

**COMMUNICATION 137031**

Received From: Joanne Henderson, Manager of Recreation and Culture  
Addressed To: Committee of the Whole  
Date: April 21, 2026  
Topic: Commemorative Naming Policy

**BACKGROUND**

The Commemorative Naming Policy was implemented in 2014 and has not been updated since then. Staff have updated the policy to reflect the current committee names as well as simplified the language within the policy.

**DISCUSSION**

The Commemorative Naming Policy was implemented to provide clear guidance regarding the commemorative naming of parks, facilities and assets in the Town of Carleton Place. The policy ensures there is consistency and fairness in the naming of parks, facilities and assets, ensures that key criteria are met to determine the appropriateness of the proposed commemorative name and ensures a proper and transparent approval process.

**FINANCIAL IMPLICATIONS**

There are no financial implications regarding this update.

**STAFF RECOMMENDATION**

THAT Council approve the updated Commemorative Naming Policy.