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

**Current Committee Activities**
- We give names to places in Edmonton, including new areas, parks, city buildings, roads, and special honorary roads.
- We invite and listen to people’s ideas and thoughts about naming places.
- When necessary, we research, review and approve names to add to our “Names Reserve List” for future use.
- We create, put into action, and review the rules and steps about how naming is undertaken.
- With reference to the Naming Policy, we fairly review any requests for naming that are under consideration.
- We provide information about our naming decisions and activities with City Council, as necessary.

**Honoraria and Expenses**
Honoraria and expenses are available to Members who are appointed by City Council in accordance with [Procedure C628 Honoraria and Expenses for City Agencies](#) (members may opt out of receiving an honoraria if they choose).

**Honoraria for Advisory and Decision-Making Bodies**

<table>
<thead>
<tr>
<th>Position</th>
<th>Meeting Up to and Including 5 Hours</th>
<th>Meeting Over 5 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Chair</td>
<td>$125</td>
<td>$250</td>
</tr>
</tbody>
</table>

Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, transit and care-giving expenses to attend regular meetings. Mileage is not paid for attendance at meetings.
**Council Committees Code of Conduct**
Council appointed members of Council Committees are required to abide by Bylaw 19870 [Council Committee Code of Conduct Bylaw](#).

**Publicly Accessible Meetings**
All Council Committee meetings will be publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 Council Procedures Bylaw requirement to have a live audio and video view of Council Committee meetings and *Municipal Government Act* requirements.

**Appointment Term**
- Naming Committee members are appointed for one-year terms from May 1 to April 30, renewable to a maximum of six consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

**To Apply**
- Edmonton City Council values the diverse voices of citizens in local governance and commits to appointing individuals that are reflective of the population of the City and that have been recruited through a fair, equitable and inclusive process.
- Start by filling out the online application form. Remember to attach an up-to-date resume that highlights your relevant experiences and skills.
- If you make it to the shortlist, we will ask you for two written reference letters. These should be from people who can vouch for your fit and readiness for this Committee.
- If you need any kind of accommodation during the application process, please don't hesitate to reach out. Call us at 780-496-8178 or email at [civic.agencies@edmonton.ca](mailto:civic.agencies@edmonton.ca), and we'll do our best to assist you.

**Application Process Timeline**
The Urban Planning Committee serves as the Selection Committee for Naming Committee members. It is anticipated that selection processes will take place on the following dates:

November 2023
Qualifications

- Familiarity with navigating urban environments, including city streets and addressing, is an asset. We value applicants who have engaged with Edmonton in varied capacities - from daily commuting to participating in community events.
- A passion for exploring the City of Edmonton’s rich tapestry of histories, cultures, and legacies. We especially value those who have taken steps to learn about and engage with its diverse communities.
- A deep respect for, and understanding of, the knowledge, practices, and contributions of local and area Indigenous peoples. Prior engagement with Indigenous communities or educational initiatives is an asset.
- An appreciation for the local flora, fauna, and geographical or topographical features. While expertise is valued, a keen interest to learn and respect the natural environment of Edmonton is crucial.
- Demonstrated ability to approach naming applications with objectivity, ensuring that decisions are made in the best interest of the entire Edmonton community, respecting its diversity and history.

Time Commitment

- The ability to commit:
  - 6-7 hours per month.
  - The Committee meets on the fourth Tuesday of the month at 4:15 p.m.
  - Meetings are currently held virtually via Google Meet.
  - In-person meetings are held in the Edmonton Tower when determined by the Naming Committee.
- Members must have appropriate electronics to participate in meetings virtually.

Expectations

- Familiarize oneself with the naming policy and processes, recognizing the diverse histories, stories, and values they encompass.
● Dedicate efforts to enhance the efficiency and effectiveness of the Committee, ensuring it operates with transparency and inclusivity at its core.

● Act as an advocate for the incorporation of a wide range of cultural perspectives. Prioritize the inclusion of voices often underrepresented, such as those of Indigenous and other diverse communities in Edmonton.

● Engage actively in Committee meetings and related activities, demonstrating respect for all contributors, regardless of their background or viewpoint.

● Ensure a proactive approach in reviewing materials ahead of meetings, contributing to discussions, and making informed decisions. Uphold the integrity of the Committee by respecting and honouring its collective decisions.

● Work towards nurturing a harmonious environment, fostering positive relations among Committee members, city staff, City Council, and the broader community. Actively promote mutual respect, understanding, and collaboration.