

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER

A09-042

POLICY TITLE <i>Explosive Demolition Policy</i>	ADOPTED BY: <i>City Manager</i>	EFFECTIVE DATE <i>November 16, 2017</i>
ORIGIN/AUTHORITY <i>General Manager, Transportation and Utilities</i>	CITY FILE NO. <i>CK. 500-0</i>	PAGE NUMBER <i>1 of 7</i>

1. PURPOSE

- 1.1 To ensure Explosive Demolitions within the City of Saskatoon limits are carried out in a manner which protects the safety of the public and City of Saskatoon employees;
- 1.2 To establish standard procedures for carrying out Explosive Demolitions in an efficient and effective manner; and
- 1.3 To meet obligations of Article 3.3 of Council Policy C11-002 - Organized Event Emergency Planning.

2. DEFINITIONS

- 2.1 Applicant – the person or organization requesting permission from the City to conduct an Explosive Demolition. Typically, this will be the Blaster.
- 2.2 Associated City Department – In the case of Explosive Demolition of a private building, this means the Building Standards Division; in the case of Explosive Demolition of civic infrastructure, this means the City Division coordinating the project. For all other cases, the Associated City Department is assigned on a case-by-case basis.
- 2.3 Blaster – A qualified and licenced professional within the meaning of the Explosives Act in the field of transporting, storing handling, and use of explosives, with knowledge of all laws and regulations which pertain to transportation, storage, handling and use of explosives in Saskatchewan.
- 2.4 Blast Designer – A qualified professional explosives engineer, licensed to practice in Saskatchewan.
- 2.5 Demolition – The destruction of buildings, structures, facilities, or material.

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- 2.6 EMO – Emergency Measures Organization.
- 2.7 Explosive – A substance that decomposes rapidly under certain conditions with the production of gases, which expand by the heat of the reaction. The energy released is used for blasting.
- 2.8 Explosive Demolition – Any Demolition employing the use of Explosives.
- 2.9 Incident – An actual or foreseeable emergency or other situation, whether caused by human activity or natural phenomena, that requires prompt action to protect one or more of the safety of persons, property and the environment.
- 2.10 Incident Action Plan (IAP) – A written plan containing general objectives and strategy for managing an Incident. The plan includes the identification of operational resources and assignments. The purpose of this plan is to provide all Incident supervisory personnel with direction for actions to be implemented during the operational period identified in the plan. The IAP is prepared and finalized by EMO with information provided by the Blaster.
- 2.11 Incident Command System (ICS) – A nationally recognized incident management system.

3. APPLICATION OF POLICY

- 3.1 This policy applies to all Explosive Demolitions planned and executed in the City of Saskatoon with the sole exception of demolition activities undertaken by the Saskatoon Police Service. It is not intended to replace the existing building permit application process for the demolition of a building, but assists in the evaluation of any potential risks and determine if Explosive Demolition will be permitted.

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4. POLICY

4.1 Application Procedure

The Blaster requesting the Explosive Demolition shall apply to the Associated City Department in writing on the application form provided in Schedule "A" at least 2 months prior to the proposed date of demolition, subject to the discretion of the Associated City Department, submitting the following information:

- Name(s) of Applicant(s) and their signatures;
- Detailed submission of qualifications and experience of Blaster and Blast Designer;
- The proposed specific Explosive Demolition procedures including:
 - Required equipment;
 - Monitoring procedures;
 - Map illustrating proposed containment zone and charge placement;
 - Safety plan;
 - Environmental, dust control and disposal plan;
 - Demolition day general procedures;
 - Proposed target dates and Go/No-Go deadlines which are a minimum of 48 hours in advance of the proposed time of the Demolition;
 - Draft public notice for all buildings within the containment zone; and
 - Explosives delivery schedule & security plan; and
- Supporting documentation for all proposed insurance and indemnities required by the City. Note that actual amount of insurance and indemnities required by the City will be assessed upon receipt of the application.

4.2 Preliminary Review and Withdrawal of an Application

The Associated City Department shall conduct a preliminary review of completed application forms of the application, and the suitability of the qualifications of the Blaster and Blast Designer. The Associated City Department shall notify the Applicant to advise whether the application has passed preliminary review at least six weeks prior to the planned

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Explosive Demolition. This notification shall not constitute an approval for the Explosive Demolition to proceed.

