



## Terms of Reference The Civic Naming Committee

### Authority

Section 55 of *The Cities Act*; City Council Resolution of June 25, 2018 & March 25, 2019

### Mandate

The function and mandate of The Civic Naming Committee (“CNC”) shall be to:

1. Review and screen all 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*
2. Organize the Names Master List into themes and prioritize the names for selection within each theme in accordance with *Policy C09-008, Naming of Civic Property and Development Areas*
3. Maintain and supervise administration of the Names Master List
4. Act in accordance with the provisions outlined *Policy C09-008, Naming of Civic Property and Development Areas*
5. Notify the nominator and/or family when a name is selected for use
6. Work with the Diversity, Equity and Inclusion Advisory Committee to find ways to boost intake of nominations for possible names for the Names Master List

### Composition

Voting Members	Non-Voting Resource Members
3 Members of Council	At least 4 Members of the Administration, with at least 1 of which who also sits on the Diversity, Equity and Inclusion Advisory Committee, with the following expertise: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Archivist/Heritage</li> <li>• Diversity/Inclusion</li> </ul>

The CNC shall appoint a member of Council to be the Chair of the Committee and the Chair shall be appointed on an annual basis.

## Reporting

- The CNC shall report to the Planning, Development and Community Services Committee (“SPC-PDCS”) for approval of names to be included in the Names Master List.
- The CNC shall report to City Council through the SPC-PDCS for information with respect to the names selected for municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.

## Appointment and Term

Voting Members	Non-Voting Resource Members
Membership of the CNC shall be considered by City Council on an annual basis.	Members of the Administration are appointed at the discretion of the General Managers.

## Subcommittees and Working Groups

- Issues identified outside the CNC mandate may be the subject of an ad hoc committee or task force established by the SPC-PDCS.

## Quorum

Quorum is met by attendance of a majority of voting members (2).

## Meetings

The CNC shall meet quarterly or as required on the call of the Chair.

## Meeting Support

The City Clerk’s Office shall provide administrative support to each meeting of the CNC.

## Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[Policy No. C09-008, Naming of Civic Property and Development Areas](#)

[Policy No. C09-028, Sponsorship](#)

Any other policies as required