



MANDATE:

- ✳ The mandate of the Committee is to name the City's development areas, parks, municipal facilities, roads, and honorary roads, in accordance with, and subject to any exemptions or restrictions imposed by, City Policy.

SUBCOMMITTEES:

✳ On an Ad Hoc basis - (none at present)	
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CURRENT BOARD ACTIVITIES:

✳ Name the City's development areas, parks, municipal facilities, roads and honorary roads	✳ Solicit, hear and consider representations from persons on matters relating to naming
✳ Research and approve names for inclusion on the Names Reserves List	✳ Develop, implement and review policies and procedures relating to naming
✳ Objectively consider additional naming requests as required	✳ Provide information at City Council meetings as necessary

REMUNERATION:

- ✳ **NONE** - Committee members serve in a voluntary capacity, however, eligible expenses are available for citizen members who serve on Council committees, including a child care expense allowance (for meeting attendance) based on actual receipts submitted

APPOINTMENT TERM:

- ✳ One-year terms, (from May 1 to April 30) renewable to a maximum of six consecutive years.
- ✳ City of Edmonton Volunteer Management practices include an annual evaluation of board members. *[City Policy C575A]*

TO APPLY:

- ✳ Applicants are required to complete the online Taleo application, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)



APPLICATION PROCESS TIMELINE:

Executive Committee of Council serves as the Selection Committee for this Committee. It is anticipated that selection processes will take place on the following dates:

- ✳ March 10, 2016 - Applicant Short Listing
- ✳ March 24, 2016 - Applicant Interviews
- ✳ April 5, 2016 - Appointments made by City Council

QUALIFICATIONS:

- ✳ Experience in using city streets and finding addresses, either professionally or for personal use, is desirable
- ✳ A strong interest in Edmonton and specifically in honoring the city's history
- ✳ Ability to maintain objectivity with respect to naming applications
- ✳ The ability to commit:
 - 6 - 7 hours per month
 - The Committee meets the fourth Tuesday of each month at 4:15 pm

EXPECTATIONS:

- ✳ To understand Naming policy and processes
- ✳ To promote the efficiency and effectiveness of the Committee
- ✳ To actively participate in Committee meetings and activities
- ✳ To review materials and prepare for meetings, actively participate in discussions and decision-making, and honor decisions of the Committee.
- ✳ To abide by the [Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees](#)
- ✳ To foster positive relations among Committee members, staff and the community