

Delegated Authority – Special Events Vending Rights on Public Property

ISSUE

This report is recommending a change in delegated authority from the Standing Policy Committee on Transportation to Administration for the approval of vending rights on public property associated with outdoor special events.

RECOMMENDATION

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

1. That the Administration be delegated the authority to grant vending rights in conjunction with outdoor special events on public property;
2. That the proposed amendments to Council Policy C09-013, Use of Sidewalks, Boulevards and Parking Stalls – Vending, be approved as outlined in this report;
3. That the City Clerk be instructed to update Council Policy C09-013, Use of Sidewalks, Boulevards and Parking Stalls – Vending, as outlined in this report; and
4. That the City Solicitor be instructed to make the required amendments to Bylaw No. 9170, The Procedures and Committees Bylaw, 2014, as outlined in this report.

BACKGROUND

[Council Policy C09-013, Use of Sidewalks, Boulevards and Parking Stalls – Vending](#), outlines regulations associated with the use of public right-of-way for vending purposes including those associated with vending carts, sidewalk cafes and parking patios.

The City of Saskatoon (City) approves approximately 450 outdoor special event contracts each year, which equates to approximately 1,000 booking dates. For Level 3 Outdoor Special Events, with projected attendance of over 3,000 people, applications are reviewed by the interdepartmental Special Event Committee, comprised of representatives from internal departments including Transportation. All Level 1 and 2 events are reviewed by Administration and the interdepartmental Special Event Committee is included on an as needed basis. In 2022 and 2023, respectively, 66 and 68 outdoor special events occurred on public right of way, which required some level of road closure or portion of a street being closed to facilitate the special event. Administration is not predicting that number to decline in future years.

DISCUSSION/ANALYSIS

Current Process

As part of the special event process, event organizers may submit annual requests to the City's Transportation Committee requesting authority to control vending rights within the special event boundary.

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Such requests are made prior to the special event and are considered and approved by the Transportation Committee. This provides the ability for event organizers to plan the event and allocate event space accordingly.

Administration has delegated authority to approve all other aspects of outdoor special events, subject to organizers submitting the required application and supporting documentation and adhering to any administrative conditions that may be attached to the event. This delegated authority includes all aspects of event approval, including noise bylaw exemptions, subject to meeting specific criteria. Any new event or an event without a three-year history requesting a noise bylaw exemption requires approval by the Standing Policy Committee on Environment, Utilities and Corporate Services.

Proposed Process

The proposed change would provide delegated authority for Administration to grant approval for vending rights control within the outdoor special event boundary. Requests of this nature would be evaluated as part of the outdoor special event approval process. Administration is recommending the approval of vending rights be delegated to Administration and that requests be made through the established outdoor special event process. This change would improve the efficiency for event organizers as all aspects of their event requests would be through one application process. In addition, the required administration of event requests for the City would be further consolidated providing the opportunity for more timely reviews of events and approvals.

It is noted the approval of vending rights would not preclude the ability of a licensed parking patio, sidewalk café or vending cart site from continuing to operate at an existing approved location. Regulations, under [Council Policy C09-039, Mobile Food Truck Policy](#), related to food truck separation distances from special events would continue to be in effect.

OTHER IMPLICATIONS

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

PUBLIC NOTICE

Public Notice is required for the changes to Bylaw No. 9170, Procedures and Committees Bylaw, 2014, pursuant to Section 3(t) of Council Policy C01-021, Public Notice. Accordingly, notice will be provided in The StarPhoenix on March 16, 2024. Notice will also be posted on the City Hall notice board and on the City's website on March 11, 2024.

NEXT STEPS

Should City Council approve the proposed recommendations, the noted policy amendments will be implemented and amendments to Bylaw 9170, Procedures and Committees Bylaw, 2014, will be drafted.

REPORT APPROVAL

Written by: Matt Grazier, Director of Community Standards
Reviewed by: Andrew Roberts, Director of Recreation and Community Development
Approved by: Lynne Lacroix, General Manager, Community Services

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