

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
By-Law No. 2022-85

Being a By-law to adopt the Commemorative Naming Policy.

WHEREAS the Municipal Act, 2001 confers broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 8 of the Municipal Act, 2001 as amended, provides that a municipality has the capacity, rights and powers of a natural person for the purpose of exercising its authority under this or any other Act.

THEREFORE BE IT RESOLVED THAT the Corporation of the Township of McNab/Braeside hereby enacts as follows:

1. **THAT** Council of the Corporation of the Township of McNab/Braeside hereby adopt the "Commemorative Naming Policy" attached hereto and marked as Schedule "A" to this By-law.
2. **THAT** this By-law shall come into full force and effect upon the passing thereof.

BE IT FURTHER ENACTED, that all By-Laws or parts thereof, and all or any resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first time this **6th day of December, 2022.**

READ a second time this **6th day of December, 2022.**

READ a third and final time and passed this **6th day of December, 2022.**


MAYOR


CAO/CLERK

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE

BY-LAW #2022-85

SCHEDULE "A"

TOWNSHIP OF McNAB/BRAESIDE

POLICIES AND STANDARD OPERATING PROCEDURES

DATE ISSUED: November 7, 2017

S.O.P. #012

DATE REVISED: November 14, 2022

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 POLICY

PURPOSE: The purpose of this policy is to provide a consistent and rational procedure for the commemorative naming of municipal parks, streets, facilities, and memorial benches 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 and purchase of commemorative benches. 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.

- 24 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.
- 25 The Commemorative Names List shall be maintained by the CAO/Clerk, or designate, for possible use in all instances of naming parks, facilities, etc.
- 26 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 Recreation Committee shall administer the municipal memorial bench program. The naming of a street shall follow a separate process.
- 27 Once the Recreation or Building Committee has selected a recommended name for a particular park or facility, Council consultation shall be undertaken.
- 28 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.
- 29 The Municipal Commemorative Bench Program and Municipal Commemorative Tree Program shall be a form of remembrance of a loved one, a celebration of a birth or anniversary or to honour a person's personal and professional contributions to the community.
- 2.10 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.
- 2.11 A commemorative name may be only used once for a park, street, facility or bench.

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.

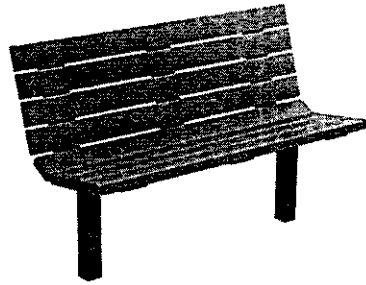
Where a loved one wishes to purchase a Municipal Commemorative Bench and/or Municipal Commemorative Tree, the following criteria shall apply:

- Installation and location of benches within municipal parks and facilities shall be at the discretion of the Recreation Committee.
- Purchases of benches and trees shall be made through the Director of Parks & Recreation.
- Prices and options are subject to change due to number of characters engraved, supplier pricing and availability.
- The Recreation Department will be responsible for the installation of memorial benches and trees.
- Commemorative benches and trees shall become the property of the Township of McNab/Braeside.
- Donors will submit specific text that they wish to have printed on the bench name plate and/or the plaque mounted near the tree.
- Donors can select an existing bench or request to have a new bench installed. The Township has final determination for approving a new installation.
- The bench and/or tree must not interfere with the enjoyment of, or accessibility to, park areas and shall not interfere with the general maintenance of the park.
- The Township does not permit the placement of flowers, wreaths, pictures, etc., at the site or the addition of fixtures to or around the donated item.
- Every attempt will be made to notify the participant if the bench and/or tree must be relocated.
- The term of a commemorative memorial bench is ten (10) years. An additional ten-year term can be purchased at the time of the initial purchase.
- The maintenance of the bench shall be the responsibility of the Township for a period of 10 years unless the donor purchased an additional 10-year term. If an additional term is not purchased, the Township reserves the right to remove the bench after the ten-year term expires and/ or the bench has become unsafe or unsightly.
- Commemorative trees will be watered for a three-year period. The tree will be replaced by the Township, free of charge to the applicant, within five years of original planting date if the tree does not survive, is damaged or vandalized.
- The Township will provide one (1) replacement memorial bench, if the memorial bench is destroyed, stolen, becomes unsafe or unsightly. There is a maximum of (1) free replacement for each 10-year term; replacement benches do not carry over into the additional/extension year.
- The donation of a bench and/or tree is tax deductible. Those wishing receipts for tax purposes must submit full payment within the applicable calendar year.

