

## **City of Steinbach Honourary Street Name Policy**

### General

The City of Steinbach establishes the following Honourary Street Name policy to provide a set of guidelines and criteria regarding requests for the designations of honourary street names. The purpose of the policy is to provide residents and council with a method of public recognition to honour people who have made significant contributions to the community.

### Background

The legal naming or re-naming of an existing street requires council to implement a by-law, create new signage and change addressing to all existing properties. Implementing an Honourary Street Name policy allows the city to recognize important and influential individuals, without causing an official address change to the residents and businesses located on that street.

### Qualifications

The intent of the Honourary Street Name policy is to adopt a process to be used to name a street or a portion of street after noteworthy people who demonstrate excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of Steinbach. Honourary streets may also be named after former Mayors, City Councillors, or other political representatives from the City of Steinbach.

### Application Process

Requests are subject to review and consideration by City Council at a regular council meeting. All requests for an honourary street name must be submitted to the City in writing and include the following information:

- The honourary street name requested
- The street or portion of a street for which the designation is sought, and the proposed honourary street name sign location(s)
- Explanation as to why the designated person/group should have an honourary street named in their honour
- The significant ties and/or association of the honouree to the City of Steinbach

- Geographical relationship to the area of interest or any other information that may be relevant to the request

Notwithstanding the above qualifications, the Mayor of the City of Steinbach may assign an honorary street name to a street or portion of street so long as the assignment complies with the requirements for assigning an honorary street name as set out in the policy.

### Timeline

An honorary street name may be authorized for a time span of ten years from the date of council approval. After the initial ten-year term applicants will have the option to re-apply to allow the Honorary Street Name to remain for an additional timespan of ten years.

### Cost of Honorary Street Name

There is no fee required for an Honorary Street Name request submission. All costs associated with the manufacturing and installation of the street name topper(s) (Appendix) will be paid for by the City of Steinbach from the Mayor's discretionary grant budget, subject to the City's annual approved budget funding limits. When the term(s) for an honorary street name designation is completed, or is not otherwise renewed, the street sign toppers shall be removed from the street and returned to the applicant or distributed as otherwise directed by the Mayor.

Appendix: Street Sign Topper Model

