

## Roadside Memorial Sign Program

The City of Ottawa assists families and loved ones that wish to memorialize those who have lost their lives in traffic incidents, such as motor vehicle collisions and pedestrian or cycling collisions, through the Roadside Memorial Sign Program. The sign will serve to commemorate the passing of a loved one, while encouraging safer driving. Only residents of Ottawa may be commemorated through this program.

### Process

- A request may be made by a family member or friend.
- An application form must be completed and signed by an immediate family member of the nominee.
- An Ontario Provincial Offences Act check is required for the nominee. The check is initiated and reviewed by the City of Ottawa.
- A sworn affidavit\* must be submitted by the nominator with the application form (see Appendix 1).
- The fee for the memorial sign is \$250 plus HST and must be paid to the City once the application has been approved. The fee covers the cost of fabrication and maintenance of the sign for two (2) years.
- After two years, the nominator will be given the option for the sign to be removed and provided to them or to be left up without maintenance.
- Nominators will be given a one-time option of having a new sign installed for \$250, plus HST.
- The nominator can ask for the sign to be removed and turned over to them at any time.

**\*Any fees associated with a sworn affidavit are the responsibility of the nominator.**

### City of Ottawa Responsibilities

- Upon approval of an application, an authorized memorial sign will be fabricated and installed as soon as practicable.
- The sign will be actively maintained for two (2) years.
- After two (2) years, the City will contact the nominator to determine whether they would like to have the sign removed and given to them or for the sign to be left up without maintenance.
- Signs left up beyond two (2) years will be removed when necessary due to deterioration.

### Application:

Please submit your completed Roadside Memorial Sign Application Form and supporting documentation using one of the following options:

Option 1 - by e-mail to: [namingottawa@ottawa.ca](mailto:namingottawa@ottawa.ca)

Option 2 - by mail to: c/o The Commemorative Naming Program  
City Clerk and Solicitor Department, City of Ottawa  
110 Laurier Avenue West, Ottawa, ON K1P 1J1

You will receive confirmation of receipt of your application within five (5) business days.

## ROADSIDE MEMORIAL SIGN APPLICATION FORM

### A. Requestor's Information

Name of Nominator:

Mailing address:

City:  Province:  Postal Code:

Telephone: Home:  Workplace:  ext.

Cell:

E-mail address:

Relationship to victim:

### B. In Memory of

Name(s) of Victims(s) (nominee):

Date of Birth:  Date of Passing:  Date of incident:

Location of incident:

*The Sign installed will read: "Drive Safely. In memory of "name(s) of victim(s)"*

### C. Additional Information

An *Ontario Provincial Offences Act* check for the nominee is also required. This check is conducted to ensure there are no *extensive outstanding* convictions under the *Provincial Offences Act* in the nominee's name. Provincial offences are non-criminal charges and include offences committed under the *Highway Traffic Act*, the *Liquor Licence Act*, the *Trespass to Property Act*, and the *Compulsory Automobile Insurance Act* as well as municipal by-law offences. The City of Ottawa's City Clerk and Solicitor Department will complete this check on behalf of the nominee.

In addition to the above, a sworn affidavit\* (see Appendix 1) must be provided to the City Clerk's Office along with this application form. The affidavit provides information with respect to *outstanding* offence convictions or infractions under a federal or provincial statute.

**\*Any fees associated with a sworn affidavit are the responsibility of the nominator.**

Please note that an outstanding conviction or infraction under any of the above stated acts and offences may result in the disqualification of an application.

**The individual I am requesting to be memorialized was the victim of a fatal traffic incident and did not commit a serious offense that was determined to be the proximate cause of the incident.**

Yes  No

### D. Consent

To process this request, an immediate family member of the victim must consent to:

- a Provincial Offences Act check from the Province of Ontario
- providing the sworn affidavit to the City
- the release of the status of the clearance checks

Does the immediate family member consent to the three above items?  Yes  No

\_\_\_\_\_  
Nominator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Immediate Family Member  
(If different from above)

\_\_\_\_\_  
Date

"Personal information collected on this form is in accordance with Section 10(1) of the Municipal Act, and will be used solely for the purpose of this Roadside Memorial Sign Program application, and kept confidential. Questions concerning the collection of personal information may be addressed to the Coordinator, Safer Roads Ottawa Program by contacting 3-1-1."

## Roadside Memorial Sign Program

To Be Completed By The Nominator Or Immediate Family Member To The Victim

AFFIDAVIT OF

*(Nominator Or Immediate Family Member)*

I, , of the city of  in the Province of ,

MAKE OATH AND SAY THAT TO THE BEST OF MY KNOWLEDGE,

*(victim)*

1. Was never convicted of an offence as set out in a Federal Statute.
2. Does not have any outstanding convictions or infractions as set out in the Ontario Provincial Offences Act and/or any City of Ottawa Municipal By-laws.
3. I make this Affidavit in support of the Application Form for the Roadside Memorial Sign Program, City of Ottawa, and for no improper purpose.

SWORN BEFORE ME at the            )  
 City of Ottawa, in the                )  
 Province of Ontario,                 )

this  day of , 201  )  
   )  
   )

\_\_\_\_\_  
 (Nominator Or Immediate Family  
 Member)

\_\_\_\_\_  
 A commissioner, etc.