

## Amendments to Council Policy C07-025, Loading Zones

### ISSUE

Council Policy C07-025, Loading Zones defines the criteria for installation of general loading zones, hotel loading zones, and church loading zones. An amendment to the policy is recommended to allow for loading zones near Canada Post community mailboxes on streets that have high parking demand.

### RECOMMENDATION

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the revisions to Council Policy C07-025, Loading Zones be approved to permit installation and signing of loading zones near Canada Post community mailboxes; and
2. That the City Clerk be requested to update the policy as outlined in this report

### BACKGROUND

Canada Post has requested consideration of installing loading zones at four specific community mailbox locations within Saskatoon. To enable this request, a policy revision is required.

The following sections of Council Policy C07-025, Loading Zones are relevant.

Section 3.1 General, states:

- a) Applications for loading zones can be accepted from owners or tenants of a business block with owner's permission.
- b) The need for loading zones is determined by a consideration of parking supply and parking demand."

Section 3.2 Warrants, states:

"The loading zone MAY be warranted if one or more of the criteria below are met:

- a) Applicant does not have off-street loading facilities and the majority of goods loaded and unloaded are large items.
- b) Applicant does not have on-street loading space within 50 metres without crossing a street.
- c) An apartment block where a loading zone is requested shall contain at least thirty suites.
- d) Locations where it is not feasible to install a parking restriction or parking prohibition."

The following sections of Bylaw No. 7200, The Traffic Bylaw are relevant.

Section 18, Loading Zones states:

“The street area adjacent to the curb designated by signs or markings as a "Loading Zone" shall be used by an operator of a vehicle in accordance with the time limits and directions set out in Schedule No. 3.”

Schedule No. 3 states:

“Loading zones may be used by a vehicle only while engaged in the loading or unloading of passengers or goods, subject to the following restrictions:

1. **General Loading Zone**

The operator of a vehicle may use a General Loading Zone only while loading or unloading passengers or goods. The maximum time limit of use, hours and days of operation shall be as specified on the signs.

Where hours or days are not specified, the time limit of use shall apply at all times.”

## **DISCUSSION/ANALYSIS**

Canada Post transitioned several areas of the city from door-to-door mail service to community mailboxes. These mailboxes service many households.

When community mailboxes are located on streets with a high demand for on-street parking, safety and operational issues arise when drivers double park to access the community mailboxes.

Lack of access to on-street parking in front of community mailboxes can create accessibility issues for people with mobility challenges. Canada Post has also raised occupational health and safety concerns for Canada Post delivery staff at several high-risk community mailbox locations, typically for locations with a high demand for on-street parking.

Allowing the establishment of loading zones for Canada Post community mailboxes on streets with a high parking demand would improve access to the community mailbox, minimize instances of double parking, improve the safety of Canada Post employees, address the accessibility of the mailbox, and reduce the street congestion during peak hours of demand.

To address the issues surrounding Canada Post community mailboxes, the following amendments are recommended:

Section 3.1: General

- “a) Applications for loading zones can be accepted from owners, tenants of a business block with owner’s permission, or Canada Post.”

Section 3.2: Warrants

- “e) At a location where a high utilization of the parking supply restricts access to Canada Post community mailboxes.”

The applicable loading zones for these Canada Post community mailbox locations would be general loading zones with a five-minute time limit.

No amendments are required to Bylaw No. 7200, The Traffic Bylaw to implement this change.

The proposed revisions have been discussed with Parking Services. Parking Services is supportive of the proposed update.

**FINANCIAL IMPLICATIONS**

Canada Post will be responsible for payment of \$300 plus GST for the installation of each loading zone. This aligns with the existing costs charged to other businesses for loading zones located outside of the Central Business District. The City will be responsible for the maintenance costs associated with the loading zone signage. The maintenance costs would come from existing operating budgets.

**OTHER IMPLICATIONS**

There are no privacy, legal, social, or environmental implications identified.

**NEXT STEPS**

If City Council provides approval, the Administration will work with Canada Post on the installation of the loading zones in the summer of 2021.

**APPENDICES**

1. Draft Update for Council Policy C07-025, Loading Zones
2. Letter of Support from Canada Post

Report Approval

Written by: Nathalie Baudais, Senior Transportation Engineer

Reviewed by: David LeBoutillier, Engineering Manager, Transportation  
Jay Magus, Director of Transportation

Approved by: Lynne Lacroix, General Manager, Community Services  
Terry Schmidt, General Manager, Transportation and Construction