

# STREET NAME CHANGE MANUAL

**NOTE:**

*This document constitutes instructions from the Controller of Surveys for the preparation of Application for Change Orders. The document is intended to outline the process to have plans and GIS amended as to the new Street Names. Reference should still be made to the various Acts and Regulations pertaining to specific situations, which may or may not be included in this document.*

## Revision History

Version	Date	Description of Changes	Page Number
1	October 4, 2014	Previous Manual – amended to reflect PSO submission requirements (unconfirmed date as manual was undated)	--
2	March 5, 2020	The Northern Municipalities Act, 2010 proclaimed, Jan. 1, 2011 – provides for council to pass either resolution or bylaw	4
2	March 5, 2020	Addition – Certified True copy of Bylaw or Resolution from a copy of Bylaw or Resolution	4
2	March 5, 2020	Removal of Fees:	4
2	March 5, 2020	Addition – municipality responsible for advising the Provincial Emergency Communications Centre (PECC) and Ministry of Highways and Infrastructure (MHI) of the street name change	4-5
3	March 5, 2020	Document moved into new template	All

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## INTRODUCTION

A Municipality may change street names according to legislation.

- A Rural Municipality, Town, or Village (*The Municipalities Act – sections 5(3) and 17(1)*);
- A City (*The Cities Act – sections 5(3) and 16(1)*); or
- A Northern Municipality (*The Northern Municipalities Act, 2010 – sections 5(3) and 17(1)*)

A Municipality may use either a bylaw or a resolution to amend street names.

## DOCUMENTATION

- 1) Application for plan amendment  
(In accordance with Section 42 of The Land Surveys Act, 2000);
- 2) Certified True Copy of Bylaw or Resolution. This must reference the plan number(s) to be amended;
- 3) Copy of Sketch attached to the Bylaw or Resolution (if any);
- 4) Covering letter (preferable).

Submit completed Packets online [www.isc.ca/SurveyPlans/SubmitaPlanOnline](http://www.isc.ca/SurveyPlans/SubmitaPlanOnline)

## NOTE

- a) All subdivision plans reference street names. However, only the streets within the registration/approval line of the plan are vested by that plan. Street names referenced outside of the registration/approval line of the plan have been vested by a different subdivision plan. Therefore, only the subdivision plan numbers that vest the street/s should be included in the Application for plan amendment. Subdivision plans that reference the street names but never vested the streets will not be amended.
- b) Road Plans and Township Plans vest roads (streets), but do not reference street names. Therefore, these plans do not require amendment. However, street names may exist for such vested roads due to a previously passed Bylaw or Resolution. Where this situation occurs, and the street name change is indicated in your Bylaw or Resolution, our Geographical Information System (GIS) will be updated accordingly.

- c) The submitting party (municipal authority) is responsible for voluntarily registering with the provincial Civic Address Registry (CAR) and updating their addresses (house number + street name) to the dataset, as the CAR dataset is consumed by the Provincial Emergency Communications Centre (PECC) and other public safety agencies. Information on CAR is available from the PECC through the Provincial Help Desk at 1-844-407-0077 or [support@saskaddress.ca](mailto:support@saskaddress.ca).
  
- d) The submitting party (municipal authority) is also responsible for voluntarily advising Ministry of Highways and Infrastructure (MHI) on any new or changed road names, as MHI maintains a provincial road network dataset that contributes to the National Road Network dataset. This data is widely consumed by the Provincial Emergency Communications Centre, and other public safety agencies. Information on how to update roads to MHI is available from the PECC as part of the CAR Program at [support@saskaddress.ca](mailto:support@saskaddress.ca), or from Muhammad Tubbsum, MHI Information Management Branch ([Muhammad.tubbsum@gov.sk.ca](mailto:Muhammad.tubbsum@gov.sk.ca)).