Frequently Asked Questions:

What is the purpose/mandate of the committee?
What is expected of me, as a member?
How much time can I expect to spend, as a member?
What does the committee do?
Do I get paid?
Are my expenses reimbursed?
How long am I a member?
How do I apply to become a member of the committee?
How long does the selection process take?
What qualifications do I need to apply?
Does the committee have subcommittees?

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Mandate  (Back to top)
The mandate of the Naming Committee* (NC) 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.

* Link opens in a new tab

Subcommittees (Back to top)

- On an ad hoc basis: none at present
Current Committee Activities (Back to top)

- 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 (Back to top)

NONE - Committee members serve in a voluntary capacity, however, members will be compensated for any out-of-pocket receipted expenses such as parking, bus fare, taxis, including child care (for meeting attendance). [City Policy C575C]*

* Link opens in a new tab

Appointment Term (Back to top)

- 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 committee members [City Policy C575C]*

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To Apply (Back to top)

Applicants are required to complete the online application questions, 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 (Back to top) (If Vacancies)
Urban Planning Committee of Council serves as the Selection Committee for NC Members. It is anticipated that selection processes will take place on the following (tentative) dates:

- January 17, 2021 – Posting Expires
- February 26, 2021 - Applicant Shortlisting
- March 25, 2021 - Applicant Interviews
- April 6, 2021 - Appointments made by City Council

Qualifications (Back to top)

- Experience in wayfinding or navigating urban environments (i.e. using city streets and finding addresses) 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 on the 4th Tuesday of the month at 4:15 pm in the Edmonton Tower.
  - The Committee is currently meeting virtually via Google Meet, due to Covid-19.

Expectations (Back to top)

- Understand Naming policy and processes
- Promote the efficiency and effectiveness of the Committee
- Advocate for the inclusion of diverse cultural perspectives
- Actively participate in committee meetings and activities
- Review materials and prepare for meetings, actively participate in discussions and decision-making, and honor decisions of the Committee.
- Abide by the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees*
- Foster positive relations among Committee members, staff and the community

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