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STARTING A BUSINESS IN SASKATCHEWAN

This bulletin:

- is intended to provide an understanding of potential licence, permit or registration requirements that may arise via provincial statutes or regulations when one is considering the establishment of a business in Saskatchewan;
- complements existing available information on starting a business;
- is not a substitute for legislation or regulations; and
- was prepared by Saskatchewan Industry and Resources in co-operation with other provincial government departments, agencies, and Crown corporations. The relevance of this information to you is dependent upon the nature and extent of your business.

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Overview

Provincial and federal legislation and regulations and municipal bylaws may all play a part in the development of a new business in Saskatchewan. Copies of all applicable provincial acts and regulations may be accessed electronically from the Queen’s Printer, via Freelaw, at <http://www.qp.gov.sk.ca>.

Federal legislation and regulations may be accessed electronically through the federal department of Justice’s website at <http://laws.justice.gc.ca/en/index.html>.

The Saskatchewan Association of Rural Municipalities (SARM) and the Saskatchewan Urban Municipalities Association (SUMA) may be of assistance in efforts to locate the appropriate contact person in your municipality. The SARM and SUMA websites, respectively, are located at: <http://www.quantumlynx.com/sarm/> and <http://www.suma.org/>.

Municipal Considerations

Business Licences

Section 104 of *The Urban Municipality Act, 1984*, provides that “a council may, by bylaw, classify, control, regulate and license all businesses carried on or to be carried on within the urban municipality whether or not the business is specifically mentioned in this Act.”

Contact information with respect to business licences for Saskatchewan cities is as follows:

- Regina: http://www.cityregina.com/content/business/business_permits/application.shtml
or: Queen Elizabeth II Court
P.O. Box 1790
Regina, SK S4P 3C8
Telephone: (306) 777-7717
Facsimile: (306) 777-6414
- Saskatoon: http://www.city.saskatoon.sk.ca/org/development/business_license.asp
or: Business Licence Section
City of Saskatoon
222 – 3rd Avenue North
Saskatoon, SK S7H 4A5
Telephone: (306) 975-2658
Facsimile: (306) 975-7712
- Moose Jaw: <http://www.citymoosejaw.com/departments/finance/treasury/licencing.shtml>
or: City of Moose Jaw
Licensing Department
228 Main Street North
Moose Jaw, SK S6H 3J8
Telephone: (306) 694-4482
Facsimile: (306) 692-7151
- Prince Albert: <http://www.citylightsnews.com/pacity.htm>
or: City of Prince Albert
Taxation and Licensing Department
1084 Central Avenue
Prince Albert, SK S6B 7P3
Telephone: (306) 953-4321
Facsimile: (306) 953-4353
- Swift Current: <http://www.city.swift-current.sk.ca/sections.php?op=viewarticle&artid=171>
or: Engineering Department
City of Swift Current
198 – 1st Avenue N.E.
P.O. Box 340
Swift Current, SK S9H 3W1
Telephone: (306) 778-2740
Facsimile: (306) 778-6202
- Yorkton: <http://www.city.yorkton.sk.ca/dept/plandev/buslicense.asp>
or: City of Yorkton
37 – 3rd Avenue North
Yorkton, SK S3N 2W3
Telephone: (306) 786-1723
Facsimile: (306) 786-6880

- N. Battleford: <http://www.city.north-battleford.sk.ca>
or: Public Works and Engineering
City of North Battleford
P.O. Box 460
North Battleford, SK S9A 2Y6
Telephone: (306) 445-1730
Facsimile: (306) 445-0411
- Estevan: <http://cap.estevan.sk.ca/city/toc.html>
or: City of Estevan
1102 – 4th Street
Estevan, SK S4A 0W7
Telephone: (306) 634-1800
Facsimile: (306) 634-9790
- Weyburn: <http://www.city.weyburn.sk.ca>
or: City of Weyburn
160 – 3rd Street NE
Weyburn, SK S4H 2K6
Telephone: (306) 848-3209
Facsimile: (306) 842-2001
- Melville: <http://spredanet.spreda.sk.ca/Melville/>
or: City of Melville
P.O. Box 1240
Melville, SK S0A 2P0
Telephone: (306) 728-6840
Facsimile: (306) 728-5911
- Humboldt: <http://www.cityofhumboldt.ca/>
or: City Inspector
City of Humboldt
P.O. Box 640
Humboldt, SK S0K 2A0
Telephone: (306) 682-2221
Facsimile: (306) 682-3144
- Melfort: <http://www.cityofmelfort.ca/administration.html>
or: City of Melfort
P.O. Box 2230
202 Burrows Avenue West
Melfort, SK S0E 1A0
Telephone: (306) 752-5911
Facsimile: (306) 752-5556

If your municipality is not listed, the Canada-Saskatchewan Business Service Centre would be pleased to be of assistance. You may access the CSBSC by telephoning toll-free, 1-800-667-4374 or, alternatively, (306) 956-2323.

