

CHAPTER THREE: CHIEF'S REQUIREMENTS

Table 29 – Policy Number: CR-12 – Policy Name: Commemorative Naming of Police Facilities

CR-12 COMMEMORATIVE NAMING OF POLICE FACILITIES	
LEGISLATIVE REFERENCE / AUTHORITY	Police Services Board Minutes, 22 Feb. 2010 City of Ottawa Council Minutes, 24 March 2010
DATE APPROVED	PSB: 22 February 2010 Council: 24 March 2010
DATE REVIEWED	2010, 2012, 2013, 2017
DATE AMENDED	01 November 2010, 23 October 2012, 28 October 2013
DATE TO BE REVIEWED	2021
REPORTING REQUIREMENT	N/A

LEGISLATIVE REFERENCE / AUTHORITY

The Police Services Board approved this policy at a meeting on 22 February 2010.

Ottawa City Council approved the delegation of authority to the Ottawa Police Services Board necessary to implement this policy at a meeting on 24 March 2010.

REFERENCES

- City of Ottawa Commemorative Naming Policy for Municipal Parks, Streets and Facilities – Report ACS2002-CRS-SEC-0057 dated 2 July 2002, approved by Corporate Services and Economic Development Committee 16 July 2002 & City Council 24 July 2002
- Commemorative Naming Information Sheet, Application Form and Affidavits
- City of Ottawa Council Minutes – 3 March 1993 (Naming of Ottawa Police Headquarters)

BOARD POLICY

1. INTRODUCTION

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The Ottawa Police Services Board is committed to providing a fair, consistent and efficient process, while respecting the important need for public consultation and legislative approvals, with respect to commemorative naming of parts of municipal police facilities after a person, persons, family name or event.

This policy sets out a framework and provides direction for the Police Services Board, and to the Chief of Police, regarding considerations and processes for the naming of municipal police facilities, and parts of municipal police facilities, owned by the City of Ottawa.

In preparing the policy, the City of Ottawa's *Commemorative Naming Policy for Municipal Parks, Streets and Facilities* has been used as a guide to ensure consistency with the City's practices.

2. SCOPE

It is the policy of the Board that municipal police facilities, except for Police Headquarters located at 474 Elgin Street, not be given commemorative names, but that they be referred to by their geographical or policing operations name. Commemorative naming will apply solely to the naming of parts of municipal police facilities, such as meeting rooms, for as long as the buildings are used for police purposes.

This policy applies only to City-owned buildings that are primarily designated for police use. It does not apply to other City-owned buildings that may contain a lesser police presence, such as a community centre in which a community police centre is located.

3. PURPOSE

The main objectives of this policy are to ensure:

1. A clear, efficient and timely commemorative naming process for parts of municipal police facilities;
2. The application of consistent criteria to determine the validity of a commemorative name;
3. The application of a concrete consultation process and community participation;

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4. One central repository for all commemorative naming requests for municipal police facilities or parts of facilities;
5. An appropriate approval process that recognizes the importance of the role played by legislative bodies (i.e. the Police Services Board);
6. Consistency with related policies at the City of Ottawa.

4. APPLICATION

Any member of the public, Police Services Board or Police Service (through the Chief) may submit a nomination for commemorative naming of part of a municipal police facility.

5. DEFINITIONS

For the purpose of this policy, the following definitions apply:

Commemorative - shall refer to the official naming of a part of a municipal police facility to commemorate or perpetuate the memory of a person, persons, family name or event.

Commemorative Names Reserve List – shall refer to a central Corporate list maintained by the City Clerk of all commemorative names submitted and approved for parks and facilities, however, not yet used.

Renaming – shall refer to the act of discarding of an old or current name, which most likely has become an important part of community identity. The old or current name is not restricted to a commemorative name, but is inclusive and refers to names originating from a street, community, geographical area, etc.

