

# **CITY OF FORT SASKATCHEWAN**

## **Community Special Events Fees & Charges**

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### **Motion:**

That Council direct Administration to amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events.

### **Purpose:**

The purpose of this report is to provide Council with information on the addition of new fees and charges for hosting Outdoor Community Special Events.

### **Background:**

Vibrant and thriving communities foster community special events to bring residents together and build a sense of community. The process generally contributes to the quality of life for our residents. Many City departments are involved in supporting groups and organization in the delivery of their community special events. In turn, the community benefits from the positive impacts resulting from these activities.

Throughout the year there are various Community Special Events, some organized by City departments (e.g. Canada Day, Legacy Park Family Festival, Movie in the Park), and over 30 events organized by community groups, businesses and residents. In all cases the City has indirectly sponsored these events. The sponsorship has included free delivery of items needed for special events such as barricades, no parking signs, garbage and recycling cans; and services such as signage installation and lead police cars.

Currently, the City of Fort Saskatchewan does not have a mechanism to charge for the services delivered by City departments for Community Special Events. This results in the City subsidizing private businesses, fundraising events, not-for-profit organizations and individual residents.

The intent is to establish new fees and charges for Community Special Events, allowing the City to recover associated event hosting costs. Research regarding fees and charges in other municipalities was conducted. It was found that some municipalities do charges for services, while some do not. St. Albert is currently examining the possibility of establishing a new fee structure for special events.

Community Special Events service delivery costs are incurred by various City departments. All City departments which provide service for Outdoor Community Special Events were consulted in establishing the costs of service delivery. The fees and charges structure presented will recover service delivery and administration costs.

The Fees & Charges Bylaw C26-14 will be amended and presented to Council for approval. It is proposed that new fees and charges be effective on December 1, 2015.

Culture Services will lead the implementation within current staff capacity. A process will be implemented which may impact the Information Technology, Finance and Infrastructure Management departments during start up.

All event organizers who submitted a Special Event Permit in 2014 and 2015 will receive a letter stating the new fees and charges. A news release will be coordinated and be placed on the City website.

Changes to the Special Event Permit to include the new fees and charges structure will be made and uploaded to the City website. The Culture Services department will work closely with event organizers to understand the implications of the new fees and charges and support them in creating efficiencies in their event planning to minimize expenses.

**Plans/Standards/Legislation:**

This project aligns with the following items of the 2014 – 2017 Strategic Plan:

**Guiding Principles:**

We use a strategic and forward thinking mindset and consider the impact of decisions on others.

We are good stewards of our community's resources, managing costs and investing in the future.

**Corporate Strategic Goals**

Develop a strategy to support hosting of special events.

This project aligns with the following items of the Community Sustainability Plan:

Principles: Using our resources wisely.

Priority: Governance – Goals for the Future

City leaders and the community. Embracing the need to take initiative in sustainable practices.

**Financial Implications:**

City of Fort Saskatchewan:

All revenue received will be allocated to the department responsible for the service delivery. Based on the Special Event Permits processed in 2014, the anticipated overall City revenue is \$16,000.00. This does not include events organized by City Departments, such as Canada Day, Legacy Park Family Festival and Movie under the Stars.

Community Special Event Organizers:

Based on 2014 Events, the financial implications for the organizers range from:

\$50.00 and a \$525.00 damage deposit, for an event that requires no service delivery beyond permit application; to

\$1,400.00 plus a \$525.00 damage deposit for an event that requires increased service delivery.

The average cost to the organizer is \$470.00 plus a \$525.00 damage deposit.

**Alternatives:**

1. That Council direct Administration to amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events.
2. That Council not amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events, and advise how they wish to proceed.

**Recommendation:**

That Council direct Administration to amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events.

**Enclosures:**

Schedule 1 - New 2015 Outdoor Special Events Fees.

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File No.:

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Approved by:	Troy Fleming General Manager, ICS	Date: April 22, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 22, 2015
Submitted to:	City Council	Date: April 28, 2015