Building Permits

The Uniform Building and Accessibility Standards Act is administered by local authorities in Saskatchewan, (essentially cities, towns, villages and rural municipalities). Section 7 of the Act provides that, “the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the building standards.” There are limited exceptions to this section that your local authority will be more than happy to explain.

Sections 13 through 15 of the Act give local authorities the power to make bylaws with respect to such things as the issuance of building permits, revocation of permits, terms and conditions of permits and the fees to be charged for building permits.

The Uniform Building and Accessibility Standards Regulations mandate that the most recent version of The National Building Code of Canada is in force and must be complied with where any action is taken pursuant to a building permit, but for certain very limited exceptions.

More information on obtaining a building permit may be obtained from your local authority. Contact information for selected local authorities is as follows:

Regina: http://www.cityregina.com/content/info_services/licencing_permits/codes.shtml

or: Community Services Department
Building Division
9th Floor, City Hall
P.O. Box 1790
Regina, SK S4P 3C8
Telephone: (306) 777-7283
Facsimile: (306) 777-6823

Saskatoon: <http://www.city.saskatoon.sk.ca/org/building/index.asp>

or: Building Standards Branch
City of Saskatoon
3rd Floor, South Wing
222 – 3rd Avenue North
Saskatoon, SK S7H 4A5
Telephone: (306) 975-2837

Moose Jaw: <http://www.citymoosejaw.com>

or: City of Moose Jaw
Engineering Department
228 Main Street North – 3rd Floor
Moose Jaw, SK S6H 3J8
Telephone: (306) 694-4448
Facsimile: (306) 691-0292

Prince Albert: http://citypa.ca/html/body_permits_processes.html

or: City of Prince Albert
Planning and Development Department
1084 Central Avenue
Prince Albert, SK S6B 7P3

Telephone: (306) 953-4370

Facsimile: (306) 953-4380

Swift Current: <http://www.city.swift-current.sk.ca/sections.php?op=viewarticle&artid=89>

or: Building Department
City of Swift Current
198 – 1st Avenue N.E.
P.O. Box 340
Swift Current, SK S9H 3W1
Telephone: (306) 778-2740
Facsimile: (306) 778-6202

Yorkton: <http://www.city.yorkton.sk.ca/dept/plandev/buildpermit.asp>

or: City of Yorkton
37 – 3rd Avenue North
Yorkton, SK S3N 2W3
Telephone: (306) 786-1722
Facsimile: (306) 786-6880

N. Battleford: <http://www.city.north-battleford.sk.ca>

or: Public Works and Engineering
City of North Battleford
P.O. Box 460
North Battleford, SK S9A 2Y6
Telephone: (306) 445-1730
Facsimile: (306) 445-0411

Estevan: <http://cap.estevan.sk.ca/city/toc.html>

or: City of Estevan
1102 – 4th Street
Estevan, SK S4A 0W7
Telephone: (306) 634-1800
Facsimile: (306) 634-9790

Weyburn: <http://www.city.weyburn.sk.ca>

or: City of Weyburn
Building Inspector
160 – 3rd Street NE
Weyburn, SK S4H 2K6
Telephone: (306) 848-3230
Facsimile: (306) 842-2001

Melville: <http://spredanet.spreda.sk.ca/Melville/>

or: City of Melville
P.O. Box 1240
Melville, SK S0A 2P0
Telephone: (306) 728-6867
Facsimile: (306) 728-5911

Humboldt: <http://www.cityofhumboldt.ca/>

or: City Inspector
City of Humboldt

P.O. Box 640
Humboldt, SK S0K 2A0
Telephone: (306) 682-2221
Facsimile: (306) 682-3144

