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## Governance Review - Civic Naming Committee - Terms of Reference

### Recommendation

That the Governance and Priorities Committee recommend to City Council that the Terms of Reference for The Civic Naming Committee as attached be approved.

### Topic and Purpose

The purpose of this report is to bring forward to the Governance and Priorities Committee (“GPC”) for consideration proposed Terms of Reference for The Civic Naming Committee (“CNC”).

### Strategic Goals

This report supports the Strategic Goals of Continuous Improvement and Quality of Life as it supports City Council in providing good governance to the citizens of Saskatoon.

### Background

At its Regular Business Meeting on June 25, 2018, City Council considered a report from the Leadership Team Governance Subcommittee (the “Governance Subcommittee”) regarding the governance review of Advisory Committees and resolved in part:

“That the Naming Advisory Committee no longer be classified as an advisory committee and that it be renamed The Civic Naming Committee and revised Terms of Reference and amendments to Policy No. C09-008, Naming of Civic Property and Development Areas Policy be made in accordance with the resolution package from the minutes of the Naming Advisory Committee meeting held on March 8, 2018, included at Attachment 4.”

During consultation with the Administration to develop the revised Terms of Reference and to amend *Policy No. C09-008, Naming of Civic Property and Development Areas*, a concern was raised by the Administration regarding the timely assignment of names. To address this concern, the Governance Subcommittee, in conjunction with the Administration, proposed a solution as described in a report to GPC on March 18, 2019, and considered by City Council on March 25, 2019.

At its Regular Business Meeting on March 25, 2019, City Council resolved:

- “1. That City Council delegate to The Civic Naming Committee the responsibility to organize the Names Master List by theme and priority of names;

2. That the Administration be responsible for assigning the names from the Names Master List to City streets and other municipally-owned or controlled facilities as prioritized by The Civic Naming Committee; and
3. That the required amendments to Policy No. C09-008, Naming of Civic Property and Development Areas Policy be made.”

## **Report**

In accordance with City Council’s instructions, and in accordance with the feedback received from the former Naming Advisory Committee and the Administration, the Terms of Reference include the following:

### Mandate

- Review and screen suggestions and requests for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks, including requests for special street names in accordance with *Policy C09-008, Naming of Civic Property and Development Areas*.
- Organize the Names Master List into themes and prioritize the names for selection.
- Maintain and supervise administration of the Names Master List.
- Act in accordance with the provisions outlined in *Policy C09-008, Naming of Civic Property and Development Areas*.
- Notify the nominator and/or family when a name is selected for use.
- Work with the Diversity, Equity and Inclusion Advisory Committee (“DEIC”) to find ways to boost intake of nominations for possible names for the Names Master List.

### Composition

The CNC will be comprised of three members of Council (which may or may not include the Mayor) and at least four members of the Administration with expertise in Planning, Archives/History/Heritage and Diversity/Inclusion.

The Terms of Reference provide for overlap in the Administrative representation between the CNC and DEIC. The Administration was specifically engaged on this point, and their recommendation was to include an overlap of two non-voting resource members on the CNC and DEIC to ensure adequate diversity representation. The Administration also expressed the desire that there be a certain amount of flexibility in determining the actual number of Administration appointed. In order to achieve these results and provide the maximum flexibility, the Terms of Reference have been drafted to:

1. Stipulate a minimum number of Administration appointed within the specified areas of expertise; and
2. Stipulate a minimum of representatives to overlap with the DEIC with expertise in diversity and inclusion.

The Terms of Reference contemplate that a member of Council be appointed as Chair of the Committee and that the Chair shall be appointed on an annual basis.

Reporting

The CNC, similar to the Naming Advisory Committee, will continue to report to City Council through the Standing Policy Committee on Planning, Development and Community Services.

Appointment and Term

The voting membership will be considered on an annual basis and non-voting resource members will be appointed at the discretion of the General Managers. The appointment of non-voting resource members at the discretion of the General Managers is the same for this Committee as for the City's Advisory Committees.

Quorum, Meetings and Meeting Support

All of these items in the Terms of Reference for the CNC remain the same as what they were for the Naming Advisory Committee. Quorum is met by attendance of a majority of voting members, meetings are held quarterly or on the call of the Chair, and the City Clerk's Office will continue to provide administrative support.

**Public and/or Stakeholder Involvement**

The former Naming Advisory Committee and members of the Administration were engaged as described in this report.

**Communication Plan**

Appropriate communications will ensue depending on the direction of GPC and City Council.

**Policy Implications**

Upon adoption of the Terms of Reference as attached, the required amendments to *Policy C09-008, Naming of Civic Property and Development Areas* will be completed and implemented.

**Other Considerations/Implications**

There are no options to the recommendation, policy, financial, environmental, privacy, or CPTED implications or considerations.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachment**

1. Draft Terms of Reference for The Civic Naming Committee

**Report Approval**

Written by: Christine G. Bogad, Director of Municipal & Administrative Law  
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Approved by: Patricia Warwick, City Solicitor