

Application and Selection

Step 3 - Council Consideration

City Council will consider the information submitted by the applicant and administration at an upcoming City Council meeting. After the meeting, the applicant will be advised of City Council's decision in writing.

Addition of New Names to the Street Name List

- All approved names are added to the Street Name List at the bottom of their respective section or subsection. All names selected for use come from the top of their respective section or subsection. Names are drawn from the list when a new street is created. Administration is responsible for ensuring that names are drawn from the list in proper order (see Street Naming List for more info).

Please Note: The Street Name List is quite lengthy, with over 130 different names. New streets are not often created; therefore, the use of any name on the list, especially names recently added, may take considerable time before being used..

Selection of Names from the Street Name List

In the event the City requires new names, the names will be drawn from the list as follows:

- One (1) name per section;
- Each name will come from the top of their respective section or subsection;
- Every 3rd name shall be a name taken from the Veteran's section;
- Once the first name listed in each section has been used, the second name listed in each section will be used, and so on. Used names are to be ~~crossed out~~, not removed. This allows us to track when names were used and who's is next;
- If a rename request has been approved, the name is to come from the Street Name List as described above.

Related Policies

Should an application not meet the requirements in the policy, the City of Prince Albert offers alternative methods for honoring citizens through The City of Prince Albert Naming Rights and Sponsorship Policy, and The City of Prince Albert Monuments and Memorials Policy. For information on these policies, please contact Community Services at 306.953.4800.

Street Naming

Information on the policy and process for adding names to the Street Naming List and naming streets in the City of Prince Albert

This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Planning and Development Services for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

Planning and Development Services

1084 Central Avenue
Prince Albert, SK S6V 7P3
Phone: (306) 953-4370

Email: pds@citypa.com

OFFICE HOURS

Monday to Friday 8:00am-4:45pm

www.citypa.ca



Purpose and Intent & Qualifying Criteria

Purpose

The purpose of the policy and procedure is to establish a fair, clear and consistent method for reviewing applications to add names to the Street Name List or to rename streets, and utilizing the names on the list.

Intent

Through close regulation of the qualifying criteria and the types of applications accepted, the City is able to balance the functional need to name streets with the desire to utilize street naming as a method of honoring citizens. As per the policy and procedure, there are two types of requests:

- To add a new name to the Street Name List, or
- To rename a street.

Qualifying Criteria

An application shall only be forwarded to City Council for consideration when the following qualifying criteria are met:

Politicians

An elected official may have their name added to the Street Name List by request or nomination, subject to the following:

- Successful completion of one (1) term as Mayor of the City of Prince Albert;
- Successful completion of two (2) or more terms as a Councillor of the City of Prince Albert; or
- Successful completion of one (1) term as either an MP or MLA, representing the City of Prince Albert.

Veterans

Any person formally recognized as a Veteran may have their name added to the Street Naming List either by request or nomination, subject to the following:

- Administration shall provided with a letter or documentation officially recognizing the individual as a Veteran; and
- Administration shall be provided with a minimum one (1) page biography about the individual.

General Public

Any citizen, living or passed, of Prince Albert may have their name added to the Street Name List either by request or nomination, subject to the following:

- Submission of a complete application, including a one (1) page cover letter regarding the reason for the request or nomination;

Qualifying Criteria & Application and Selection

- Submission of a minimum one page biography about the individual and their outstanding community contributions, such as:
 - Their demonstration of excellence, courage, dedication, compassion, heroism, etc. for citizens of the City of Prince Albert;
 - Record of volunteerism, be it in time, effort, resources, etc. for the City of Prince Albert; or
 - The Development of a private subdivision; and
- Submission of at least two (2) letters of support from any person, group of people, organization, or party detailing the individual's civic contributions as noted above.

Names shall not be considered if:

- The name is deemed to have the potential to cause wayfinding and identification issues for emergency services, utilities or the general public.

For example: If the proposed name is the same but spelled differently than a name already used or on the list, or if the name is similar to a name already used or on the list, or if the name has already been used to name a street, park, facility, etc..

- The application is left incomplete, or the applicant cannot sufficiently prove that the individual in question meets the required qualifying criteria.

Please note: The use of given names, initials or any other qualifier are not used for the naming of streets (surnames only).

Application

All requests to either add a name to the Street Name List or have a street renamed are handled by Planning and Development Services. If you have any questions regarding the application requirements or process, please contact Planning and Development Services at 306.953.4370.

Application Process

Step 1 - Complete and Submit the Application Form

Applications forms can be found on the City's website www.citypa.ca or picked up at Planning & Development Services, 3rd Floor, City Hall, 1084 Central Avenue. The completed application form along with the required information can be submitted to pds@citypa.com or in person at the above noted address.

Step 2 - Application Review

Planning and Development Services will review the application once submitted. If more information is required, the applicant will be contacted. If all criteria is met, a report will be prepared for City Council's consideration.

