

Terms of Reference for Civic Commemoration Standing Committee

City of Saint John

Last Updated: March 1st, 2022

1. Mandate:

The function and mandate of The City of Saint John's Civic Commemoration Committee (CCC) shall be to guide and advise Council through the naming of public streets, assets, and spaces. This includes calls for the naming or renaming of spaces and streets, and the placing of monuments and plaques on City properties.

2. Committee Role and Responsibilities

- a. Approve names to be added to the *Civic Asset Name Reserve List* based on input from staff regarding compliance with naming policies and guidelines.
- b. Establish and maintain a registry of all plaques, monuments, and other commemorations on all public land.
- c. Recommend names for civic assets as required.
- d. Provide input towards future place naming policy.
- e. Consider any matters which may be referred to the Committee by Saint John Common Council.
- f. Improve on the City of Saint John's commemoration and recognition of past and existing residents representing the Black, Indigenous, and People of Colour (BIPOC) communities.
- g. A special focus will also be to ensure greater commemoration of women and other underrepresented residents who have contributed to the culture of Saint John through the efforts of the Committee.

3. Committee Composition:

- a. Council shall appoint five (5) members from the public. All appointments to the Committee will be selected on the basis of their potential to contribute to the mandate, roles, and responsibilities of the Committee, including skills, experience, and qualities reflecting diversity, equity, and inclusion.
- b. Common Council will appoint two (2) voting members from Common Council, including the determination of which Council member will act as the Chair and which will act as the Vice-Chair. The role of the Chair is to conduct meetings and encourage the active

participation of all members. The Chair will act as the spokesperson of the Committee when sharing recommendations or updates from the Committee to Growth Committee, Common Council and the public, but in no other circumstances. The Vice-Chair will assume the responsibilities of the Chair when the Chair is absent.

- c. The Committee will be supported by non-voting municipal employees, including:
 - i. The City's Arts and Culture Coordinator
 - ii. One representative from Growth and Community Services
 - iii. One representative from the General Counsel's Office
 - iv. One representative from GIS
 - v. One representative from the City Clerk's Office

- d. Upon need, individuals with perspectives and expertise from the community may be invited into Committee meetings as non-voting members to support discussion and decision-making.

5. Assignments:

The work of the Committee will be activated through one of two mechanisms:

- a. A request or inquiry originating from the community, submitted to Council, with approval from Council that it be forwarded to the Committee.

- b. A request directly from Council to Committee for guidance and feedback.

4. Planning and Reporting:

The Committee shall:

- a. Submit an annual report to Council describing its accomplishments for the year, including any needed additions or adjustments to the place naming policy for Council's consideration.
- b. Produce an annual workplan with special objectives in consultation with Council and staff liaisons.
- c. The staff will prepare reports on relevant decisions or recommendations from the Committee for Common Council. All reports to Council must be signed by the Chair and will be presented at Council by the Chair.

5. Appointment and Term:

- a. Terms of appointment for all voting members are for three (3) years.
- b. Members of staff are appointed at the discretion of the City Manager.
- c. Voting members are eligible for re-appointment but cannot serve for more than two (2) successive 3-year terms.
- d. A voting member who is absent for more than two consecutive required meetings, unless otherwise excused by the Chair, is deemed to have resigned from the Committee.

7. Meeting Frequency:

- a. The Committee will meet at minimum two times a year.
- b. The Chair may summon a special meeting of the Committee by giving at least one (1) week's notice to each member, specifying the purpose for which the meeting is called.
- c. The Committee may form sub-Committees to assist in their work.

8. Voting:

- a. Quorum is met by attendance of at least 51% of Committee members, which must include the Chair or Vice Chair.
- b. All decisions for the Committee shall be in the form of resolutions duly moved, seconded, and passed by a majority of its voting members present.
- c. All decisions through email vote shall be in the form of resolutions sent to all Committee members, moved, seconded, and passed by a quorum of the current Committee members. The decision shall be presented at the next Committee meeting and added to the minutes of that meeting.
- d. A member of the staff shall serve as the Committee secretary and prepare an agenda and capture votes, assignments, and actions.

9. Limitations and Authorities:

- a. The Committee does not hold authority to rename any space in Saint John but does have the mandate to offer guidance to Common Council on decisions pertaining to naming rights.
- b. Naming for the purposes of "cultural, historical, heritage or commemoration" is within the scope of the Committee, while naming rights for the purposes of economic benefit for this City is not.

- c. In the event there is a potential for the access of new revenue for the City of Saint John as it relates to naming recognition, City staff will be tasked with assessing on a case-by-case basis the revenue potential of that relationship with the continued need for “cultural, historical, heritage or commemoration” naming right. Such assessments will be presented to Council for their consideration.