

**CITY OF SASKATOON
COUNCIL POLICY**

NUMBER
C07-017

POLICY TITLE <i>Walkway Evaluation and Closure</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>August 15, 2005</i>
		UPDATED TO <i>September 27, 2021</i>
ORIGIN/AUTHORITY <i>Planning and Operations Committee Report No. 11-2005; Administrative Reports No. 3-2008 and 22-2008; and Planning and Operations Committee Reports No. 13-2011 and 6-2012</i>	CITY FILE NO. <i>CK. 6295-1</i>	PAGE NUMBER 1 of 4

1. **PURPOSE**

- 1.1 To establish a process for a walkway evaluation and closure application.
- 1.2 To establish the fees for the closure of walkways.

2. **DEFINITIONS**

- 2.1 **Walkway** – a public right-of-way established to facilitate active transportation.
- 2.2 There are three different types of right-of-way that the City identifies as walkways as follows:
 - 2.2.1 **Pathway** – A three-metre-wide pathway, either concrete, asphalt, dirt, or grass that was intended to be part of the active transportation network within a neighbourhood.
 - 2.2.2 **Lane** – A roadway where vehicle traffic is restricted and is designated to be used by pedestrians and cyclists as a walkway.
 - 2.2.3 **Easement** – Any type of path that has been designed as an easement that can be used as a walkway.

3. **POLICY**

- 3.1 Walkways are an integral component of the transportation, and specifically the active transportation network. Walkways can serve as active transportation routes for people to access / egress from specific destinations within neighbourhoods. Some walkways may serve no direct public need.
- 3.2 All types of walkways will follow the same policy guidelines.

4. PROCEDURE

The Transportation Department shall be the primary point of contact for requests from applicants to close a walkway.

4.1 Closure Request Intake

4.1.1 Applicant submits a request to close walkway to Administration.

4.1.2 Administration reviews request and decides if request has merit, or not. Potential reasons for deciding there is no merit include, but are not limited to: applicant desires land for development purposes; applicant is not the adjacent landowner; there is no walkway; or utility conflicts.

4.2 Assessment

4.2.1 File manager assigned.

4.2.2 Administration approaches other adjacent property owners to assess their interest in potentially owning an equal share of the right-of-way. If interested, the Administration proceeds with assuming equally sharing the closed walkway with adjacent landowners (multiple applicants with shared interest).

4.2.3 Applicant(s), if applicable, provides documentation of negative experiences due to the walkway over a minimum of a one-year period. Negative experiences can include, but are not limited to: vandalism, graffiti vandalism, theft, nuisance, etc. Documentation can be dates of incidents, dates of calls made to Saskatoon Police Service, photographs, etc.

4.2.4 Administration assesses the impact of the walkway closure to the active transportation network.

4.2.5 Internal stakeholder feedback is requested from the following departments: Transportation, Roadways, Fleet and Support, Planning and Development, Saskatoon Fire Department, Saskatoon Police Service, Saskatoon Transit, Saskatoon Water, and Parks, or any other department deemed necessary by the file manager.

4.2.6 Walkways serving as part of the storm water management system will not be considered for closure unless suitable arrangements can be made for the adequate provision of this service.

4.2.7 File manager prepares decision report and presents to Standing Policy Committee on Transportation. Property owners within the impacted area

are notified of the Standing Policy Committee on Transportation meeting date at least ten days in advance of meeting.

4.3 Standing Policy Committee on Transportation / Regular Business Meeting of City Council will make a resolution to not close the walkway, or to proceed with the public right-of-way closure process.

4.4 Public right-of-way closure

4.4.1 Applicant action items, not limited to:

- a) Retain registered land surveyor.
- b) Provide written agreement to pay the value of the land as determined by Saskatoon Land.
- c) Notify all utility companies and impacted stakeholders.
- d) Obtain Certificate of Approval from Planning.

4.4.2 Administration action items, not limited to:

- a) Prepare Street Closing Bylaw, and accompanying report for City Council to consider the closure of the walkway and amalgamation with adjacent property, or properties at a Public Hearing.
- b) Communicate in alignment with Council Policy C01-021 – Public Notice.
- c) Post notice in walkway at least ten days in advance of hearing.

4.5 City Council, at the Public Hearing, resolves to adopt, or not, the Street Closing Bylaw.

4.6 ISC Registration

4.6.1 The applicant(s) must provide the Certificate of Approval to ISC to approve the plans and obtain a Transform Approval Certificate. The Administration will then be required to sign a Transform Agreement which is then submitted to ISC within one year of issuance. After this occurs, new titles will be issued. Upon receipt of all fees, the Administration will release the signed Street Closing Bylaw to the registered land surveyor acting on behalf of the applicant.

4.6.2 Typically land surveyors provide ISC registration services.

4.7 Upon ISC registration the applicant(s) can block or fence off the walkway.

5. FEES

5.1 No fees are required to be paid until the Standing Policy Committee on Transportation / Regular Business Meeting of City Council provides a resolution to proceed with the public right-of-way closure process. If the resolution is to not close the walkway, no fees will be incurred by the applicant(s).

5.2 If the resolution of the Standing Policy Committee on Transportation / Regular Business Meeting of City Council provides a resolution to proceed with the public right-of-way closure process the following fees are applicable:

5.2.1 The applicant(s) shall pay a City of Saskatoon fee of \$1,000 to address public notice advertising costs.

5.2.2 The applicant(s) shall pay City of Saskatoon Solicitor's fees of \$2,000.

5.2.3 The applicant(s) shall pay to the City of Saskatoon the value of the land determined by Saskatoon Land.

5.2.4 The applicant(s) shall pay land surveyor fees directly.

5.2.5 The applicant(s) shall pay for any utility relocation fees directly.

6. RESPONSIBILITIES

6.1 Applicant(s)

a) Providing information in a timely manner

6.2 General Manager, Transportation and Construction Division

The General Manager, Transportation and Construction Division, or designate, shall be responsible for:

a) The administration of this policy.

b) Proposing updates to this policy as required.

6.3 Standing Policy Committee on Transportation shall be responsible for:

a) Considering recommendations from the Transportation and Construction Division regarding proposed amendments to the policy and forwarded a report to City Council as appropriate; and

- b) Reviewing recommendations from the Administration with respect to walkway closure applications and forwarding recommendations to City Council for consideration.

6.4 City Council is responsible for:

- a) Approving walkway closure requests, as appropriate.
- b) Approving amendments to the policy.

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