Melfort: <http://www.cityofmelfort.ca>
or: City of Melfort
P.O. Box 2230
202 Burrows Avenue West
Melfort, SK S0E 1A0
Telephone: (306) 752-5911
Facsimile: (306) 752-5556

Land Use Bylaws

The Planning and Development Act, 1983, enables rural and urban municipalities to variously adopt basic planning statements, development plans and zoning bylaws. Generally, the contact information in this regard for Saskatchewan cities will be as noted above in respect of building permits. However, if you have questions as to the municipality you will be working with to develop your project, please refer to the municipalities directory located at: <http://www.municipal.gov.sk.ca/municipalities/directory.asp>. Government Relations and Aboriginal Affairs maintains a substantial amount of information about municipal land use on its website at: <http://www.municipal.gov.sk.ca/municipalities/commplan.shtml>

The basic structure of a municipality's land use schematic is briefly outlined below:

- **Basic Planning Statement**

A basic planning statement outlines a council's objectives for development in the municipality. It is most effective where large-scale or multiple development proposals are not anticipated. A basic planning statement stipulates:

- objectives for future development in the municipality;
- objectives to be accomplished by a zoning bylaw;
- applicable provincial land use policies;
- other matters that council deems advisable.

- **Development Plans**

A development plan is more complex and broader in scope than a basic planning statement. It contemplates numerous development proposals or complex development issues that require special zoning regulations. A development plan is intended to:

- serve as a framework for the municipality's development decisions;
- identify the problems, opportunities and community needs concerning the development of land;

- outline the desired timing, patterns and characteristics of the future physical, social and economic development of the municipality;
 - establish and specify the programs and actions, as well as a capital works program, necessary for the implementation of the development plan;
 - outline the manner to co-ordinate the best use and development of land and other resources in adjacent municipalities or affected areas immediately abutting the municipality.
- **Zoning Bylaws**

A zoning bylaw divides a municipality into zoning districts and regulates the use and development of land in said districts. The zoning bylaw authorizes council to set standards for the subdivision and use of land and helps manage delivery of municipal services to a new development. A zoning bylaw:

- provides for the processing of development applications;
- establishes development permit procedures;
- establishes a Development Appeals Board;
- provides for minor variances;
- prescribes fees for permits and amendments;
- provides a penalty structure;
- outlines restrictions regarding building on hazardous land;
- outlines development standards;
- outlines requirements for only one principal building or use per site;
- divides the municipality into areas of land with common development standards or regulations.

You may find as a developer that you require an amendment to any of the three planning bylaws noted above in order to pursue your intended development.

Development Permit Process

Land uses are generally deemed to be “developments” and, as such, they require a municipal development permit from any municipality that has a zoning bylaw. Approximately 190 of 297 rural municipalities have zoning bylaws. The application for a development permit should include, but is not limited to, the following information:

- Dimensions and sizes of sites;
- Location of development on site;
- Location of flowline routes;
- Any environmental considerations and mitigative measures;
- Any reclamation considerations;
- Access information;
- Municipal road impacts and resolution opportunities.

It is highly recommended that your development permit be submitted well in advance of the project start date, as the time frame for receiving a permit decision will vary depending on the nature and extent of your particular application.

Your development proposal will be reviewed and classified in the context of the local zoning bylaw as:

- (a) Permitted Use – as identified by the municipal zoning bylaw. If your development permit application is complete and appropriate, the permit will be issued.**
However, there may be reasons that cause your application to be refused.***
- (b) Discretionary Use – as identified by the municipal zoning bylaw. Your application must be presented to council for review and consideration. If the application is then approved, council will direct that the permit be issued at the next council meeting.
- (c) Neither Permitted nor Discretionary – In this instance, the proposed development is considered prohibited. You must then apply to council for a zoning bylaw amendment, which is presented to council at its next meeting for review and decision. ***

** Your application for a permit may be subject to development standards that the municipality has established such as flood proofing where the land may be subject to flooding and other such environmental mitigative measures.

*** In such an instance, the municipality must provide reasons for refusal. You may then appeal the municipality's decision to your local Development Appeals Board, within 30 days of the development officer's decision, provided that you have an appealable issue. The Community Planning staff at Government Relations and Aboriginal Affairs and housing may be of assistance in this regard.

If your appeal to the Development Appeals Board is unsuccessful, within 20 days you may appeal to the Provincial Planning Appeals Committee, Saskatchewan Municipal Board. The Committee Secretary may be contacted at BFY@mb.gov.sk.ca.

