

2025 Court Reporting Services - Board of Revision

ISSUE

The report is required for the Board to appoint a recording service for 2025 and early 2026 Board of Revision duties.

RECOMMENDATION

That Veritext Legal Solutions Canada, Inc. be designated as the provider of court reporting and transcription services for the Board of Revision for 2025 and early 2026.

BACKGROUND

The Board of Revision engages a court reporting service to provide for court reporting and transcription services as requested by Appellants or the Respondent. Veritext Legal Solutions Canada Inc. has provided the Board of Revision with these services in the past and Administration has confirmed that they remain available to provide this service.

DISCUSSION/ANALYSIS

Section 208 of *The Cities Act* provides for a party to an appeal to have a hearing, or part of a hearing recorded by a person appointed by the Board of Revision, provided notice is received by the Board of Revision at least two days in advance of the hearing.

The Chair of the Board is required to issue an Order in this regard and charge against the party who requested the recording or a transcript, the costs for recording, including the cost of the services of the person appointed to make the recording, a readable transcript, and any copies of a recording or transcript.

While the Board's Panel Clerks record all hearings, these recordings are solely for the use of the Board and the Board of Revision staff. As such, the services of a professional court reporting service are appointed annually. The Board and Veritext have a good working relationship and an established process for booking and billing.

A more robust procurement process is not used because of the very limited number of service providers available for this service in Saskatoon.

FINANCIAL IMPLICATIONS

The costs of these services will be charged against the requesting party. Other than administrative time to process the requests, there is no financial impact to the Board.

OTHER IMPLICATIONS

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

Report Approval

Written and Approved by: Debby Sackmann, Appeals Coordinator
Secretary, Board of Revision

Reviewed by: Cameron Choquette, Board Chair

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