

Transportation Permit Fees – November 2023 Update

ISSUE

The fees charged to customers for truck permits and driveway crossing permits have not changed since being introduced in 2016. Administration is recommending revising the fee amounts to better reflect the cost of processing the permits and to put the City in an improved cost-recovery position.

This report is being brought forward as a stand alone report as opposed to an option as part of the Transportation Business Line report, since the recommendations included in this report are to bring actual revenues up to the currently budgeted levels and would not have an impact on the 2024/2025 funding gap as there is no budgetary change.

RECOMMENDATION

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

1. That the annual truck permit fee be increased to \$200 from \$50;
2. That the daily truck permit fee be increased to \$75 from \$30;
3. That the driveway crossing permit fee be increased to \$775 from \$375;
4. That the driveway crossing permit site for additional visits be \$100 per visit; and
5. That these changes are effective January 1, 2024 and are phased in over two years.

BACKGROUND

The Transportation department issues three types of permits: truck permits, driveway crossing permits, and right-of-way permits.

Truck Permits

The requirement for a truck permit is described in Bylaw No. 7200, The Traffic Bylaw as follows, in part:

- “48. (1) The General Manager shall have the sole discretion to issue a permit to allow the registered owner or operator of a vehicle that:
- (a) Exceeds the maximum vehicle weights prescribed in this Bylaw;
 - (b) Exceeds the maximum vehicle dimensions prescribed in this Bylaw;
 - (c) Intends on deviating from established vehicle routes prescribed by Schedule No. 8;
 - (d) (Repealed – Bylaw No. 9821 – April 25, 2022)
 - (e) Is an unregulated vehicle; or
 - (f) Is an all terrain vehicle.

to operate within the City of Saskatoon on such streets as are designated by the General Manager.”

The purpose of the permitting program is to have an understanding and some control of the loads moving through and on the City’s infrastructure. Enforcing vehicle weight and

dimensions and routing through permits helps preserve road infrastructure and the safety of the public. Not having a permitting program would place the roads, bridges, overhead utility lines, overhead trees, and traffic systems infrastructure at risk, as well as green infrastructure such as boulevards and trees.

The current truck fees are as follows:

- Blanket annual permit - \$50
- Daily permit - \$30

Permit requirements are provided in the following table.

Dimension	No Permit Required	Annual Permit Required	Daily Permit Required
Width	Less than 2.61 metres	2.61 to 6.1 metres	Greater than 6.1 metres
Height	Less than 4.16 metres	4.16 to 5.18 metres	Greater than 5.18 metres
Length ¹	Less than 25.01 metres	25.01 to 41.0 metres	Greater than 41 metres

¹ This length applies to A, B, and C train only.

Vehicles with a gross vehicle weight in excess of 8,000 kilograms or 17,600 pounds require a review of the individual axle weights (loads) and distribution of axle groupings as per dimension and weight parameters outlined within Schedule No. 7 of Bylaw No. 7200, The Traffic Bylaw.

Loads that require a daily permit typically require additional administrative work such as circulating the haul and route request to the Major Projects section in the Technical Services department to check bridge weight limits, Parks department for overhead trees, Saskatoon Light and Power and SaskPower for overhead lines, etc.

Driveway Crossing Permits

Bylaw No. 4785, The Private Crossings Bylaw, 1968, regulates the installation of private crossings in the City of Saskatoon. The bylaw notes the following, in part:

“The Council of The City of Saskatoon enacts as follows:

1. Any owner who desires to construct a private crossing over a concrete or asphalt sidewalk, curb or boulevard for the purpose of gaining vehicular access to the owner’s property, shall, individually or through an authorized agent, submit a written application to the General Manager of Transportation & Construction for a permit.”

Accordingly, all property owners who wish to install or modify vehicular access to their property from the driving surface must complete a Driveway Crossing Permit application.

The application includes information on site inspections, pedestrians and vehicle egress, lane and driveway crossings, separate sidewalk and curb driveways, redi-mix concrete, method of removing sidewalk and curb, construction forms, grade construction, dowels, placing of concrete, finish of sidewalk, curb and gutter, concreting

in sub-normal conditions, concrete curing, rain damage, concrete protection, pavement patching, and provisions for future sidewalk.

A site plan is required with the following information: property lines and adjacent street curbs drawn to scale, desired width of each crossing, location of the crossing in relation to property lines and intersections, location of all City trees on the boulevard, and zoning designation of the parcel.

The current fee is \$375, which includes:

- \$75 – Application and review fee
- \$300 – Site inspection fee (\$100 per site-visit, which covers the three required on-site inspections undertaken by City staff)

The purpose of Bylaw No. 9730, The Private Crossings Over Ditches Bylaw, 2020 is as follows:

- “(a) establish requirements respecting private crossings over ditches in the City’s right-of-way;
- (b) require certain property owners to pay for the costs of drainage improvements; and
- (c) establish a tax deferral program to allow property owners to pay for the costs of drainage improvements over time.”