Provincial Considerations

Saskatchewan Justice

Any of the following business configurations must be registered with the Corporations Branch, Saskatchewan Justice:

- a proprietorship carrying on business under a business name (with limited exceptions), pursuant to *The Business Names Registration Act*;
- a partnership;
- a provincial or extra-provincial corporation, pursuant to *The Business Corporations Act*;
- a co-operative or new generation co-operative, pursuant to *The Co-operatives Act* or *The New Generation Co-operatives Act*, respectively.

Each form of ownership has different implications for liability, taxation and succession. It is recommended that you seek professional advice on which form is best suited to your needs when deciding how to structure your business. For further information on provincial incorporation and business name registration, contact the Corporations Branch, Saskatchewan Justice at:

2nd Floor, 1871 Smith Street, Regina, SK S4P 3V7
Telephone: (306) 787-2962 Facsimile: (306) 787-8999
e-mail: corporations@justice.gov.sk.ca
Website: www.saskjustice.gov.sk.ca

Saskatchewan Finance

All businesses in Saskatchewan are required to register with Saskatchewan Finance. Businesses that sell taxable goods and services in Saskatchewan are required to obtain a Vendor's Licence. Businesses that do not sell taxable goods or services must still apply to become a Registered Consumer for the purposes of paying tax on items purchased outside of Saskatchewan.

The Department of Finance recently introduced the Saskatchewan Electronic Tax Service (SETS), which offers a secure, fast, easy and convenient alternative to filing returns in paper format. Through SETS you are able to file and pay returns for a number of taxes, including Provincial Sales Tax and Corporation Capital Tax. SETS may be accessed at <http://www.gov.sk.ca/finance/revenue/efile>. Further information on SETS and provincial taxation generally may be obtained via telephone at 1-800-667-6102 (787-6645 in Regina) or via e-mail at sask.tax.info@finance.gov.sk.ca.

Saskatchewan Worker's Compensation Board

Your business must be registered with the Workers' Compensation Board (WCB) if you have one or more employees. A sole proprietorship and/or general partnership business, without employees, need not register with WCB. However, the proprietor or partners have the option to purchase personal coverage. The Employer Registration form and other useful forms are available in PDF format at http://www.websask.com/Forms_&_Publications/Forms.html.

In addition to coverage, completing the [Employer Registration Form](#) ensures that your new business is assessed in the proper industry classification. Please return your completed form by facsimile to (306) 787-4205 or toll-free facsimile (in Saskatchewan) to 1-877-220-1671, or via mail to:

Revenue & Employer Accounts
Saskatchewan Workers' Compensation Board
200 - 1881 Scarth Street
Regina, SK S4P 4L1

If you hire subcontractors it will be necessary to obtain clearances. If you fail to do so, the subcontractor is considered your employee in the event of an injury for purposes of WCB coverage and liability for the labour portion of the contract.

You may direct any enquiries to:

Telephone: (306) 787-9516
Toll-free: 1-800-667-7580
Facsimile: (306) 787-4205
Toll-Free Facsimile: 1-877-220-1671
e-mail: reainquiry@wcbask.com

Saskatchewan Securities Commission

The Saskatchewan Securities Commission (SSC) administers *The Securities Act, 1988*. You must comply with the Act if you are going to issue securities to raise money for your business. In certain instances, you will be required to prepare a prospectus and become registered pursuant to the Act. In other instances, an exemption in the Act may render registration and preparation of a prospectus unnecessary. The SSC website is very comprehensive and outlines, among other things, registration, exemptions and fees. The website is located at <http://www.ssc.gov.sk.ca/>.

Please note that compliance with the Act is complex and due diligence mandates that you seek appropriate professional advice in the course of your compliance with the requirements of the Act and its regulations. The SSC is also available to address your questions via telephone at (306) 787-5645 or via e-mail at inquiries@ssc.gov.sk.ca.

Saskatchewan Human Rights Commission

The Saskatchewan Human Rights Code prohibits discrimination in a number of areas, including:

- access to your facility if all, or part, of the facility may be deemed a facility “to which the public is customarily admitted,” notwithstanding that you may have been issued a building permit that deems you have complied with the provisions of *The Uniform Building and Accessibility Standards Act*;
- provision of services if the services may be deemed services “which are offered to the public;” and
- the terms and conditions of employment.

