



## **Street Naming Task Team**

### **Terms of Reference**

#### **Mandate**

The Street Naming Task Team will act as a liaison between the Built & Cultural Heritage Committee and Council in the application of the Commemorative Street Naming Policy to create a Street Name Reserve List and to review proposals to rename a street (or avenue, drive, as the case may be) in the County.

#### **Definition:**

Street means a highway, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof, as defined by the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended.

#### **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. Utilize the criteria in Appendix A of the Commemorative Street Naming Policy, which the team will use to evaluate street name suggestions, including but not limited to:
  - historical significance, cultural relevance, community impact, equity, diversity and inclusion.
3. Conduct research and/or review historical, cultural, community, or other relevant documents to ensure the validity of the proposed street names.
4. Develop the Street Names Reserve List and group names in settlement/community areas.
5. Review proposals to rename a street in the County and make recommendations (as needed) on the commencement of the process to rename a Street for consideration by the Built & Cultural Heritage Committee, and Council 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:

- Built & Cultural Heritage Committee
- Accessibility Advisory Committee
- Traffic Advisory Committee
- Prince Edward County Arts Council
- General public or other public representative(s) including at least one (1) youth member.

The Built & Cultural Heritage Committee 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 Committee; 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 the Built & Cultural Heritage Committee, and ultimately Council. The Task Team will engage with the public/community, as applicable.

## **Term**

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

## **Staff Support**

Upon request from the Chair of the Built & Cultural Heritage Committee, 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 Built & Cultural Heritage Committee and does and does not have any delegated authority.

Reviewing proposals, 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 Built & Cultural Heritage Committee.

## **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.