



City of **Saskatoon** Recreation & Sport

Seasonal Commercial Enterprise in Parks

City of Saskatoon License Application Guide and FAQs



The purpose of the Seasonal Commercial Enterprise in Parks Policy is to enhance the enjoyment and usage of parks by providing opportunities for Seasonal Commercial Enterprise through sport, recreation, and/or cultural events or opportunities. All while ensuring the support of the creation, enhancement, or continuation of tourism opportunities, as well as providing a complimentary service to the park users' experience.

Seasonal Commercial Enterprise in Parks Permit

Procedures, Requirements, and Permissions

Are you interested in operating a Seasonal Commercial Enterprise in a City of Saskatoon (City) Park? On behalf of Recreation & Sport, here is an information guide to assist you in applying for a Seasonal Commercial Enterprise in Parks Permit. This guide also includes contact information and answers to frequently asked questions.

What is a Seasonal Commercial Enterprise?

A Seasonal Commercial Enterprise refers to any organization engaged in the sale of goods or services to consumers for a defined period of time. All Seasonal Commercial Enterprises must support sport, recreation, and/or cultural events or opportunities (does not include the sale of food or drink).

What is a Seasonal Commercial Enterprise in Parks Permit?

The City is now permitting the operation of Seasonal Commercial Enterprise in Parks under the Seasonal Commercial Enterprise in Parks Policy C10-026. The Seasonal Commercial Enterprise in Parks Permit applies only to operations in parks and does not regulate Seasonal Commercial Enterprises on private property, at special events, or festivals.

The Application Process

An application for a Seasonal Commercial Enterprise in Parks begins by submitting a completed application form and all required documents to the Recreation & Sport Division prior to February 15 of the operational season, at the address provided below. The application will be adjudicated by a committee made up of representatives from the Business Improvement Districts, Meewasin Valley Authority, Tourism Saskatoon, and the City. Successful applicants will be notified of their pre-approval (pre-approval does not guarantee you will receive a Seasonal Commercial Enterprise in Parks Permit). You then have until April 15 to provide a Commercial Business License, a copy of liability insurance, Building Permit (if applicable) and a Motor Vehicle in Parks Permit (if applicable). To receive your Seasonal Commercial Enterprise in Parks Permit, a copy of the approved application and all documents must be brought to Cosmo Civic Centre in person. At that time the Seasonal Commercial Enterprise Permit fee will be collected.

Seasonal Commercial Enterprise Program
Cosmo Civic Centre
Recreation and Sport Division
3130 Laurier Drive
Saskatoon SK S7L 5J7
Phone: 306-975-3342
Email: sce@saskatoon.ca

Please follow the step-by-step application process to assist you in applying for your Seasonal Commercial Enterprise in Parks Permit. All applications must be approved and required documents submitted before a Permit will be issued.

Please note:

Step 1: Submission of Application and Supporting Documents

Deadline: February 15, annually

** If the deadline falls on a Saturday/Sunday or Statutory Holiday, applications will be accept until the following business day

The first step of the application process involves submitting ALL required documents to Recreation & Sport. Applications will not be evaluated if application package is incomplete.

- ✓ A completed Seasonal Commercial Enterprise application form;
- ✓ A comprehensive Business Plan;
- ✓ A map indicating the intended location;
 - Include a general site plan and area footprint.
- ✓ Plan of proposed site improvements (if applicable); and
 - i.e. You are is proposing to install a concrete pad at your expense.
- ✓ A rendering of any structures or equipment associated with the Seasonal Commercial Enterprise.
 - Renderings can be in the form of actual or sample photos, visual renderings, include square footage, etc.

Step 2: Seasonal Commercial Enterprise Adjudication

Deadline: By the end of February, annually

The City will convene a meeting with the Adjudication Committee to review applications and recommend the City's approval to issue a permit to operate a Seasonal Commercial Enterprise in a Park. Evaluation is based on criteria as per the Seasonal Commercial Enterprise in Parks Policy C10-026.

Step 3: Pre-Approval Notification

Deadline: By the 2nd week of March, annually

All applicants will be notified as to how their application was adjudicated. Successful applicants will have until April 15, or the following business day if April 15 is a Saturday/Sunday or Statutory Holiday, to produce the following documents:

- ✓ Successfully apply for a Commercial Business Licence;
- ✓ Proof of Liability Insurance with a minimum liability limit of \$2,000,000, and name the City as an "Additional Insured" party;
- ✓ Motor Vehicle in Park Permit (if applicable); and
- ✓ Building Permit (if applicable).

Step 4: Final Approval and Permit Issued
Deadline: April 15, annually

Once you have obtained all of the required documents from Step 3, provide the documents and pay the Seasonal Commercial Enterprise in Parks Permit fee in person, to Recreation & Sport, at Cosmo Civic Centre.