For more information on the Saskatchewan Human Rights Code, contact the Saskatchewan Human Rights Commission, toll-free, at 1-800-667-8577 in Regina, 1-800-667-9249 in Saskatoon, or via e-mail at shrc@justice.gov.sk.ca.

Saskatchewan Labour: Labour Standards

The Labour Standards Act and regulations to the Act govern hours of work, overtime, minimum wage, annual and public holidays, family-related leaves of absence (i.e., bereavement, maternity, parental and adoption leave), terminations, layoffs and equal pay.

The Labour Standards Branch administers these regulations and provides services that include: informing people about their rights and responsibilities; providing information on labour standards laws; investigating complaints about unpaid wages; collecting wages owed to workers; inspecting workplaces to uphold the law; and helping employees and employers deal with work problems related to labour standard law.

Employees and employers who have specific questions or wish to request information may contact the Labour Standards Branch Call Centre, toll-free, at 1-800-667-1783 or via e-mail at webmaster@lab.gov.sk.ca. The Labour Standards Branch website is also very informative, and may be accessed at <http://www.labour.gov.sk.ca/standards/index.htm>.

Saskatchewan Labour: Occupational Health and Safety

The Occupational Health and Safety Division addresses health and safety in the workplace in the context of *The Occupational Health and Safety Act, 1993*, and the regulations to that Act. The division helps people in the workplace understand and fulfil their responsibilities, including the development of an OH and S Committee, where appropriate, and compliance enforcement. The Occupational Health and Safety Division website is an excellent resource. It is located at: <http://www.labour.gov.sk.ca/safety/INDEX.HTM>.

For more information contact the division at:

In Regina:
(306) 787-4496
Toll free 1-800-567-7233
1870 Albert Street
Regina, SK S4P 3V7

In Saskatoon:
(306) 933-5052
Toll free: 1-800-667-5023
122 – 3rd Avenue North
Saskatoon, SK S7K 2H6

Saskatchewan Labour: Information Package

To receive a free information package on both labour standards and occupational health and safety, please contact Saskatchewan Labour at (306) 787-3151 (Regina) or, toll free at 1-877-419-3510 or e-mail prevention@lab.gov.sk.ca. The package includes legislation, information bulletins, and practical guides for the Saskatchewan workplace.

Saskatchewan Government Relations and Aboriginal Affairs

Subdivision Approval Process

In the event that your development mandates a division of land into a unique parcel, you will be required to apply for subdivision of said land pursuant to the provisions of *The Planning and Development Act, 1983*, and *The Subdivision Regulations*. The subdivision approval authority has been delegated to all Saskatchewan urban municipalities except Melville, Melfort and Humboldt.

The Municipal Approvals Unit or urban subdivision approval authority, where applicable, is statutorily required to make a decision on your application within 90 days from the date you submit a final and complete application. The following offices review applications in rural municipalities, villages, towns and the indicated cities.

Northern Region

Saskatchewan Government Relations and Aboriginal Affairs
800 Central Avenue
Box 3003
Prince Albert, SK S6V 6G1
Telephone: (306) 953-2400
Facsimile: (306) 953-2408

Central Region (includes the Cities of Humboldt & Melfort)

Saskatchewan Government Relations and Aboriginal Affairs
122 – 3rd Avenue North
Saskatoon, SK S7K 2H6
Telephone: (306) 933-6937
Facsimile: (306) 933-7720

Southern Region (includes the City Melville)

Saskatchewan Government Relations and Aboriginal Affairs
420 - 1855 Victoria Avenue
Regina, SK S4P 3V7
Telephone: (306) 787-2725
Facsimile: (306) 787-8748

Cities not listed above review applications inside their limits.

Your application for subdivision must include the following information:

- method of registration: either by plan of proposed subdivision or by legal description;
- a completed Application to Subdivide Land form signed by the landowner registered on the title to the land being subdivided;
- payment of examination and approval fees;
- additional supporting material

Your application will be reviewed within the context of standards including, but not limited to:

- site suitability;
- conformity to local land use policy plans and zoning bylaws;
- heritage potential;
- environmental considerations;
- utility servicing requirements;
- flood protection and slope stability;
- every parcel connecting to a public roadway;
- other considerations outlined in the Act and its regulations.

A referral **will** be sent to:

- the affected municipality.

Referrals **may** also be sent to:

- Saskatchewan Industry and Resources;
- Saskatchewan Environment and Resource Management;
- the public utilities.

