

NUMBER

CO3-026

CITY OF SASKATOON

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| POLICY TITLE <i>Provision of Civic Services for Outdoor Events</i> | ADOPTED BY: <i>City Council</i> | EFFECTIVE DATE <i>November 26, 1990</i> |
| | | UPDATED TO <i>July 17, 2006</i> |
| ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report No. 46-1990 and Clause B 1 , Legislative Report No. 10-2006</i> | CITY FILE NO. <i>CK 205-1 and 1870-1</i> | PAGE NUMBER <i>1 of 3</i> |

1. PURPOSE

To facilitate those activities of ~~outside~~ organizations which are of general benefit and serve to enhance the quality of life for Saskatoon residents through the provision of civic services at no charge or at a ~~reduced charge to the recipient~~ charge for those that do not qualify.

2. DEFINITIONS

- 2.1 Civic Services - include non-cash civic assistance such as provision of garbage collection, street ~~sweeping~~ cleaning, security, ~~facility rental, and~~ equipment (e.g. signs, barricades, ~~chairs, tables, showmobile~~ pylons, etc.) and other services as deemed necessary for programming and/or safety by the Special Event Interdepartmental Committee. For the purposes of this policy, civic services do not include the subsidized rental of recreation facilities. Assistance of this type will be referred to City Council for approval and funding through an appropriate subsidy program in compliance with Policy CO3-030 "Recreation Facilities - Rental Fees".
- 2.2 Outdoor Event – an outdoor event is defined as an organized gathering for the primary purpose of supporting community, culture, and/or recreation. The event must be of a limited time period, occurring over a set period of time, and must be available for the general public to attend.
- 2.3 Programming - for the purposes of this policy, programming refers to the activities associated with the event that may require additional Civic Services
- 2.4 Safety - for the purposes of this policy, safety refers to the Civic Services provided for an event to ensure protection from danger, risk, or injury.
- 2.5 Special Event Interdepartmental Committee - a committee comprised of a core membership of individuals from various departments and divisions within the City of Saskatoon

including, but not limited to, Facilities, Parking Services, Parks Maintenance, Recreation and Community Development, River Landing, Saskatoon Emergency Management Organization, Saskatoon Fire Department, Saskatoon Police Services, Saskatoon Transit, and Transportation. This committee will provide guidance, leadership, expertise and support to community members planning outdoor special events on City of Saskatoon (City) property.

3. POLICY

~~Outside organizations~~ Organizations may, subject to ~~City Manager approval,~~ the Special Event Interdepartmental Committee approval, receive civic services provided these services do not conflict with normal service delivery and programming of the City. Each application will be treated on its own merit.

3.1 General Eligibility Criteria

To be eligible for Civic Services, the event must:

- a) Meet the definition of an Outdoor Special Event, as defined by this policy;
- b) Must demonstrate a need for the service, based on programming and/or safety, as determined by the Special Event Interdepartmental Committee for:
 - i) Road closures
 - ii) Street cleaning
 - iii) Garbage collection, based on:
 - the estimated attendance; and
 - the food services provided at the event

If the requests for Civic Services is above what the policy prescribes, event organizers would be responsible for full cost of those services.

3.2 Events and Services Not Covered Under This Policy

- a) Demonstrations, rallies, & protests.
- b) Fees for additional permits, including but not limited to fees for stages, park clean up, and/or insurance.
- c) Emergency Services, including Saskatoon Fire Department, Saskatoon Police Services and Emergency Measures Organization.

3.4.3 Funding

City Council shall, annually, set aside a budgetary allocation to fund the services to be provided.

3.2.4 Application Deadline

Provision of civic services for Outdoor Events will be determined by request on the Outdoor Event Application Form.

Applications for provision of Civic services must be requested on the Outdoor Event Application Form and received by the City from outside organizations by March 31st of each year January 1st annually. Outdoor Event Applications Forms, requesting civic services, received after this deadline will be reviewed and approved, pending funding, availability and must be received a minimum of 60 days prior to the event date.

3.3.5 Valuation of Non-Cash Assistance

Civic departments shall be given credit for services provided on the basis of whichever of the following is appropriate:

- a) The standard charge for the service where such a service is provided.
- b) The actual cost of delivering the service, where no standard charge exists.
- e) ~~Opportunity costs (that is, the cost of foregone benefits to civic operations of not utilizing civic staff, equipment, etc., in their best alternative use).~~

~~The amount so determined shall be adjusted for any partial payment that the community group might provide in recognition of the services available under this policy.~~

3.4 ~~Administrative Authority~~

~~The Administration shall have the authority to establish the format of the application forms, the minimum documentation required to be submitted by the applicant and the valuation of non-cash assistance~~

4. RESPONSIBILITIES

4.1 ~~General Manager, Infrastructure Services~~ Administration

- a) The Administration shall have the authority to establish the format of the application forms, the minimum documentation required to be submitted by the applicant and the valuation of non-cash assistance.

4.2 Special Event Interdepartmental Committee

- a) Receive and administer all applications.
- b) Coordinate with relevant civic departments civic, all requests made for civic services.
- e) ~~Provide to the City Manager the estimated net cost to the City of Saskatoon of civic services requested by applicants and any recommendations regarding associated requirements to hold special events (i.e. street closures) as required by Policy C07-003 "Temporary Road Closures".~~

4.2 ~~City Manager~~

- a) ~~Review applications submitted by outside organizations and approve requests for civic services by outside organizations.~~
- b) ~~Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.~~
- c) Using the Outdoor Event Evaluation Rating Tool, review and evaluate Outdoor Event Application Forms submitted from event organizers requesting the civic services for an outdoor event to ensure that objectives of the Policy are met.
- d) Approve civic service requests for events based on the score assessed from the Outdoor Event Evaluation Rating Tool.
- e) Monitor and evaluate effectiveness of the civic services which were approved under this Policy.
- f) Recommend to the Standing Policy Committee on Planning, Development and Community Services any changes to this Policy required to reflect changing priorities or to correct any inequities that may become apparent.

4.3 General Manager, Community Services

- a) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.
- b) Report out annually the amount of Provision for Civic Services for Outdoor Events provided.

Outdoor Event Evaluation Rating Tool

| Criteria | Metric | Maximum Points Available | Total Score |
|---|--|--------------------------|-------------|
| Not-for-profit organization | Yes (25) No (0) | 25 | |
| Public event | By way of free or ticketed access: a) Accessible for the general public to attend (10) b) Occurring on public space (10) | 20 | |
| Community benefit | The general public has opportunities to benefit from the outdoor event through: a) Volunteerism General public has the opportunity to volunteer (10) b) Participation i) event attendees can actively engage in programming (10) OR ii) event attendees must pre-register to participate in programming (5) c) Spectating Event contains a designated viewing area (5) | 25 | |
| Fundraising for a charity | Is the majority of the funds/proceeds generated from the outdoor event being directed to a charitable organization? a) No (0) b) Yes (5) | 5 | |
| Projected attendance | Level 2 events (0-3000 people) (5) OR Level 3 events (3000+ people) (10) | 10 | |
| # of consecutive days | Consecutive days of the outdoor event, excluding set-up and take-down days: a) 1-2 days (5) b) 3+ (10). | 10 | |
| Outdoor event receives funding from another City of Saskatoon source to operate the outdoor event | Yes, receiving additional civic funds (0) No, not receiving additional civic funds (5) | 5 | |
| Total Score: | | 100 | |