

## 013 - OPLB

## Commemorative Naming

### Background

Commemorative naming is defined as a public act of collective memory of the impact of an individual, group of people, event, or activity in shaping a community.

Ottawa Public Library (OPL) provides opportunities for commemorative naming of spaces within OPL facilities, events, or programs. Commemorative naming opportunities are distinct from fund development and donor recognition opportunities, as well as distinct from activities related to sponsorships. OPL facilities as a whole are ineligible for commemorative naming; facilities are named after the neighbourhoods in which they are located, and which they serve.

Recognition of an individual through commemorative naming may be undertaken during the individual's lifetime or posthumously: the program is intended to recognize an individual's contribution to literacy and the community in alignment with OPL's mission, vision, and values, and evaluated against the stated criteria. OPL's commemorative naming is not intended as a memorial program. Memorials to commemorate death are available through the City's Commemorative Bench or Tree Programs, and the Roadside Memorial Sign Program. The OPL Board generally aligns with the City's criteria and process for commemorative naming, as outlined in the [City's Commemorative Naming Policy](#), with a few additions and exceptions, as outlined below.

### Practices

Criteria: In addition to the criteria identified in the City's Commemorative Naming Policy, the OPL Board will further consider additional criteria. The nominated individual, group, event, or activity should have:

- An alignment with OPL's mission, vision, and one or more values;
- A demonstrated commitment to the importance of literacy;
- A demonstrated commitment to community service; and,
- A link to the local neighbourhood in which the proposed space is located, or to the theme or content of the proposed program or event.

Application process: Any member of the public or City Council may submit a commemorative naming proposal for processing and review using the City’s Commemorative Naming Application Form.

Review: The City will forward all applications to OPL for consideration. OPL verifies criteria, conducts reference checks, and holds discussions with the applicant, as relevant. If accepted for consideration, OPL engages the City to conduct a 30-day public consultation process to collect feedback from the public regarding the application and the City shares any feedback received with OPL. OPL may choose to engage City committees who are tasked with reviewing commemorative activities in the review process, at the sole discretion of OPL.

Approval: The OPL Board has sole approval of commemorative naming applications for OPL. Recommendations will be made via a report to the Board, in accordance with Policy OPLB-002, Delegation of Authority. The OPL will organize, host, and fund an associated naming event, if appropriate.

### **Policy Review**

This policy will be reviewed every four years in the first quarter of the second year of the term of the Board, or as required to ensure consistency and alignment with related policies.

<b>Effective Date:</b> June 11, 2024	<b>Last Review Date:</b> November 8, 2022
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