

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-035

<b>POLICY TITLE</b> <i>Temporary Reserve Parking Policy</i>	<b>ADOPTED BY</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>February 26, 2025</i>
		<b>REVISED</b>
<b>ORIGIN/AUTHORITY</b> <i>Approved by City Council on February 26, 2025, by Item No. 8.2.1 report of the Standing Policy Committee on Transportation - dated February 5, 2025.</i>	<b>CITY FILE NO.</b> <i>0421-C07-035</i>	<b>PAGE NUMBER</b> <i>1 of 5</i>

## 1. PURPOSE

The purpose of this Policy is to:

- i) Allow for the rental of on-street parking stalls and clarify requirements of the Temporary Reserved Parking (TRP) Program;
- ii) Ensure users who benefit from TRP rentals pay a fair and equitable fee based on the value of on-street parking stalls as public assets; and
- iii) Ensure consistency in fees charged to all TRP users

## 2. DEFINITIONS

For the purpose of this Policy, the following definitions are used:

- 2.1 Base Rate: Hourly pay parking rate in a pay station zone as set in *Bylaw 7200 – The Traffic Bylaw*.
- 2.2 Parking Area: Any portion of a street or surfaced or unsurfaced area indicated by signs, markings, numbers, poles or any other device as a place for parking.
- 2.3 Parking Stall: Any portion of a parking area marked by one or more of painted lines, number, pole, sign or other device to indicate that it is intended for the parking of a vehicle.
- 2.4 Pay Station Zone: A parking area where parking is permitted subject to payment of parking fees.

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- 2.5 Temporary Reserved Parking (TRP): Administrative process allowing users to reserve parking stalls in pay station zones for non-standard purposes, including construction, business (i.e.: special events) or service needs (i.e.: sign installers, window cleaning).
- 2.6 Temporary Reserved Parking (TRP) Fees: Fees charged for the reservation of parking stalls within pay station zones through the TRP program.
- 2.7 Users: An individual, a group, or an outside organization/association that reserves parking through the TRP program.

### 3. POLICY

#### 3.1 Scope

This Policy applies to TRP reservations within the City's Pay station zones.

#### 3.2 Program Objectives

The program accommodates parking reservations while maintaining public safety, promoting unrestricted traffic flow and supporting a healthy business community.

#### 3.3 TRP Fees

- a) Application of TRP fees:
- i) Fees shall be applicable to all TRP applications that meet the requirements of this Policy.
  - ii) Fees do not include applicable taxes and will be applied where appropriate.

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- b) Per parking stall fee:
- i) Per parking stall fees are charged based on the duration of the reservation and the number of parking stalls required.
  - ii) Per parking stall fees will be recommended by administration, approved by Council, and published accordingly.
  - iii) Per parking stall fees are to be determined through a proportion of the base rate within a pay station zone:
    1. Day time rate (applied to a minimum of 11 hours; 7 AM to 6 PM) – 90% of the base rate for the first 30 days; 65% of base rate thereafter;
    2. Full day rate (applied to a minimum of 24 hours; 7 AM to 7 AM) – 60% of the base rate for the first 30 days; 40% of base rate thereafter; and
    3. Overnight rate (applied to a minimum of 12 hours, 6 pm to 6 AM) – 35% of the base rate.
  - iv) Number of parking stalls:
    1. A minimum of one (1) and a maximum of six (6) parking stalls can be reserved per block face. Applications for reservations of more than six (6) parking stalls may be approved on a case-by-case basis at the discretion of Parking Services.
    2. In the case of parking areas that do not have clearly marked boundaries, the size of a reserved parking area shall be as follows;
      - Parallel parking areas: 6.5 linear metres of parking lane.
      - Angled parking or nose-in parking areas: 2.44 linear metres of parking lane.

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- c) Administrative Fee:
  - i) An Administrative fee is established to recover costs associated with administering TRP.
  - ii) An Administrative fee of \$75 shall be applicable to all TRP applications under this Policy.
- d) On-street mobile food trucks and trailers must pay all required parking fees in accordance with *Council Policy C09-039 – Mobile Food Truck Policy*.
- e) On-street parking patios must pay all required parking fees in accordance with *Council Policy C09-013 – Use of Sidewalks, Boulevards and Parking Stalls – Vending*.
- f) TRP fees associated with an approved special event will follow the rates established by City Council.
- g) Payment of fees must be made at the times and in the manner required by Parking Services.

## 3.4 Reservation Restrictions

- a) Applications for reservations must be received at least five (5) business days in advance of the requested start date of a parking reservation.
- b) Late applications may be considered at the discretion of Parking Services.

## 3.5 Administrative Authority

- a) Administration has the authority to ensure compliance and enforcement of this Policy.

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- b) Users shall comply with all conditions of the parking reservation. Non-compliance with any condition may render the reservation invalid.

## 4. RESPONSIBILITIES

### 4.1 Community Standards Department:

- a) Carrying out research, documenting and reporting on all proposed TRP policy revisions; and
- b) Signage placement, TRP application processing and administration.

### 4.2 General Manager of the Community Services Division shall:

- a) Ensuring this Policy is regularly reviewed and updated; and
- b) Referring proposed TRP policies or policy revisions through the appropriate Committees for review and approval.

### 4.3 Standing Policy Committee on Transportation

Reviewing proposed amendments to this Policy and referring such amendments to Council for approval.

### 4.4 City Council shall:

Be responsible for approving any updates to this Policy recommended by the Transportation Division.