the Town of Renfrew.

Policy Requirements

Criteria

1. In order to have a municipal land or facility commemoratively named one or more of the following criteria shall apply to nominees:
 - a. Lost their life while serving within the Armed Forces or made a significant contribution as a Veteran.
 - b. Must have demonstrated excellence, courage, or exceptional dedication to service in ways that bring special credit to the Town of Renfrew, County of Renfrew, the Province of Ontario, and/or Canada.
 - c. Is an original inhabitant/family within the Town of Renfrew of historical significance.
 - d. Demonstrated an extraordinary community service record with noteworthy contributions to the community.
 - e. Made a significant financial contribution to a park, project or facility.

Consent

2. The prior consent of the nominee (or of their family if they are deceased) shall be obtained prior to proceeding with a request.

Sponsorship

3. Specific locations, facilities or parts of facilities may be designated for sponsorship and naming rights, and therefore, excluded from consideration.

Process

4. The following process shall generally be followed, but may involve a different course of action when decided by Council:
 - a. Receipt of Nomination/Request: All requests for commemorative naming are to be submitted in writing to the Clerk.
 - b. Processing of Nomination/Request: Staff will review the request to ensure it is complete, meets the criteria, avoids any duplication, and has received consent.

Corporate Policy

- c. **Initial Committee Review:** A staff report will be prepared along with the nomination/request. The Corporate Services and Economic Development Committee shall have delegated authority to direct proceeding with public notice.
- d. **Public Notice:** The proposed naming will be advertised at least once for a minimum of 10 days on the municipal website and newspaper. Committee may direct stakeholder engagement or additional consultation as necessary.
- e. **Council Approval:** Following public notice, a report will be prepared for Committee and Council approval, including final wording of the commemorative name to be applied.
- f. **Notification:** Public agencies will be notified of any approvals to facilitate emergency response and identification.
- g. **Ceremony:** A ceremony may be organized for the official unveiling of the naming, including a plaque, sign, or other form of commemoration.

5. Revocation

The Town of Renfrew, at its sole discretion, reserves the right to revoke any commemorative naming by resolution of Council, should the recognized person, persons, family, or group be found or known to be in disrepute impacting any way the reputation of the Town of Renfrew.

Monitoring

The CAO shall be responsible for receiving complaints related to this policy.

Authority

Section 11 of the *Municipal Act, 2001* allows the Town to provide any service or thing that the municipality considers necessary or desirable for the public and confers broad spheres of jurisdiction to a lower-tier municipality in the areas of culture, parks, recreation and heritage. Section 224 of the *Municipal Act, 2001* states the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council.

Contact

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Corporate Policy

Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Commemorative Naming	June 1, 2023	New policy	46-2023