

Terms of Reference – Martensville Naming Committee

Authority

The Martensville Naming Committee is a Select Committee of Council established under Section 55 of *The Cities Act* (Saskatchewan). The general purpose of Select Committees is to inquire into specific matters and report findings and recommendations to City Council for determination.

The Committee operates as an advisory body to Council and does not have decision-making authority. Final approval of names rests with Council.

Purpose

The Naming Committee (the “Committee”) is established to provide recommendations to Council regarding the naming, renaming, or commemorative naming of municipal assets, including but not limited to roads, parks, facilities, buildings, and other public spaces. The Committee ensures that naming decisions reflect the community’s identity, heritage, culture and values.

Mandate

The Committee shall:

- Review and evaluate naming submissions in accordance with the City’s Naming of Civic Property and Development Areas Policy #103/19
- Recommend names for new municipal assets and renaming of existing ones.
- Ensure proposed names meet established criteria, including appropriateness, cultural sensitivity, and historical significance.
- Encourage community participation and input in the naming process.
- Maintain a registry of approved names for future use.
- Advise Council on issues related to commemorative or honorary naming.

Composition

- The Committee shall consist of the Mayor and two Councillors as appointed by Council.
- One member from City Administration as appointed by the City Manager
- One city staff member shall be assigned to provide clerical support, coordinate meetings and maintain records.

Chair and Vice Chair

- The Committee shall elect a Chair and Vice-Chair annually.
- The Chair shall preside over meetings, ensure adherence to the Terms of Reference, and act as the main liaison with Council.
- The Vice-Chair shall assume the Chair's duties in their absence.

Meetings

- The Committee shall meet at least quarterly, or as required to fulfill its mandate.
- Additional meetings may be called by the Chair or by Council request.
- A quorum shall consist of a majority (50% + 1) of the voting members present.
- Meetings shall be open to the public unless confidential matters are discussed, in accordance with The Cities Act and relevant Procedural Bylaws.

Decision -Making

- Decisions and recommendations shall be made by simple majority vote of members present
- In the event of a tie, the motion is deemed defeated.
- All recommendations shall be documented and presented to Council for formal approval.

Conflict of Interest

- Members must act in the best interest of the City and disclose any real or perceived conflicts of interest.
- Members must recuse themselves from discussions where a conflict exists; such recusal will be noted in the minutes

- Members shall not use privileged information gained through the committee for personal benefit.