



Street Naming Task Team

Terms of Reference

Mandate

The Street Naming Task Team will act as a liaison between the Community & Economic Development Commission (hereafter referred to as "CEDC" or "the Commission") and Council in the application of the Commemorative Street Naming Policy to create Street Name Reserve List and to review proposals to rename a street in the County.

Goals/Purpose

The goals and purpose of the Street Naming Task Team is to:

1. Review all suggestions and nominations for street names, in accordance with Commemorative Street Naming Policy.
2. Conduct research or reviewing historical or other relevant documents to ensure the validity of the proposed street names.
3. Develop the Street Names Reserve List and group names in settlement/community areas.
4. Review proposals to rename a street in the County and makes recommendations on the commencement of the process to rename a Street for Council's approval.

Membership

The Street Naming Task Team will be a group of 5-7 members with at least one member from each of the following groups:

- Community and Economic Development Commission (CEDC)
- Heritage Advisory Committee
- Museum Advisory Committee
- General public or other public representative(s) including at least one (1) member from the Indigenous community, recommended by the CEDC.

The Commission may terminate the appointment of any member without notice.

Roles

The roles of the members are to:

- a. actively participate, and provide support and expertise;
- b. adopt a participatory, inclusive, collaborative and respectful approach;
- c. act as a liaison between the Task Team and the Commission; and
- d. serve as voting members, unless otherwise specified, and count towards meeting quorum for Task Team meetings.

Responsibilities of the Task Team

The Task Team is encouraged to work with County procedures, by-laws and Provincial legislation, with guidance from staff:

- Council's Code of Conduct
- County Accountability and Transparency Policy
- County Procedural By-law
- Other applicable County by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

The Task team will make recommendations to CEDC, and ultimately Council.

Term

The term of the Task Team will be the term of Council.

Staff Support

Upon request from the Chair of the CEDC, staff supports and resources may be provided to the Task Team with the approval of CAO.

Reporting Relationship to Council

The Street Naming Task Team will act as a resource to the CEDC and does and does not have any delegated authority.

Reviewing nominations, developing the Street Names Reserve List, and recommendations to commence the renaming process will be provided to Council via County staff.

The Task Team is intended to support and will report to the CEDC.

Finances

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Meetings

County staff will meet with the Street Naming Task Team once per term of Council to develop the Street Names Reserve List. Should additional names be required, the Street Naming Task Team may be reconstituted during the term of Council.

Should a public meeting be required, staff will provide support, on direction from the CAO.