You will receive a written decision from the subdivision approving authority within which will advise that your application to subdivide has been:

- approved;
- approved in part;
- approved subject to a servicing agreement or development standards;
- revoked; or
- refused.

Information Services Corporation of Saskatchewan

The purchase of land or any change in the configuration or ownership of land, including a successful subdivision application, results in a requirement to register your new plan and transfer the affected property through the Information Systems Corporation of Saskatchewan (ISC). The help line at ISC may be accessed at (306) 798-0641, toll free at 1-866-275-4721, or via e-mail at ask@isc-online.ca.

For information about land titles services, please contact the District Land Titles Office or Customer Service Centre nearest to you:

Battlefords Customer Service Centre
#6 – 11204 Railway Avenue
North Battleford, SK S9A 2R7
Telephone: 1-866-275-4721

Humboldt Customer Service Centre
Bay 15, Geschaft Centre
1709 – 8th Avenue
Humboldt, SK S0K 2A0
Telephone: 1-866-275-4721

Moose Jaw Customer Service Centre
903 Main Street North
Moose Jaw, SK S6H 0W9
Telephone: 1-866-275-4721

Prince Albert Customer Service Centre
Bay #2, 2860 – 2nd Avenue West
Prince Albert, SK S6V 5Z4
Telephone: 1-866-275-4721

Regina Customer Service Centre
260 – 10 Research Drive
Regina, SK S4P 3V7
Telephone: 1-866-275-4721

Yorkton Customer Service Centre
Bay #1 – 385 Broadway Avenue East
Yorkton, SK S3N 2Y4
Telephone: 1-866-275-4721

Saskatoon Customer Service Centre
102 – 2100 Airport Drive
Saskatoon, SK S7L 6M6
Telephone: 1-866-275-4721

Swift Current Customer Service Centre
#3 – 1061 Central Avenue North
Swift Current, SK S9H 4G3
Telephone: 1-866-275-4721

Saskatchewan Environment

The Environmental Assessment Branch (EAB) of Saskatchewan Environment administers the Environmental Impact Assessment (EIA) review process through *The Environmental Assessment Act, 1980*. The proponent, through submission of a project proposal to Saskatchewan Environment, usually initiates the process. This proposal is distributed to the Saskatchewan Environmental Assessment Review Panel to gather multi-disciplinary, technical comment on the project. SE submits the proposal to the panel within 1-2 days of receiving it, and the panel is given 30 calendar days to review the project proposal and provide comments to Saskatchewan Environment. The panel is comprised of representatives from various provincial departments and agencies. In addition, copies of the proposal are forwarded to the Prairie Office of the Canadian Environmental Assessment Agency in Winnipeg for distribution to federal departments and agencies according to the Canada-Saskatchewan Agreement on Environmental Assessment Cooperation.

The EAB uses the comments it receives from the panel to determine whether or not an EIA is required for the project (usually with 1-2 weeks from the date of receiving the comments). The average time for an EIA from start to finish is six to nine months, which compares with timelines elsewhere in Canada and the world.

If a facility will be making any discharges to the environment or if chemicals are stored on site, a permit is required. Once an applicant has all the requisite information, it generally takes no more than a few weeks for permits to be issued.

Environmental Assessment enquiries should be directed to Larry Lechner, Director, Environmental Assessment, at (306) 787-5786 or llechner@serm.gov.sk.ca.

Ensuing permitting or regulatory issues that you may encounter should be addressed with the Environmental Protection Manager responsible for your region. These individuals are:

Grassland EcoRegion (Swift Current)	Chuck Boesgoed	(306) 787-6205 cboesgoed@serm.gov.sk.ca
Parkland EcoRegion (Saskatoon)	Mark Getzlaf	(306) 933-6546 mgetzlaf@serm.gov.sk.ca
West Boreal EcoRegion (Meadow Lake)	Bill Miller	(306) 236-7673 bmiller@serm.gov.sk.ca
East Boreal EcoRegion (Prince Albert)	Len Sinclair	(306) 953-2662 lsinclair@serm.gov.sk.ca
Shield EcoRegion (La Ronge)	Rob Kidd	(306) 425-4310 rkidd@serm.gov.sk.ca

SaskWater

SaskWater administers the regulatory approval process for construction and operation of wells and other groundwater works. This authority is derived from *The Water Corporation Act* and *The Ground Water Conservation Act* and regulations.