6. POLICY DESCRIPTION / IMPLEMENTATION

1. Criteria

When the naming of a part of a police facility is being requested, at least one of the following criteria shall apply:

1. The nominated individual shall have demonstrated excellence, courage or exceptional service to the citizens of the City of Ottawa, the Province of Ontario and/or Canada;

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2. The nominated individual shall have an extraordinary community service record;
 3. The nominated individual shall have worked to foster equality and reduce discrimination;
 4. Where the nominated individual is a current Police employee, the individual shall have made an outstanding contribution to the Ottawa Police Service outside of her/his capacity and duties as a Police employee, or they may be recognized for their exceptional service once they are no longer a Police employee;
 5. An individual may be recognized for a significant financial contribution to a facility, where that contribution significantly benefits the community that the facility serves;
 6. The nominated name has historical significance.
2. Commemorative Naming Application Form

A Commemorative Naming information sheet, application form and required affidavits will be available in both French and English through the contact noted at the end of this policy document.

3. Processes

The commemorative naming process for municipal police facilities will involve a different course of action depending on the circumstances surrounding the request/requirement for naming. The following outlines three possible circumstances under this policy with respect to commemorative naming:

A. COMMEMORATIVE NAMING PROCESS: EXTERNAL APPLICATIONS

Receipt of a Nomination/Application:

All requests for commemorative naming are to be submitted in writing by completing the Ottawa Police Services' Commemorative Naming Application Form and supporting documentation.

Processing of the Nomination/Application:

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Processing the application will involve confirmation of criteria, reference checks (if applicable), discussion with the applicant and applicable departments or directorates, initial meeting of the Police Commemorative Naming Committee (PCNC), public consultation for a 60-day period, compiling consultation results, and reconvening a meeting of the PCNC to review the public consultation results and departmental comments, and reach a decision for recommendation to the Board.

Board Approval:

After the PCNC has reached a decision, an *in camera* report to the Board will be prepared containing the PCNC's recommendation.

Implementation of Approved Nomination:

Following Board approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee, preparation of an official letter signed by the Board Chair and Chief, and an official unveiling ceremony for the nominee and/or family with the presentation of a plaque to be erected at the site, indicating the name as well as its significance for commemoration.

B. COMMEMORATIVE NAMING PROCESS: INTERNAL APPLICATIONS

Receipt of a Nomination/Application:

All requests for commemorative naming are to be submitted in writing to the Chief's Executive Officer by completing the Ottawa Police Services' Commemorative Naming Application Form and supporting documentation.

Processing of the Nomination/Application:

Processing the application will involve confirmation of criteria, reference checks (if applicable), discussion with the applicant and applicable units. A meeting of the Police Commemorative Naming Committee (PCNC) will be convened to review the application and reach a decision for recommendation to the Board.

Board Approval:

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After the PCNC has reached a decision, an *in camera* report to the Board will be prepared containing the PCNC's recommendation.

Implementation of Approved Nomination:

Following Board approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee, preparation of an official letter signed by the Board Chair and Chief, and an official unveiling ceremony for the nominee and/or family at the site, indicating the name as well as its significance for commemoration.

C. COMMEMORATIVE NAMING PROCESS: NEW FACILITY CONSTRUCTION

The Facilities Section of the Ottawa Police Service will notify the Police Services Board Executive Director when a new police facility is to be constructed, with information regarding the specific facility and the applicable time frame for construction.

The Executive Director may convene a meeting of the Police Commemorative Naming Committee as required to discuss and name all new facilities (based on geographic or operational references) that have been identified as requiring a name, or to discuss a recommended commemorative name for a part of a police facility.

The Committee shall review the approved list of names eligible for consideration to determine if there is an appropriate name for the identified parts of the facility, or undertake necessary steps to solicit proposed names. If a commemorative name is selected for any part of the facility from the Commemorative Names Reserve List, or a name is recommended through another means, the public consultation process will commence for 60 days. The Police Commemorative Naming Committee will reconvene to review public comment and develop a final recommendation. The recommendation will be submitted for approval to the Board.