Frequently Asked Questions

Q: What is the Seasonal Commercial Enterprise in Parks operating season?

A: May 1 to October 31, annually

Q: How much will it cost to operate a Seasonal Commercial Enterprise in a Park?

A:

Requirements	Fee	Payment Due
Seasonal Commercial Enterprise in Parks Permit	\$ 1,800 (for profit) \$ 600 (not for profit)	- In person, upon submission of approved application, copy of liability insurance, commercial business license, motorized vehicle in parks permit (if applicable) and building permit (if applicable)
Commercial Business Licence	\$ 125	- upon receiving pre-approval of application
Motorized Vehicle in Park Permit (if applicable)	\$ 30 Application Fee	
Temporary Building Permit (if applicable)	Development Permit Fee \$125 + .40 per \$1,000 Construction value Building Permit Fee \$7.50 per \$1,000 Construction value	- Temporary Building Permit is approved and you are ready to pick it up

Q: How long can I operate my Seasonal Commercial Enterprise in a Park?

A: You are required to apply for a Seasonal Commercial Enterprise and Commercial Business License on an annual basis. The operating season will run from May 1 to October 31, annually. There is two weeks prior to the start date allotted for set-up and two weeks after the end date to take-down and remove the Seasonal Commercial Enterprise from the Park.

Q: What are the permitted hours of operation?

A: The City does not regulate hours of operation, however, park usage is not permitted between 12 a.m. and 5 a.m.

Q: Does the City assign designated locations for each Seasonal Commercial Enterprise?

A: No. You are responsible for submitting their proposed location for the Seasonal Commercial Enterprise each year. The City has the right to approve or not approve any proposed locations.

Your business will be confined to the areas specified in the permit for that operating season.

Q: Where are Seasonal Commercial Enterprises in Parks allowed to operate?

A: Parks that allow for commercial recreation uses are River Landing, Isinger Park, Friendship Park, Kiwanis Memorial Park, and Mendel Site Park. See Appendix 1, for Seasonal Commercial Enterprise in Parks eligible areas of operation.

Q: Are there any regulations with signage and furniture?

A: Yes. Temporary signs must be placed directly on or against the Seasonal Commercial Enterprise in a Park to avoid any obstruction. One sign is permitted per Seasonal Commercial Enterprise in Parks.

All signs must comply with Temporary Sign Bylaw No. 7491:

- Temporary signs must have a sign face area of 0.6 square metres or less on each sign face;
- Temporary signs must have no more than two sign faces;
- Temporary signs must be self-supporting and must not be attached to any City property; and
- Sign boards need to be placed directly on or against the Seasonal Commercial Enterprise to avoid any obstruction. Only one sign is permitted per Seasonal Commercial Enterprise.

The placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with the Seasonal Commercial Enterprise in Parks must be included and approved in site plan.

Q: Are Seasonal Commercial Enterprises responsible for their garbage and recycling?

A: Yes. Proper trash and recycling receptacles for customers and staff need to be provided. You are required to ensure that the space within a 6.0 metre radius of their operation is clean and litter free.

The Seasonal Commercial Enterprise must be kept clean and aesthetically pleasing in appearance at all times.

Q: Is the City responsible for providing the Seasonal Commercial Enterprise with power and water sources?

A: No. The Seasonal Commercial Enterprise must supply its own power and water sources, if required. Generators are permitted providing that they do not cause a disturbance and operate within the hours stipulated under Noise Bylaw No. 8244.

Q: If I get approved for a Seasonal Commercial Enterprise Permit, do I still need to apply for a Commercial Business Licence?

A: Yes. All Seasonal Commercial Enterprise in Parks shall be required to obtain a Commercial Business licence through the Planning and Development Business Licence Program.

Upon notification of successfully being pre-approved for a Seasonal Commercial Enterprise in a Park, you can apply for a Commercial Business Licence at this time.

Q: What does my business plan need to include?

A: Please reference Appendix 2 for a Seasonal Commercial Enterprise in Parks Business Plan outline.

Q: Am I allowed to build a temporary structure on-site for my Seasonal Commercial Enterprise?

A: Yes, you are allowed to build a structure to operate and/or store equipment for your Seasonal Commercial Enterprise in a Park.

If the structure is over ten square meters (107 square feet) in size a Building Permit is required (see Appendix 3). For the most current temporary building permit handout, please refer to the following location on the City's website: <https://www.saskatoon.ca/services-residents/building-renovations-permits/forms-brochures>.

All questions regarding Building Permits should be directed to the Building Standards Division at 306-975-2645.

