



Mississippi
Mills

MUNICIPAL FACILITY AND ASSET NAMING POLICY

1. PURPOSE

The purpose of this policy is to establish the guiding principles and procedures for naming municipal assets belonging to the Municipality of Mississippi Mills, including roads, bridges, parks, trails, open spaces, memorials, buildings, and any other municipal property.

2. POLICY STATEMENT

The Municipality recognizes that naming municipal assets in public spaces is an opportunity to provide information and education and to encourage reflection on significant histories and values. Asset naming reflects community values by visibly demonstrating how the Municipality and its residents choose to honour the past, acknowledge the present, and shape the future.

When naming municipal assets, the Municipality is committed to promoting a broader awareness of history and its impact on communities in public spaces and encouraging diversity and inclusion. This policy is intended to create and promote a reflective and equitable community landscape, with particular emphasis on honouring Veterans.

This policy applies where the Municipality seeks to name or rename municipal assets. It does not apply to certain forms of recognition or acknowledgment designed for specific objectives, including awards or tributes given to the Municipality, donations, or fee-for-service programs such as the memorial tree and bench purchasing policy.

3. DEFINITIONS

Clerk means the Clerk of the Corporation of the Municipality of Mississippi Mills.

Council means the Council of the Corporation of the Municipality of Mississippi Mills

Municipal Asset means any of the following that is situated in a Public Space and is owned by the Municipality:

- Roadways
- Road Allowances
- Bridges
- Trails
- Open Spaces
- Parks
- Park Elements include walkways, bicycle paths, fountains, gardens, landscape features, and playgrounds
- Buildings
- Rooms within buildings
- Any other land, structure, installation or item of tangible property that belongs to the municipality

Municipality means the Corporation of the Municipality of Mississippi Mills

Significant Contribution refers to a substantial donation of funds, land, resources, or volunteer service that directly benefits the community and aligns with the Municipality's goals and priorities. The contribution must result in a lasting positive impact and be clearly documented in scope or value.

4. GENERAL PROVISIONS

4.1. Guiding Principles

The Municipality's decision-making with respect to the Naming of Municipal Assets will be guided and informed by the following principles:

a) Be Informed by Historical Research and Community Insights

Name selection will be grounded in historical and/or community-based research that is carefully and ethically undertaken. Research may consider a range of primary and secondary sources, such as the Archives Lanark, history books, articles, peer-reviewed academic research, archival materials, and artifacts.

b) Be Supported by Communities Through Meaningful Consultation

Name selection is supported by meaningful consultation with and input from a wide variety of voices in the community, reflecting different perspectives and experiences. This can be achieved through various methods such as surveys, online engagement, and/or community dialogues.

c) Individuals who have demonstrated exceptional service, leadership or cultural significance within the municipality.

Names may be added to recognize individuals who have made meaningful and lasting contributions to the municipality through service, leadership or

cultural impact. This principle supports the celebration of those who have helped shape the municipality in positive ways, fostering a sense of pride, inclusivity for current and future generations.

d) Include Names of Significance to Veterans, Indigenous Peoples, and Equity-Deserving Groups

Naming should reflect the diversity of the Municipality's residents. To create public spaces that are inclusive and representative of diversity, the Municipality will ensure that it includes names of significance to Veterans, Indigenous Peoples, and other equity-deserving groups. Priority will also be given to celebrating untold stories currently not represented in public spaces. Names can acknowledge a variety of subjects that are significant to Veterans, Indigenous Peoples, and Equity-Deserving Groups, including but not limited to:

- i. individuals or communities, whether living or deceased, young or old, widely or locally renowned, Canadian, immigrants or refugees;
- ii. historical events, whether tragic or triumphant;
- iii. values or concepts of importance to the populations as mentioned above;
- iv. cultural principles; and
- v. languages.

e) Honour Indigenous Ways of Knowing and Being

In alignment with the Truth and Reconciliation Commission of Canada's Calls to Action, the Municipality is committed to Consultation with Indigenous Peoples. Naming future roads, parks, and other infrastructure after Indigenous peoples, concepts, and traditions is a potentially significant way to further reconciliation and demonstrate appreciation for Indigenous ways of knowing and being.

f) Connect to the Histories and Cultures of the Municipality, Province or Country

Priority will be given to Names with historical or cultural ties to the Municipality, followed by names connected to the Province or Country. By emphasizing names relevant and connected to the local area, the Municipality seeks to uncover the diverse histories and narratives that have shaped the experiences and communities within.

g) Reflect Prominent Natural Features, Landforms and Botanical Names in the Community.

The municipality is rich in natural features and assets. The community includes the falls, sugar bushes, rapids, and the Mississippi River. Names of natural landforms, species and native/local wildlife flora and fauna should be recognized.

4.2. Name Collection

a) Nomination Process

Any residents of the Municipality may nominate a Municipal Asset Name for consideration.

Nomination forms will be available on the website and can be provided by the Clerk in alternate formats upon request.

Nomination forms must be completed and accompanied by the following:

- 1) Information demonstrating the relevance and significance of the proposed Name, which may include historical information about an event and/or biographical information about a person or organization to which the proposed Name relates.
- 2) Documentation demonstrating substantial support for the nomination, including letters or other expressions of support from Veterans, Indigenous Peoples and Equity-Deserving Groups.
- 3) If applicable, documentation from an authorized family member or legal representative of the person or organization to which the proposed Name relates, supporting and/or authorizing the naming request.

b) Consultation

In addition to receiving nominations under paragraph 4.2.a, the Municipality will consult with the local Veteran organizations and Indigenous Peoples to gather input and propose Names that reflect those communities.