4. RENAMING:

The renaming processes shall be identical to the Commemorative naming process and will 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.

5. MEMORIAL BENCH with NAME PLATE:



Sit back friend.
The Cooper Family

Bench Details: Classic, contoured style with the look of natural wood grain. Made with 100% recycled plastic slats, powder-coated black cast aluminum frames, and stainless-steel assembly hardware.

Name Plate: Includes one name plate crafted in black outdoor plastic with up to 3 lines of white text (line size dependent on characters).

Colour: Cedar

Size: 4' long bench

Price: starting at \$ 900.00 + HST

Term: 10 years

Cost for 10-year extension: \$400.00 + HST

6. MEMORIAL TREE OPTIONS:

Choice of Tree Species: American Beech, Birch (White or Yellow), Eastern White Cedar, White Spruce, Red Pine, Oak (Red or Bur), Maple (Red, Sugar or Silver).

Price: \$400.00 + HST Includes planting of 50 mm caliper tree and watering for three years, site preparation and planting.

7. COMMEMORATIVE TREE PLAQUE

The production and cost of a commemorative plaque is the responsibility of the applicant.

Only one plaque per tree.

Preferred Type: 10cm thick flat black polished granite marker with an etched inscription. No larger than 16" wide and 10" length

Installation: Plaques are to be installed flush with the ground to reduce vandalism and allow access of maintenance equipment.

Vandalism: The Township is not responsible for maintenance or replacement of commemorative plaques.

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



**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. APPLICABLE CRITERIA	
<input type="checkbox"/>	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.
<input type="checkbox"/>	The nominated individual has/had an extraordinary community service record.
<input type="checkbox"/>	The nominated individual has/had worked to foster equality and reduce discrimination.
<input type="checkbox"/>	The nominated individual has/had risked or given his/her life to save or protect others.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:	
<input type="checkbox"/>	Park
<input type="checkbox"/>	Facility
<input type="checkbox"/>	Asset within a Facility
<input type="checkbox"/>	Street

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 Councilor's.

Nominator's Signature

Date



**MUNICIPAL COMMEMORATIVE BENCH/TREE
APPLICATION FORM**

A. DONOR INFORMATION:	
Name (Individual or Organization):	
Mailing Address:	
Telephone: Home:	Work:
E-mail:	
B. MEMORIAL DETAILS: (NAME TO BE COMMEMORATED)	
Commemorative choice: _____ Bench (\$900 + \$117 HST = \$1,117) _____ Tree (\$400 + \$52 HST = \$452)	
Purchase 10-year extension - applicable to benches only: (\$400 + \$52 HST = \$452) ___ YES ___ No	
Purpose of donation (check one): ___ In Memory of ___ In Honour of ___ Other: _____	
Would you like a tax receipt? YES or NO	
Preferred Location:	
Alternate Location:	

Bench Name Plate text to be printed; up to 3 lines included (line size is dependent on characters).

The production and cost of a commemorative tree plaque is the responsibility of the applicant.

PRINT CLEARLY

Line 1: _____

Line 2: _____

Line 3: _____

Tree Choice:

Options:

American Beech, Birch (White or Yellow), Eastern White Cedar, White Spruce, Red Pine, Oak (Red or Bur), Maple (Red, Sugar or Silver).

1. _____

2. _____

Comments/ Special Notes:

CONSENT

I hereby confirm that I have read, fully understand and agree to abide by the Municipal Commemorative Naming Policy. My signature below indicates that I have read this document in its entirety, and understand that:

- A. The Township makes all final decisions, including but not limited to availability, bench location and bench style.
- B. All language used on the engraving is subject to approval.
- C. All donated items are the property of the Township of McNab/Braeside and will be maintained according to the Townships policies and procedures.

Notice of Collection

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act, is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected on the application form will be used to assist in selecting appointees for the various civic bodies and may form part of the publicly available meeting agendas and minutes. If appointed to a civic body, your personal information may also be used by Township staff to conduct committee and Township business. Questions regarding the collection, use, and disclosure of this personal information may be directed to Lindsey Lee – CAO /Clerk, at 613-623-5756 extension 222 or lee@mcnabbraeside.com

Signature of Donor: _____ Date: _____

Office Use Only

Date Paid: _____ Amount Paid: _____

Tax Receipt Issued (check one): YES _____ NO _____

Bench Information:

Date Ordered: _____ Date Received: _____

Date Installed: _____ Date Family Notified: _____

Location of Install: _____