Q: Can I sell food and drinks?

A: No, the sale of food or drinks is not permitted. In the Downtown area, several food and drink opportunities currently exist, either within or adjacent to the parks; these include on-street mobile food trucks, food carts, and licensed concessions.

Seasonal Commercial Enterprise Eligible Areas of Operation



NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed line work is subject to change. This map may not be reproduced without the expressed written consent of the Regional Planning, Mapping & Research Section.
DRAWING NOT TO BE SCALED
February 2015

Seasonal Commercial Enterprise in Parks Business Plan Outline

- A. Organization Summary
1. Organization History – An overview of the organization including its legal establishment, history, and general start-up plans.
 2. Vision Statement – Outlines what the organization wants to be and the desired future for the facility.
 3. Mission Statement – Defines the fundamental purpose of the organization, succinctly describing why it exists and its purpose.
 4. Strategic Goals (Outcomes) – Describe what you are trying to achieve and how this will impact Saskatoon and community. Indicate reasons why you are uniquely qualified to operate the facility and be successful.
 5. Strategic Partners – Identify the partnership arrangements that have been made and how these partnerships will achieve the strategic goals through the sharing of resources. The name of partner organizations and financial commitment toward the operation of the facility must be provided.
- B. Facility Management
1. Management Structure – Outline the organization governance structure and describe role and responsibility of each key position, and identify key individuals, which should include organizational experience and leadership.
 2. Facility Program Schedule – Provide projected facility rental usage compared to total facility rental capacity.
 3. Facility Operations – Outline in detail the general operations such as weeks of operation, hours of operation, on-going facility staffing, facility custodial, grounds and maintenance routines.
- C. Financials
1. Operating Expenditures – Provide an operating budget that details facility operating expenditures. Expenses should include costs such as administration, staffing, and benefits, facility and equipment maintenance, utilities, insurance, building and program equipment reserves etc.
 2. Operating Revenues – Revenues should include all sources such as admission, rental, lease, advertising, and special event revenues. A proposed rates and fees schedule must be included.
- D. Implementation
1. Implementation Plan – An action plan describing how the business plan will be implemented, key milestones, challenges, and mitigation of any risk.
 2. Requested City Services – Detail any other City services are being requested to support the ongoing operations of the facility.



BUILDING STANDARDS
222-3rd AVE NORTH, SASKATOON, SK S7K 0J5

Commercial Building Permits
TEMPORARY BUILDING PERMITS

The *Administrative Requirements for Use with the NBC 1985* (referenced in Division C, Article 2.2.1.1 of the NBC 2010) allows for the approval of buildings or structures to be used on a temporary basis. Article 3.4.1 of these requirements states that:

Notwithstanding anything contained elsewhere in these requirements, a permit for a temporary building may be issued by the authority having jurisdiction, authorizing for a limited time only the erection and existence of a building, or part thereof, for an occupancy which, because of its nature, will exist for a short time, under circumstances which warrant only selective compliance with the requirements.

A *temporary building* can include, but is not limited to, the following: greenhouses, ice cream stands and other similar use seasonal buildings greater than 10 m². It can also include exhibition grounds used for assembly purposes or livestock showing, etc.

Buildings that *exist for a short time* include seasonal use buildings or structures, such as greenhouses for the sale of bedding plants, ice cream stands, or exhibition type booths or structures. *The maximum length of time for these types of permits will be 6 months.*

Selective compliance means that the focus of plan review and inspections will be on life safety items such as exiting and a limited review for structural sufficiency.

A *Temporary Building Permit* is required for all new installations or changes to existing structures as defined above. Permits are not required for reinstallation of the same structure in subsequent years unless there is a Building, Zoning or Health contravention, or as may be determined by the Director of the Building Standards Division.

Conditions For Approval

1. All applications submitted for temporary permit must be approved by Building Standards, Planning and Development, Health Region (in the case where food or beverage is being handled) and Transportation and Utilities (in the case where sewer and water or street crossings are an issue).
2. The maximum size of any one building is 600 m². This area would also be the maximum allowable aggregate area of all temporary buildings on that site.
3. Temporary buildings must be removed from the site when the six month period has expired.

Drawings Required Include:

- Site plan
- Floor plan showing exits
- Structural plans to establish the type of structure being proposed. The seal and signature of an architect or engineer licensed to practice in the province of Saskatchewan may be required for certain structures and may also be required for structures that enclose assembly uses.
- Locations of food service equipment and sinks where food or beverages are being sold.

Special Circumstances

At the discretion of the Director of the Building Standards Division, special circumstances may warrant the issuance of a temporary permit for a storage, office or assembly building that is to be used as an interim measure during construction or repair work projects, or for special events.