Applications may be withdrawn by the Applicant at any time upon notice to the Associated City Department. Applicants withdrawing an application within 48 hours of a planned Explosive Demolition may be charged by the City for all expenses related to the event, including traffic controls, emergency services staffing, advertising, and other costs incurred by the City.

The City of Saskatoon reserves the right to refuse to provide approval for the Explosive Demolition to proceed for any reason. If the City refuses to provide approval for the Explosive Demolition to proceed, it shall, upon request of the Applicant, provide reasons for the refusal.

4.3 Coordination Meeting

As soon as practicable after notifying an Applicant that its application has passed preliminary review, the Associated City Department shall schedule a coordination meeting with the Applicant and the City's review team to identify risks that need to be addressed during the course of the Demolition and to coordinate further refinement of the Applicant's Explosive Demolition procedures such that the City can make a final determination regarding approval for the Explosive Demolition to proceed. The first meeting shall be held a minimum of one month prior to the proposed target date for the Explosive Demolition.

The City's review team shall consist of representatives from the Associated City Department, EMO, Fire Department, Police Services, Communications, and Transportation Detours group. The review team may also include other divisions as deemed necessary by the Associated City Department based on the nature and location of the Explosive Demolition.

Additional coordination meetings may be called to support planning of the Explosive Demolition and coordination of all applicable stakeholders.

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4.4 Approval for Explosive Demolition to Proceed

The City may issue approval for the Explosive Demolition to proceed, if the following criteria have been met:

- a) The Incident Action Plan (IAP) is satisfactory to the EMO; and
- b) The supporting documents, including insurance and indemnity, are complete, appropriate and adequate to the satisfaction of the Associated City Department.

The Applicant shall revise the Explosive Demolition procedures to address the requirements of the City review team. The Associated City Department shall be responsible to ensure all such requirements are duly reflected in the final Explosive Demolition procedures document from the Applicant.

The Associated City Department shall prepare the Approval of Explosive Demolition form, in accordance with the template provided in Schedule "B", at least 24 hours prior to the planned date and time scheduled for the event. EMO shall issue the final IAP to all parties involved in the Explosive Demolition. Issuance of this approval does not relieve any party from following the instructions in the IAP, and the City reserves the right to revoke approval of the Explosive Demolition for any reason by verbal or written instruction of any City signatory of the Approval of Explosive Demolition form at any time prior to the event.

4.5 Compliance with Laws

This policy does not relieve the Applicant or the Blaster from complying with all applicable Federal, Provincial and Municipal Acts, Regulations, Policies and Bylaws, including:

- a) Bylaw No. 8244 - Noise Bylaw;
- b) Bylaw No. 6770 - Demolition Permit Bylaw;
- c) Bylaw No. 8153 - Dangerous Goods Bylaw;
- d) Bylaw No. 9455 - The Building Bylaw; and
- e) Council Policy C11-002 - Organized Event Emergency Planning.

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5. RESPONSIBILITIES

5.1 Applicant is responsible to:

- a) Provide all the information required in the application, and for coordinating with the Blaster (if another party), the Blast Designer, and any other non-City entities to provide any other information required to assist the City in reviewing the application and processing the approval.
- b) Attend all coordination meetings.
- c) Observe all procedures described in the approved IAP which is issued by EMO.
- d) Coordinate with the Blaster (if another party) to confirm that:
 - i) All requirements identified by the City's review team are incorporated into the Explosive Demolition procedure;
 - ii) All necessary resources to set up and maintain site security for the Demolition are in place; and
 - iii) All necessary resources to clear the containment zone prior to the Demolition are in place.
- e) Coordinate with the Blaster (if another party) to print and deliver any and all public notices to buildings within the containment zone as directed by the City.
- f) Compensate the City for all costs associated with the participation of emergency services personnel and all required traffic controls necessary to accommodate the Demolition, and in accordance with the approved IAP.