Saskatoon Water manages the application of this bylaw, with Transportation being circulated for comments on applications. There are no fees applied by Transportation and the recommendations included in this report would have no impact on private crossings over ditches.

Right-of-Way Permits

City Council, at its Regular Business Meeting held on April 30, 2018, resolved, in part:

- “1. That the proposed fees for temporary use of the Right-of-Way be approved;

The revised fees structure went live on April 1, 2019.

A right-of-way permit is required when any part of the public right-of-way (road, sidewalk, multi-use path, etc.) is going to be blocked temporarily for additional space to complete work or provide a safe environment. No fee adjustments are recommended in this report regarding this item.

Current Fees Collected

The total number of permits provided over the last three years, and the accompanying collected fees are as follows:

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Permit Type	2020		2021		2022	
	Number of Permits	Fees	Number of Permits	Fees	Number of Permits	Fees
Truck – Annual	324	\$16,200	297	\$14,850	297	\$14,850
Truck - Daily	491	\$14,730	468	\$14,040	364	\$10,920
Driveway Crossing	74	\$27,750	82	\$30,750	75	\$28,125
TOTAL FEES		\$58,680		\$59,640		\$53,895

Current Costs

The permitting program is delivered by four staff members:

Type of Permit	Staff	Costs ¹
Truck	1 Clerk Steno	\$90,000
Driveway Crossings ²	1 Traffic Technologist	\$22,500
	1 Traffic Technologist	\$22,500
	1 Traffic Technologist	\$13,125 ³
TOTAL		\$148,125

¹ Costs include salary, payroll costs, vacation pay, overhead, etc.

² The traffic technologists administer driveway crossing permit applications approximately 25% of the time. The costs reflect this.

³ Seasonal, thus the reduced cost.

Fees Charged in other Municipalities

A jurisdictional scan of other Canadian cities was recently completed:

City	Truck Permits		Driveway Permit
	Annual	Daily	
Winnipeg	\$298.00	\$47.00	n/a ³
Regina	n/a	\$50.00	n/a ³
Calgary ¹	\$319.95	Starts at \$26.50 ²	\$579.00
Toronto	n/a ⁴	n/a ⁴	Up to \$882.00

¹ Calgary's permits are delivered through a provincial program

² Added fees based on weights and dimensions

³ Included as part of their building permit process

⁴ The highways through Toronto are provincial jurisdiction

DISCUSSION/ANALYSIS

The following table illustrates how the collected fees are insufficient to cover the expenditures over a one-year period.

Permit Type	Fees Collected	Cost to Deliver Program	Shortfall
Truck	\$25,000	\$90,000	\$65,000
Driveway Crossings	\$28,000	\$58,125	\$30,125
Totals	\$53,000	\$148,125	\$90,125

The conclusion is clear, the costs have not been recovered to date and adjustments to the fees are required.

FINANCIAL IMPLICATIONS

It is recommended that the permit fees be revised to pay for the costs of delivering the permits, in other words a 100% cost recovery approach. Truck permits are provided to for-profit companies who are moving oversized and overweight goods through the City. Driveway crossing permits are provided to property owners who are improving their property.

Permit Type	Assumed # of Permits	Proposed Fee	Potential Revenue	Total
Truck – Annual	300	\$200.00	\$60,000	\$90,000
Truck – Daily	425	\$75.00	\$30,000	
Driveway Crossing	75	\$775.00	\$58,125	\$58,125
Total				\$148,125

It is recommended that the permit fees be phased in over two years as shown in the following table.

Permit Type	Current Fee	2024 Proposed Fee	2025 Proposed Fee
Truck – Annual	\$50.00	\$125.00	\$200.00
Truck – Daily	\$30.00	\$52.50	\$75.00
Driveway Crossing	\$375.00	\$575.00	\$775.00

It is recommended that the fee for additional driveway crossing site visits after three have occurred be \$235.00 per visit.

COMMUNICATION

This information has been shared with the Saskatchewan Trucking Association, Saskatoon Chamber of Commerce and North Saskatoon Business Association via a letter.

OTHER IMPLICATIONS

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

NEXT STEPS

If approved by City Council, the next steps include:

1. Prepare and execute a communication plan to publicize the permit fee changes. This may include, but is not limited to, updating City website material relating to the fees and informing the stakeholders such as trucking companies.
2. Implement the revised fee structure on January 1, 2024.

Report Approval

Written by: Jay Magus, Director of Transportation

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