All commercial groundwater usage requires an approval. Examples of works that require approval are: municipal, industrial (including groundwater de-watering), intensive livestock operations and irrigation.

SaskWater's regulatory approval process for development of a groundwater source requires the proponent to obtain:

- A Groundwater Investigation Permit: The timeframe for a groundwater investigation is unknown since it will depend on the availability of a qualified consultant and driller. It will also depend on the quantity of water required, availability of water, other existing users and potential conflicts with existing users in the area of interest.
- Approval to construct and operate works (includes a right to use water): The timeframe differs amongst projects since every project is somewhat unique. If the investigation concludes there is sufficient water for the project without adverse impacts, the approval process can be concluded within two months of a complete investigation and application. It should be noted that prior to SaskWater issuing an approval clearance is required from SERM, which has 45 days to respond to SaskWater's request for clearance.

If there are limited water resources or the project may have adverse impacts to existing users, the process can come to a grinding halt. If appropriate, SaskWater may require the proponent to advertise the project (minimum 21 days). Depending on the response from the advertisement, SaskWater can also require public meetings together with requiring the proponent to conduct additional investigations to address concerns.

Further information may be obtained by contacting Cas Rogal, Co-ordinator, Groundwater Approvals, Groundwater Management, via telephone at (306) 694-3149, via facsimile at (306) 694-3944 or via e-mail at crogal@saskwater.com.

SaskEnergy

Your energy needs may be addressed in consultation with SaskEnergy. SaskEnergy suggests that you approach your energy needs as follows:

1. Contact a SaskEnergy Business Representative early in your planning phase.
2. Seek SaskEnergy's assistance in reviewing proposed sites for proximity to a natural gas pipeline.
3. Once you have made a final site selection and decided on service from SaskEnergy, advise SaskEnergy as early as possible so that construction works with your schedule.

SaskEnergy will invest in a commercial project against the cost, based upon your estimated annual energy use for up to 20 years. SaskEnergy offers a variety of financing options, all of which may be discussed with your SaskEnergy Business Representative. Representatives are as follows:

North Battleford Area	Cheryl MacLean	camclean@saskenergy.com
Prince Albert Area	Sandy Korczak Jeff Schewaga	skorczak@saskenergy.com jschewaga@saskenergy.com
Regina Area	Fred Hill Shawn Fairman	fhill@saskenergy.com sfairman@saskenergy.com
Saskatoon	Shannon Fraser-Hansen Dale Farthing	sfraserhansen@saskenergy.com dfarthing@saskenergy.com
Swift Current/Moose Jaw	Deb Jamieson	djamieson@saskenergy.com
Weyburn Area	Kevin Wallin	kwallin@saskenergy.com
Yorkton Area	Larry Stewart	lstewart@saskenergy.com

SaskPower

Your power needs may be addressed in consultation with SaskPower. SaskPower suggests that you approach your power needs as follows:

1. Contact a SaskPower Business Representative early in your planning phase.
2. Seek SaskPower's assistance in reviewing proposed sites for proximity to transmission lines.
3. Once you have made a final site selection, advise SaskPower as early as possible so that construction works with your schedule.

SaskPower will invest in a commercial project against the cost, based upon your estimated annual energy use for up to 20 years. SaskPower offers a variety of financing options, all of which may be discussed with your SaskPower Business Representative. Representatives are as follows:

North Battleford Region	Dave Regnier	dregnier@saskpower.com
Prince Albert Region	Kevin Lalonde	klalonde@saskpower.com
Regina Region	Jim Harris	jharris@saskpower.com

Saskatoon Region	Doug Norman	dnorman@saskpower.com
Swift Current Region	Keith Prytula	kprytula@saskpower.com
Weyburn Region	Allen Tochor	atochor@saskpower.com
Yorkton Region	Brad Smorodin	bsmorodin@saskpower.com

SaskPower: Gas and Electrical Inspection

All businesses will be subject to inspection for proper wiring as set forth in *The Electrical Inspection Act, 1993*. All electrical work requires the electrical contractor to apply for a permit. The permit ensures that the work will be inspected and evaluated for safety.

For more information on *The Electrical Inspection Act, 1993*, please contact Gas and Electrical Inspections at (306) 566-2500 (Regina) or (306) 934-7737 (Saskatoon).

