

Special Event Application Fees for 2022 and 2023

RECOMMENDATION

That the proposed 2022 and 2023 rates and fees for Special Event Application Fee, included in the 2022/2023 Preliminary Business Plan and Budget, be approved.

ISSUE

The current City Council approved rates end following the 2021 season; this report recommends approval of rates and fees for the 2022 and 2023 seasons.

BACKGROUND

The City of Saskatoon (City) has a long history of hosting festivals and events varying in size from small events, such as weddings, to large-scale events such as the Nutrien Fireworks Festival.

To better meet the needs of event organizers and improve customer service, the Recreation and Community Development Department has taken a lead role in the coordination of events. Over the years there has been an increase in the number of events occurring on civic property. The increase in events is attributed to an extended event season which includes year-round booking requests, as well as an increase in the city's population. The last full event year was in 2019 prior to COVID, when the City processed 439 outdoor special event application requests for events which attracted approximately 900,000 people to an outdoor special event in Saskatoon. Events have also become more complex in terms of an increase in the requests for civic services, Special Occasion Permits, noise bylaw extensions, vehicle permits, stage rentals, fireworks and fire permits. The combined increase in the volume of applications and complexity results in additional work required of the booking clerks and the support staff in processing applications, providing actual support at special events, and finalizing the special event booking contracts.

There is a direct correlation between the type of event and administrative time required to process an event application based on size and complexity of the event. Level 1 events require up to one hour of processing, Level 2 events require up to two hours of processing and Level 3 events require up to four hours of processing. To help offset the staffing costs associated with the processing time, a Special Event Application Fee was introduced in 2015. The current Special Event Application Fees for 2019 to 2021 are outlined in the table below:

Current Special Event Application Fees 2019-2021		
Level 1	Attendance up to 500 people and does not require civic services.	\$ 30 + GST
Level 2	Attendance up to 3,000 people and requires civic services and/or administrative conditions.	\$ 60 + GST
Level 3	Attendance greater than 3,000 people and requires civic services, administrative conditions, and additional permits.	\$120 + GST

In some cases, the Special Event Application Fee is waived. These events are listed as no charge and include special events such as community clean-ups.

DISCUSSION/ANALYSIS

Proposed Special Event Application Fee

The following table outlines the Special Event Application Fee schedule since 2015, and the proposed fee for 2022/2023:

Classification	2015-2018 Approved Fee	2019-2021 Approved Fee	2022-2023 Proposed Fee
Level 1	\$25	\$30	\$30
Level 2	\$50	\$60	\$60
Level 3	\$100	\$120	\$120

FINANCIAL IMPLICATIONS

Administration is recommending no increase to the fee for 2022/2023 and has included the current fee in the preparation of the 2022-2023 budget. Administration continues to develop efficiencies in processing Special Event applications and associated staff costs. In 2019, revenue received from the 439 Special Event Application contracts totalled \$21,700. Due to the lingering impacts of Covid-19, Administration is forecasting the estimate volume of events to be 412 contracts. Using our previous contract volumes adjusted for Covid-19 and proposed 2022/2023 Special Event Application Fees, the following table outlines expected revenue to help offset staffing costs associated with administrative processing of each application:

Classification	Budgeted Event Contracts	2022-2023 Proposed Special Event Application Fee	2022-2023 Revenue
No Charge	12	\$ 0	\$ 0
Level 1	315	\$ 30	\$ 9,450
Level 2	55	\$ 60	\$ 3,300
Level 3	30	\$120	\$ 3,600
TOTAL	412		\$16,350

OTHER IMPLICATIONS

There are no environmental, privacy, or CPTED implications or considerations.

Business Line: Recreation and Culture

SP/2021/RCD/Rates and Fees for Special Event Application Fee/mh