D. COMMEMORATIVE NAMING PROCESS: COMMEMORATIVE NAMES RESERVE LIST

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Similar to the process outlined in Section A above, a name may be submitted that is not site or venue specific. In this regard, the application will undergo the same process with respect to criteria evaluation and investigation. Staff will discuss possible options and suitability with the nominator. If a site and/or geographic location is not determined through these discussions, the name will be placed on the Commemorative Names Reserve List (for facilities) maintained by the City Clerk.

7. PUBLIC CONSULTATION

Public consultation shall be undertaken in accordance with the size and scope of the part of the facility being named. Consultation may consist of formal written notification of the proposed name to ward-affected community associations, applicable consultative groups and Ottawa Police Service advisory groups (where appropriate) for comment. Public meetings may be held upon request by a member of the Board, and advertisements may be placed in applicable community newspapers and dailies, where appropriate, and on the Service's Web site (ottawapolice.ca). The public consultation period shall last two months, or 60 calendar days.

Public consultation is required as the issue of commemorative naming of facilities or parts thereof directly affects citizens and provides identity to the communities in which they live. Through public consultation at the community and city-wide level, residents will be able to ensure they maintain a strong connection to their communities and will be able to gain a better understanding of the individual who has been nominated for commemoration. Statistical information on comments received under consultation will be provided to individuals other than the Commemorative Naming Committee, upon request. However, specifics and written comments received will only be available to the Committee and Police Service Board.

Police staff will provide the final decision on a proposal to individuals who submit a comment under the public consultation component, and provide a copy of the Commemorative Naming policy and information sheet, when necessary.

8. POLICE COMMEMORATIVE NAMING COMMITTEE

The Police Commemorative Naming Committee (PCNC) is composed of the following representatives (or their designate):

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1. The Chair of the Police Services Board's Policy & Governance Committee
2. The Police Services Board Executive Director
3. The Executive Officer
4. The Director of Community Development
5. The Director of Corporate Communications
6. The Director of Police Facilities.

Meetings will be held in-camera, in accordance with the *Police Services Act* exemption for matters pertaining to an identifiable individual.

9. COMMEMORATIVE NAMES RESERVE LIST MAINTENANCE AND USE

The Office of the City Clerk maintains the Commemorative Names Reserve list for City parks and facilities.

Consistent with Council direction, historical names will be given precedence. Otherwise, there shall be no prioritization system of commemorative names on the list. Nominators are free to designate the name for use in a specific police facility at the time of nomination if they chose.

The List shall be made available on request to any interested party, although the results of the investigations of the naming requests shall remain confidential.

10. RENAMING

The renaming process shall be identical to the commemorative naming process and shall also require the Police Services Board as the final authority for approving the proposed 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 even greater.

11. RESPONSIBILITIES

Board Executive Director, OPS Superintendents and Directors

It is the responsibility of the Executive Director of the Police Services Board and of OPS Superintendents and Directors to:

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- a) Understand and support this policy, and ensure that the policy is communicated to employees and the public.
- b) The Facilities section of the Police Service will notify the Board Executive Director when a new municipal police facility is to be constructed, information regarding the specific facility and the applicable time frame for construction, and, if applicable, information with respect to proposed names for the facility or a part thereof.
- c) The Executive Director will consult with the City Clerk regarding whether there are names on the Commemorative Names Reserve List that have been proposed for a police facility.

Employees

Employees responding to a public inquiry regarding commemorative naming are responsible for:

- a) Referencing the subject Policy and processes, where applicable;
- b) If applicable, directing the inquiry to the Board Executive Director or the contact noted at the end of this policy document.

12. CONTRAVENTIONS

Failure to comply with this policy will result in inconsistent information provided to the public and members of the Police Services Board, and increase the possibility of improper commemorative naming of parts of municipal police facilities without appropriate research, community involvement and endorsement.

13. OPERATIONAL DIRECTORATE: Office of the Chief Directorate

14. CONTACT: Executive Officer to the Chief of Police