

### Proposed Amendments to Policy C03-026, Provision of Civic Services

#### ISSUE

This report outlines proposed amendments to Policy No. C03-026, Provision of Civic Services.

#### RECOMMENDATION

That the Standing Policy Committee on Planning, Development and Community Services Recommend to City Council that:

1. The proposed amendments to Policy No. C03-026, Provision of Civic Services, be approved; and
2. That the City Clerk be requested to update Council Policy C03-026, Provision of Civic Services, as outlined in this report.

#### BACKGROUND

At its November 18, 2019 Regular Business Meeting, City Council received a report from the Community Services Department to approve the option of remaining Status Quo - City of Saskatoon Funded Supports to Outdoor Special Events and to provide civic services to eligible, publicly accessible events. This included an increase to the budget of \$90,000 in 2020 and an additional \$75,000 in 2021.

In addition, Administration was to complete a review of Policy C03-026, Provision of Civic Services (Policy) and bring forward a report with changes and revisions to the Policy for approval. This report addresses this request.

#### DISCUSSION/ANALYSIS

The Policy has not been updated since 2006, and therefore does not reflect current practices. A copy of the existing Policy is attached (see Appendix 1) and includes strikethroughs to indicate the information proposed to be removed, as well as highlighting to indicate proposed revisions to the current Policy.

#### Proposed Policy Amendments – Housekeeping Items

Proposed amendments to the Policy include text revisions and removal of unnecessary information to provide for improved clarity and consistency. Administration is also recommending changing the name of the Policy from Provision of Civic Services to Provision of Civic Services for Outdoor Events.

#### Proposed Policy Amendments

Administration is recommending the Policy include general eligibility criteria, as well as a definition of an outdoor event. This criteria will assist in determining which events would be eligible to receive the Provision of Civic Services through this Policy.

Below is a summary of the recommended changes to the Policy:

**Addition:** General Eligibility Criteria

**Rationale:** The addition of general eligibility criteria will ensure services provided are deemed necessary to support the event, based on programming, safety and the size of the event. Eligible civic services are in the form of non-cash civic assistance including road closures, street cleaning, garbage collection and equipment (i.e. signs, barricades, pylons, etc.). The Policy will also include a section called Events and Services Not Covered Under this Policy. These will include:

- 1) demonstrations, rallies and protests;
- 2) fees for additional permits; and
- 3) emergency services including Emergency Measures Organization, Saskatoon Fire Department and Saskatoon Police Service.

**Addition:** Definitions of Outdoor Event, Programming, Safety and Special Event Interdepartmental Committee.

**Rationale:** Adding a definition of an outdoor event will assist in determining which events would be eligible to receive civic services. Defining programming and safety, as it relates to outdoor events, defines parameters on when such supporting civic services would be required. Defining the Special Event Interdepartmental Committee will provide clarity on who will review and evaluate event applications to determine the appropriate level of civic services.

**Addition:** Outdoor Event Evaluation Rating Tool (see last page of Appendix 1)

**Rationale:** Addition of the Outdoor Event Evaluation Rating Tool will provide Administration with a fair and consistent set of criteria to evaluate which events would be eligible to receive civic services, as well as the maximum allowable provision of civic services to support a single event. The criteria for events will include:

- 1) hosting organization status as for profit or not-for-profit;
- 2) event must be publicly accessible;
- 3) must be a benefit to the community through volunteerism, participation and spectating;
- 4) whether the event is fundraising for a charitable or non-profit organization;
- 5) projected attendance and number of consecutive days of the event; and
- 6) indicate whether additional funding from another City of Saskatoon (City) department is being utilized to support or operate the event.

Proposed Amendments - Special Event Information Guide

**Addition:** Civic Services Fees

**Rationale:** Addition of a schedule with fees for the non-cash civic services will be included and updated annually in the Special Event Information Guide, available on the City's website. The Special Event Interdepartmental Committee will determine the appropriate level of civic services based on information provided on the event application. Those events that require, but are not eligible for civic services, will be charged at the appropriate cost-recovery rate. Those events that request additional civic services for the event, above the level deemed appropriate by Administration, would have the option to receive those additional services at the cost-recovery rate.

**FINANCIAL IMPLICATIONS**

In 2020, the Provision of Civic Services has an annual operating budget of \$170,000 and is included in the Community Investments and Supports Service Line. The increase of \$90,000 to the base budget for 2020, approved in November of 2019, would not provide sufficient funds to cover the overall costs of the total civic services being provided to events in a typical year. With the reduced number of event requests due to COVID-19, this budget increase will be more than sufficient for 2020. With the additional \$75,000 approved for the 2021 operating budget, and through the Policy amendments, as well as the implementation of the Outdoor Event Evaluation Rating Tool, the goal is to provide support to the Special Event Interdepartmental Committee to better assess and allocate the Provision of Civic Services for outdoor events and thereby aligning the funding support allocated to this service line.

**OTHER IMPLICATIONS**

There are no legal, social or environmental implications identified.

**COMMUNICATIONS**

Administration has communicated these proposed changes to event organizers whose events received funding in 2018 and 2019. Due to the restrictions with COVID-19, an email communication was sent to 102 event organizers requesting feedback. Of the 102 event organizers, feedback was received from eight, with three requesting additional clarification. The remaining five had no additional comments to the proposed changes.

The Special Events Interdepartmental Committee, including representatives from Emergency Management Organization, Transportation, Saskatoon Police Service and Corporate Risk is currently investigating options that are available for enhancing outdoor special event safety as it relates to errant vehicles. For each of the options identified, Administration is reviewing information regarding effectiveness (i.e. how well it minimizes the risk of injury), efficiency (i.e. how easy it is to set up and take down), operating cost implications, capital cost estimates and operational costs for implementation. Administration will report back to City Council for consideration, as part

of its 2022 budget deliberations on these options and any potential impact or consideration for inclusion in the Policy.

**NEXT STEPS**

Subject to City Council approval of the recommendations in this report, the Policy will be amended accordingly.

The Special Event Interdepartmental Committee will continue to provide, as part of the application and review process, recommendations and administrative conditions to Outdoor Events regarding environmental sustainability, accessibility, noise bylaw extensions, as per Bylaw No. 8244 - Noise Bylaw, 2003, as well as parking, not covered in this policy. Administration will continue to work with outdoor event organizers to support efficient and sustainable use of civic resources and spaces.

**APPENDICES**

1. Proposed Amendments to the Provision of Civic Services Policy

**REPORT APPROVAL**

Written by: Lindsay Cockrum, Open Space Consultant  
Reviewed by: Brad Babyak, Recreation Services Manager  
Andrew Roberts, Director of Recreation and Community Development  
Approved by: Lynne Lacroix, General Manager, Community Services

SP/2020/RCD/PDCS/Proposed Amendments to Policy C03-026, Provision of Civic Services/gs