



**CITY OF EDMONTON**

**BYLAW 17138**

**NAMING COMMITTEE BYLAW**

**(CONSOLIDATED ON MAY 27, 2020)**

**THE CITY OF EDMONTON**  
**BYLAW 17138**  
**NAMING COMMITTEE BYLAW**

Edmonton City Council enacts:

**PART I - PURPOSE, DEFINITIONS AND INTERPRETATION**

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| <b>PURPOSE</b>     | 1 | The purpose of this bylaw is to continue the Naming Committee as a Council committee with a new mandate and terms of reference.  |
| <b>DEFINITIONS</b> | 2 | <p>In this bylaw the words used have their ordinary meaning, unless they are expressly defined in the Municipal Government Act or in this section:</p> <ul style="list-style-type: none"><li>(a) <b>“City”</b> means the municipal corporation of The City of Edmonton;</li><li>(b) <b>“City Manager”</b> means the City’s chief administrative officer or delegate;</li><li>(c) <b>“City Policy”</b> means a written policy approved by Council;</li><li>(d) <b>“Committee”</b> means the Naming Committee continued under this bylaw;</li><li>(e) <b>“Council”</b> means the City’s elected governing body;</li><li>(f) <b>“development area”</b> means a land use plan including an area structure plan, neighbourhood area structure plan, neighbourhood structure plan, servicing concept design brief, or an outline plan;</li><li>(g) <b>“FOIP Act”</b> means the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000 c F-25;</li><li>(h) <b>“FOIP head”</b> means the individual or group of individuals appointed to exercise the powers and perform the duties and functions of a head designated for the Committee as required by the FOIP Act;</li><li>(i) <b>“highway”</b> has the same meaning as it is given in the <i>Traffic Safety Act</i>, RSA 2000, c. T-6;</li><li>(j) <b>“honorary road”</b> means a portion of a highway with a</li></ul> |

name designation that does not alter the municipal address system for that location;

- (k) “**member**” means an individual appointed to the Committee;
- (l) “**municipal facility**” means any City owned building or structure;
- (m) “**Municipal Government Act**” means the *Municipal Government Act*, RSA 2000, c. M-26;
- (n) “**Names Reserve List**” means a list of the names of the City’s noteworthy individuals, historical events, flora, fauna, and natural features;
- (o) “**park**” means City owned land used for public recreation or nature reserve;
- (p) “**Procedures and Committees Bylaw**” means Bylaw 12300, the City’s Procedures and Committee’s Bylaw;
- (q) “**road**” means a City owned highway;
- (r) “**Standing Committee**” has the same meaning as it does in the Procedures and Committees Bylaw.

**RULES FOR INTERPRETATION**

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The following rules apply to interpretation of this bylaw:

- (a) The marginal notes and headings are for reference purposes only;
- (b) In the event of a conflict between a provision of this bylaw and an enactment, the enactment governs;
- (c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established pursuant to the enactment or bylaw;
- (d) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, trade agreements, bylaws and City Policy.

**PART II - ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE**

**ESTABLISHMENT /**

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The Naming Committee established under Bylaw 3414 and

<b>CONTINUATION</b>		continued under Bylaw 14014, is continued under this bylaw.
<b>MANDATE</b>	5	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. (S.2, Bylaw 19635, May 27, 2020)
<b>TERMS OF REFERENCE</b>	6	The Committee will establish and maintain the Names Reserve List.
	7	The Committee will approve names for City development areas, parks, municipal facilities, roads, and honorary roads when an application is submitted to the Committee.
	8	At the City Manager’s request, the Committee may approve names for the components of facilities.
	8.1	If directed by Council, the Committee will provide recommendations for names based on, but not limited to, lettering, numbers and/or the geographical location of the ward. (S.3, Bylaw 19635, May 27, 2020)
	9	The Committee may select names from the Names Reserve List, but may exercise discretion to select names that are not on the Names Reserve List.
	10	The Committee may consider any information it deems relevant, and may hear submissions from any person, including the City Manager, on any naming matter.

**PART III - MEMBERSHIP**

<b>MEMBERS</b>	11	The Committee will be comprised of up to seven volunteer members, including one member nominated by the Edmonton Historical Board, appointed by Council in accordance with Council’s policies and procedures.
	12	The Mayor will not be a member.
<b>TERMS</b>	13	Members are appointed at Council’s pleasure for terms of up to one year, but Council may elect to increase the length of any term.
<b>CONDUCT</b>	14	The Committee may establish rules governing the conduct of its members.
	15	The Committee may ask Council to terminate a member’s appointment if he or she misses three meetings within a six month

period or breaches the Committee’s conduct rules.

- CHAIR**
- 16 The Committee will annually elect a chair and vice-chair from its members.
- 17 The chair may serve as the Committee’s chair for up to three consecutive one year terms.
- 18 The chair will preside at meetings, present the Committee’s reports to Council, and perform the duties required of the chair by Council policies, but if the chair is unable to perform the chair’s duties, the vice-chair will perform them.