All businesses will be subject to inspection for proper gas installation and gas equipment as set forth in *The Gas Inspection Act, 1993*. All such work requires the gas contractor to apply for a permit. The permit ensures that the work will be evaluated for safety.

For more information on *The Gas Inspection Act, 1993*, please contact Gas and Electrical Inspection at (306) 566-2500 (Regina) or (306) 934-7737 (Saskatoon).

SaskTel

If you are already a SaskTel business service customer, you may already have an assigned service representative. You would speak to this individual with respect to your further service requirements.

However, if you are a new customer to SaskTel (i.e. you do not receive service from SaskTel anywhere else in Saskatchewan), your application for business service would be made to SaskTel, toll-free, at 1-800-214-7906. Your representative will assess your service requirements and provide you with a fee quote. As a general rule, SaskTel will subsidize the first new business line onto a legal property if it is used solely for voice communication. SaskTel does not subsidize telephone lines that are used for data transmission, instrumentation or monitoring devices. A large number of variables factor into the actual cost of telephone lines. Your SaskTel service representative will be able to expand on this issue.

Saskatchewan Corrections and Public Safety: Fire Codes/Prevention

Under *The Fire Prevention Act* and *Saskatchewan Fire Code Regulations*, all business owners and operators are required to comply with The National Fire Code of Canada.

For further information regarding *The Saskatchewan Fire Code Regulations*, contact the Office of the Fire Commissioner, at (306) 787-3774 (Regina) or (306) 933-5063 (Saskatoon).

Saskatchewan Corrections and Public Safety: Building Codes and Standards

All business premises must meet building code requirements when initially occupied, when the use of the premises change, or when any construction, addition or renovation is done.

Accessibility requirements in the building code may vary from Saskatchewan Human Rights Commission requirements.

For more information about requirements under *The Uniform Buildings and Accessibility Standards Act*, please contact Building Standards, at (306) 787-4113 (Regina). For building permits, please contact your local municipal office.

Note: Individuals who are considering constructing a building should check with the local municipality about local bylaws, including zoning requirements.

Saskatchewan Corrections and Public Safety: Boiler and Pressure Vessel Regulations

Should your building have a boiler, pressure vessel or refrigeration plant, you must be aware of the regulations governing this type of equipment. For further information on *The Boiler and Pressure Vessel Act* and regulations, please contact Boiler and Pressure Vessel Safety at (306) 787-4522 (Regina) or (306) 933-5045 (Saskatoon).

Saskatchewan Corrections and Public Safety: Elevating Device Regulations

If your business intends to have an elevating device such as a passenger elevator, freight elevator or powered dumbwaiter in your building, you must be aware of regulations governing elevating devices.

For more information on *The Passenger and Freight Elevator Act* and regulations, please contact Elevator and Amusement Ride Inspections, at (306) 787-5501 (Regina) or (306) 933-5073 (Saskatoon).

Saskatchewan Corrections and Public Safety: Gas and Electrical Licensing Regulations

All businesses must ensure that the individual or contractor performing work of gas or electrical installations for them have been properly licensed by Corrections and Public Safety.

For more information on gas and electrical licensing regulations, please contact Licensing and Support Services at (306) 787-8401 (Regina).

Saskatchewan Health: The Plumbing and Drainage Regulations

Any person involved in the establishment, construction, extension, connection, renovation, alteration or repair of a plumbing system or private sewage works, are subject to *The Plumbing and Drainage Regulations, 1996*, which outlines plumbing permits, qualifications and installation requirements for the proposed work.

For further information regarding the Saskatchewan *Plumbing and Drainage Regulations, 1996*, contact the inspection authority for your area:

In Regina:

City of Regina Urban Development Department

In Saskatoon:

City of Saskatoon Planning and Construction Standards Department

In Lloydminster:

City of Lloydminster Planning and Development Department

For other areas:

Local Health District Public Health Inspector

Saskatchewan Government Insurance: Vehicle Administration Act and Vehicle Equipment Regulations

Should your company operate motor vehicles, it may be subject to regulations governing those vehicles. Your company should be aware of *The Vehicle Administration Act*, and *The Vehicle Equipment Regulations, 1987*, which may affect your business. For more information on *The Vehicle Administration Act*, please contact Saskatchewan Government Insurance; toll free, at 1-800-667-8015, or (306) 751-1251 (Regina).