5.2 Blaster is responsible to:

- a) Have the required minimum of two years' experience in Explosive Demolitions of similar size and scope.
- b) Attend all coordination meetings.
- c) Incorporate all requirements identified by the City's review team into the Explosive Demolition procedure.
- d) Coordinate with all utility companies.
- e) Observe all procedures described in the approved IAP which is issued by EMO.

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- f) Provide all necessary resources to set up and maintain site security for the Demolition.
- g) Provide all necessary resources to clear the containment zone prior to the Demolition.
- h) Print and deliver any and all public notices to buildings within the containment zone as directed by the City.
- i) Coordinate with Nav Canada as necessary.

5.3 Associated City Department is responsible to:

- a) Organize the City's review team, with appropriate representation as described in Section 4.3 of this policy.
- b) Lead the review process, and convey additional requirements to be incorporated into the Explosive Demolition procedure.
- c) Develop and coordinate appropriate execution of the Approval of Explosive Demolition form.

5.4 Emergency Measures Organization is responsible to:

- a) Create the IAP and provide updates where appropriate.
- b) Coordinate with the involved parties.
- c) Coordinate communications with the airport authority where appropriate.
- d) Distribute NotifyNow message where appropriate.
- e) Lead on site safety meetings on the day of the Explosive Demolition.

SCHEDULE "A" TO POLICY A09-042



APPLICATION FOR EXPLOSIVE DEMOLITION

Note: Complete applications must be provided at least 2 months prior to the proposed date of the Explosive Demolition.

Applicant Name: _____ Date of Application: _____

Applicant Phone No.: _____ Applicant Email: _____

Facility Owner: _____ Facility Address/Location: _____

Blaster:

Blaster Representative Name*: _____

Representative Phone No.*: _____ Representative Phone No.*: _____

Proposed Date & Time of Explosive Demolition: _____

*Complete this information if different than the name of the Applicant.

- Append the following information to this application and return to the City representative:
 - Qualifications and experience of Blaster and Blast Designer demonstrating a minimum of two years' experience in Explosive Demolitions of similar size and scope
 - The proposed Explosive Demolition procedure including:
 - Details of equipment proposed to be employed
 - Draft monitoring procedures
 - Map illustrating proposed containment zone and charge placement
 - Draft safety plan
 - Draft environmental, dust control and disposal plan
 - Demolition day general procedures
 - Proposed target dates and Go/No-Go deadlines (minimum of 48 hours in advance of the proposed time of the Demolition)
 - Draft public notice for all buildings within the containment zone
 - Draft explosives delivery schedule & security plan
 - Supporting documentation for all proposed insurance and indemnities for the Explosive Demolition. Note that actual amount of insurance and indemnities required by the City will be assessed upon receipt of the application.
- If permission is granted, I agree to abide by and observe all Federal and Provincial Statutes, and all City bylaws in doing the work and undertake to indemnify the City against any and all manner of action or actions, cause or causes of actions, sums of money, claims and demands whatsoever at the law or in equity which may be made against the City of Saskatoon, or in relation to damage caused to City property, arising out of or in relation to the granting of the within application and in relation to the subject demolition, whether by use of explosives or other methods, or both.
Initial: _____
- The Blaster will attend all required coordination meetings with the City. **Initial:** _____
- The Blaster will incorporate all recommendations and measures requested by the review team in the demolition procedure. **Initial:** _____
- The Blaster will complete all necessary coordination with all applicable utility companies and regulatory authorities.
Initial: _____

- The Applicant shall print and deliver any and all public notices to buildings within the containment zone as directed by the City. **Initial:** _____
- The Blaster and all other onsite representatives of the Applicant at the site of the explosive demolition shall observe all procedures described in the approved IAP as issued by the EMO. **Initial:** _____
- The Applicant shall provide all necessary resources to set up and maintain site security for the explosive demolition. **Initial:** _____
- The Applicant shall provide all necessary resources to clear the containment zone prior to the explosive demolition. **Initial:** _____

Applicant Signature: _____

Application Review Procedure:

