



*City of*  
**Saskatoon**  
Community Services Division

## 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? This information guide was developed to assist you in applying for a Seasonal Commercial Enterprise in Parks Permit. It 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 time period.

All Seasonal Commercial Enterprise in Parks must support sport, recreation, and/or cultural events or opportunities (does not include the sale of food or drink) and adhere to the Seasonal Commercial Enterprise in Parks Policy No. C10-026 and Bylaw No 7767 The Recreation, Facilities and Parks Usage Bylaw

This program does not regulate Seasonal Commercial Enterprises on private property, at special events, or festivals.

## The Application Process

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 for the spring program  
August 15, annually for the winter program**

**\*\* If the deadline falls on a Saturday/Sunday or Statutory Holiday, applications will be accepted 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; and
  - Include a general site plan and area footprint.
- ✓ 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 for the summer program  
By the end of August, annually for the winter program**

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 No. C10-026.

**Step 3: Pre-Approval Notification**

**Deadline: By the 2<sup>nd</sup> week of March, annually for the summer program  
By the 2<sup>nd</sup> week of September, annually, for the winter program**

All applicants will be notified via email as to how their application was adjudicated.

**Step 4: Required Documents**

**Deadline: First week of April for the summer program  
First week of October for the winter program**

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

Successful applicants will need to produce the following documents by the deadlines listed above:

- ✓ 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 5: Final Approval and Permit Issued**

**Deadline: April 15, annually for the summer program  
October 15, annually for the winter program**

The final permit will be issued once all the required documents from Step 4 are provided and the Seasonal Commercial Enterprise in Parks Permit fee has been paid.

# Frequently Asked Questions

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

A: May 1 to October 31, annually for the summer program; November 1 to March 31, annually for the winter program

**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 (spring program), and November 1 – March 31 (winter program) annually. Two weeks is allotted prior to the start date for set-up and two weeks is allotted 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., as per Bylaw No. 7767 The Recreation, Facilities and Parks Usage Bylaw.

**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 which 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 always be kept clean and aesthetically pleasing in appearance.

**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 Bylaw No. 8244 The Noise Bylaw.

**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 see 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 can 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 Department 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





## 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**  
222-3<sup>rd</sup> AVE NORTH, SASKATOON, SK S7K 0J5

Commercial Building Permits  
**TEMPORARY BUILDING PERMITS**

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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 m<sup>2</sup>. 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 m<sup>2</sup>. 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.