The Municipality will accept Name submissions from Veteran organizations and Indigenous Peoples as frequently as they are provided and will add them to the Approved Name Registry.

4.3. Name Selection

Proposed Names will be assessed by the Clerk's Office, in conjunction with the Development Services & Engineering Department, based on the Guiding Principles contained within this Policy. All Names accepted for use will be listed in the Approved Name Registry and identified as being in immediate use or available for future consideration. The Municipality will select Names from the Approved Name Registry as and when required. If the Approved Name Registry no longer contains available Names, the Municipality may seek additional names in accordance with the Guiding Principles in this Policy.

Road names submitted for proposed developments are subject to review and approval by the Development Services & Engineering Department to ensure compliance with this policy and the County of Lanark for road addressing purposes.

The Development Services & Engineering Department will provide developers with the Approved Name Registry for consideration.

Notwithstanding any provision of this Policy, Names will not be accepted for use if they:

- incorporate, include, or refer to the name of any tobacco, alcohol or cannabis company;
- lend themselves to inappropriate short forms or modifications;
- are discriminatory in relation to any protected grounds under the Ontario Human Rights Code, R.S.O. 1990, c. H.8; or
- reflect persons or groups that have a documented history of misconduct or actions that do not align with the Municipality's values and principles
- refer to an event or to someone who has died within the past two (2) years.

4.4. Renaming Municipal Assets

Municipal Asset Names that are approved and in use cannot be changed without Council approval. Council shall assess any request or proposal to change the Name of a Municipal Asset in accordance with the Guiding Principles outlined in this Policy.

5. NAMING PROCEDURES

5.1. For Naming of a Particular Facility or Asset.

5.1.1 Where Council or its Administration are the proponent for naming, the name may be drawn from the Approved Name Registry or as otherwise determined by Council.

5.1.2 Developers shall submit all proposed road names to the Municipality during the draft conditions stage. Any road names submitted with a proposed development are subject to review and approval to ensure compliance with this policy and the County of Lanark for rural addressing purposes.

5.2. Naming of Donated Land

5.2.1 Parks and park facilities donated to the Municipality can be named by deed restrictions by the donor. The naming and acceptance of land are subject to recommendation by the Committee of the Whole and approval by Council.

- 5.2.2** Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision agreement. If a developer requires naming rights, these shall be negotiated as part of the subdivision agreement.
- 5.2.3** If naming has not been negotiated as part of the subdivision agreement, Council shall choose a name from the Approved Name Registry list or seek proposed names in accordance with Section 5.4.

5.3. Naming by Other Means

- 5.3.1** Council may decide to name a particular facility or asset by involving the public at large, i.e. a citizens' contest.
- 5.3.2** Input shall be sought through the Municipal website, social media and community boards
- 5.3.3** The Clerk's department shall add the recommendation as a public meeting on an upcoming agenda to allow the members of the public to provide comments on the proposed name to Council. In addition, advertisements will provide an opportunity for the public to comment on the proposed naming for a period of at least 30 days.
- 5.3.4** A report shall then be prepared for Council's consideration, providing a recommendation on the proposed name resulting from the public consultation process.

The report may be considered "in camera" in accordance with the Municipal Act 2001, c. 25, s. 239(2)(b) "personal matters about an identifiable individual, including municipal or local board employees."

6. SCHEDULE A

Municipality of Mississippi Mills – Municipal Facility and Asset Naming- Nomination Form



Municipal Facility and Asset Naming Nomination Form

Please refer to Policy AD 13 regarding eligibility and criteria

Section 1:

Nominator's Information			
Name : (Individual or Organization)			
Mailing Address:			
Phone Number:	Home:		Cell:
Email:			
Affiliation to Nominee:			

If the proposed name is intended to honour an individual or organization, please complete the section below. If the proposed name is not related to an individual, please proceed to Section 3.

Section 2:

Nominee's Information			
Name: (As you would like it to appear)			
Mailing Address:			
Phone Number:	Home:		Cell:
Email:			

Nominee Signature **or** two(2) signing authorities of the organization being nominated:

Nominee: _____

or

Signing Authority 1 Name: _____

Signing Authority 1 Signature: _____

Signing Authority 2 Name: _____

Signing Authority 2 Signature: _____



Section 3:

Names unrelated to an Individual or Organization	
Name Request:	
Meaning of Name or Translation:	

Section 4:

Please provide the following information to the Clerk's Department together with the complete application form.

Supporting Documentation	Included	
	Yes	No
Individual and/or Organization Names		
Background information and/or biographical information (if named after an organization or an individual) demonstrating that the proposed name is of significance to the community and/or the Municipality		
Description demonstrating how the proposed name is consistent with the Guiding Principles contained within this Policy.		
Documentation including letters from organizations and individuals providing substantial support for the request.		
Documentation from the next of kin or legal representative supporting and/or authorizing the naming request.		
Named unrelated to an Individual or Organization	Yes	No
Background information demonstrating that the proposed name is of significance to the community and/or the Municipality.		
Description demonstrating how the proposed name is consistent with the Guiding Principles contained within this Policy.		

**Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act 2001, SO2001, c.25. The information will be used for the purpose of administering the Municipality of Mississippi Mills Municipal Facility and Asset Naming Policy. Questions about this collection should be directed to the Clerk's Department. **