- Completed application forms shall be reviewed by the City.
- The Applicant shall be notified whether the application has passed preliminary review at least six weeks prior to the planned Explosive Demolition. This notification shall not constitute an approval for the Explosive Demolition to proceed.
- Where the City approves the planned Explosive Demolition to proceed, The City shall issue an Approval for Explosive Demolition to Proceed at least 24 hours in advance of the accepted date/time of the event.
- Applications may be withdrawn by the Applicant at any time upon notice to the City representative. Applicants withdrawing an application within 48 hours of a planned Explosive Demolition may be charged by the City for all expenses related to the event, including traffic controls, emergency services staffing, advertising, and other costs incurred by the City.
- The City of Saskatoon reserves the right to refuse to provide approval for the Explosive Demolition to proceed for any reason. If the City refuses to provide approval for the Explosive Demolition to proceed, it shall, upon request of the Applicant, provide reasons for the refusal.

Glossary of Terms:

Applicant – the person or organization requesting permission from the City to conduct an Explosive Demolition. Typically, this will be the Blaster.

Blaster – A qualified and licensed professional in accordance with the Explosives Act in the field of transporting, storing handling, and use of explosives, with knowledge of all laws and regulations which pertain to transportation, storage, handling and use of explosives in Saskatchewan.

Blast Designer – A qualified professional explosives engineer, licensed to practice in Saskatchewan.

Demolition – The destruction of buildings, structures, facilities, or material.

EMO – Emergency Measures Organization.

Explosive – A substance that decomposes rapidly under certain conditions with the production of gases, which expand by the heat of the reaction. The energy released is used for blasting.

Explosive Demolition – Any Demolition employing the use of Explosives.

Incident – An actual or foreseeable emergency or other situation, whether caused by human activity or natural phenomena, that requires prompt action to protect one or more of the safety of persons, property and the environment.

Incident Action Plan (IAP) – A written plan containing general objectives and strategy for managing an Incident. The plan includes the identification of operational resources and assignments. The purpose of this plan is to provide all Incident supervisory personnel with direction for actions to be implemented during the operational period identified in the plan. The IAP is prepared and finalized by EMO with information provided by the Blaster.

SCHEDULE "B" TO POLICY A09-042



APPROVAL FOR EXPLOSIVE DEMOLITION TO PROCEED

Note: This approval form shall be prepared by the Associated City Department and executed by all parties at least 24 hours prior to the planned date and time scheduled for the Explosive Demolition.

Applicant Name: _____ Date: _____

Applicant Phone No.: _____ Applicant Email: _____

Facility Owner: _____ Facility Address/Location: _____

Blaster:

Blaster Representative Name*: _____

Representative Phone No.*: _____ Representative Phone No.*: _____

Planned Date & Time of Explosive Demolition: _____

*Complete this information if different than the name of the Applicant.

The following departments and agencies are required to review and indicate their approval in the designated space below or by attaching an appropriate letter of approval. Please attach a copy of the Blaster's blasting procedures and the IAP to the completed form.

DEPARTMENT/ Contact	APPROVAL	REMARKS
<p>[Associated City Department Name]</p>		<p>The following activities have been completed:</p> <ul style="list-style-type: none"> - City Solicitor has reviewed adequacy of all liability insurance, and the preparation in each instance of the appropriate indemnification agreements. - Leadership Team and Special Events Coordinator notified a minimum of one month in advance of the proposed date for the Demolition, as necessary. - Mayor and Council notified a minimum of 48 hours in advance of the proposed date for the Demolition, as necessary. - All necessary news releases have been coordinated with Communications and issued prior to the Demolition. - Coordination with City representatives completed to ensure EMO-ICS 204 Form (refer to Schedule "C") is completed by all divisions participating in the Demolition. Forms shall be completed at least 72 hours in advance of the Demolition and provided to EMO for incorporation in the IAP. <p>The following have been received and are acceptable:</p> <ul style="list-style-type: none"> - Proof of Insurance - Safe Work Plan - Demolition Procedure

DEPARTMENT/ Contact	APPROVAL	REMARKS
Saskatoon Police Services 76 25th Street East		Applicant required to have: <ul style="list-style-type: none"> - Site security - Transportation and storage of explosives - Contingency plan for low order detonation - Contingency plan for full or partial pre-op collapse - Demolition day security
Saskatoon Fire Department 125 Idylwyld Drive South		IAP finalized and issued to all site representative for the Explosive Demolition