#### **PART IV - PROCEDURES**

- MEETINGS**
- 19 The Committee will establish an annual meeting schedule and provide it to the City Manager.
- 20 Meetings will take place in accordance with the Committee’s meeting schedule, and otherwise at the call of the chair.
- QUORUM**
- 21 Quorum for Committee meetings is met by the attendance of a majority of the Committee’s members.
- TELEPHONE ATTENDANCE**
- 22 Members may participate in Committee meetings using communication facilities, and members participating using communication facilities will count toward quorum. (S.4, Bylaw 19635, May 27, 2020)
- PROCEDURES**
- 23 The Committee will follow the meeting procedures set out in the Procedures and Committees Bylaw, or as otherwise directed by the chair.
- VOTING**
- 24 Members will vote by show of hands, or by stating “yes” or “no” at the conclusion of a vote if participating by communication facility, unless the chair directs otherwise. (S.5, Bylaw 19635, May 27, 2020)
- PUBLIC MEETINGS**
- 25 Committee meetings will be held in public, with notice to the public, unless the meeting is closed for reasons permitted by the Municipal Government Act.
- FOIP ACT**
- 26 The Committee will appoint a FOIP Head and adopt a FOIP fee schedule as required by the FOIP Act.
- SUB-COMMITTEES**
- 27 The Committee may establish sub-committees comprised of its members and non-members to work on matters within the scope of its mandate, but sub-committees will be chaired by a member and

report to the Committee.

## **PART V - CITY MANAGER'S ROLE**

- 28 The City Manager will perform the following duties and functions for the Committee:
- (a) Publish the Committee's meeting schedule and notices;
  - (b) Provide technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings;
  - (c) Manage the Committee's minutes and records;
  - (d) Provide City information or records to the Committee about matters within its mandate if requested, subject to FOIP Act and other confidentiality requirements;
  - (e) Present budget requests for the Committee during the City's budget process;
  - (f) Facilitate the preparation of Committee reports to Council through the designated Standing Committee;
  - (g) Facilitate the submission of applications for names to the Committee, and provide advice to the Committee for each submission;
  - (h) Serve as the Committee's FOIP Head until such time as it passes a resolution appointing a FOIP Head in the manner required by the FOIP Act, but may with the City Manager's consent, appoint the City Manager.
- 29 The City Manager will assist persons wishing to make submissions to the Committee to submit their materials for review and make presentations to the Committee.
- 30 The City Manager will prepare and present reports on the assets requiring a naming decision from the Committee.
- 31 Nothing in this bylaw restricts or impairs the Council or the City Manager's power to sell or otherwise dispose of naming rights in accordance with City Policy.

## **PART VI - GENERAL**

<b>LEGISLATIVE REFERENCES</b>	32	Schedule “A” entitled Legislative References is attached to and forms part of this bylaw.
<b>REPORTING</b>	33	At least once per year the Committee will report to Council through its designated Standing Committee for review of its work plan, to update Council on its progress and initiatives, and to provide information or recommendations on issues and matters within its mandate.
<b>BYLAW REVIEW</b>	34	Not later than July 31, 2019, the Committee will prepare a report on the work done by the Committee to determine whether Council continues to require the Committee, and if so, whether changes to its bylaw are required.
<b>REPEAL</b>	35	Bylaw 14019 is repealed.

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager’s authority)

Bylaw 17138, passed by Council May 12, 2015

Amendments:

Bylaw 19635, May 27, 2020

## SCHEDULE A

<b>Legislation</b>	<b>Section</b>	<b>Summary of Referenced Item</b>
<b>MGA</b>	1(f)	A committee, Committee or other body established under the authority of the MGA is a Council committee and subject to all of the rules for Council committees in the MGA
	142	Council is the continuing elected governing body of the City
	145	Council may establish Council committees by bylaw and pass rules for their conduct and procedure
	199	Members of Council or Council committees may attend meetings by electronic or other communication facilities if notice of the way it will be conducted is given to the public, the facilities allow the public to watch or listen, a designated officer is in attendance, and the facilities allow the participants to watch or hear one another.
	203 202(2)	Council may delegate any of its powers, duties or functions to the City Manager, designated officer, or council committee, except for passing budgets and bylaws, forgiving or exempting payment of taxes (s. 347), appointing/evaluating the City Manager, hearing of statutory appeals (unless delegated to a council committee)
	201(1)(b)	Council or the City Manager may exercise the City's natural person powers, unless Council specifies otherwise.
	201(2)	Council may not exercise a power or function or perform a duty that is assigned to or delegated to the City manager by bylaw or enactment
	207 and 208	The City Manager is the administrative head of the City, responsible for ensuring the policies and programs of the City, advises and informs Council of the operations and affairs of the City, and is responsible for bylaws, minutes, records and providing written advice about legal responsibilities in relation to Council committees
	209	The City Manager may delegate any of the City Manager's powers, duties or functions to a City employee or designated officer
	210	The City Manager is a designated officer of the City and all other appointed designated officers report to the City Manager.
<b>FOIP Act</b>	1(x),(xiii), (j), (p)	Council committees are separate public bodies from the City
	95	All public bodies must using the processes by which they take actions, appoint a FOIP Head responsible for performing the duties imposed by the Act, and set a fee schedule for FOIP requests