

Special Event Application Fee – 2021

Recommendation

That the Special Event Application Fee for 2021, effective January 1, 2021, as included in the proposed 2020 and 2021 Preliminary Operating Budget, be approved.

Issue

Administration is requesting approval that the Special Event Application Fee remain at the approved 2019-2020 rate for 2021.

Background

The City of Saskatoon 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 SaskTel Saskatchewan Jazz Festival.

During its 2019 Business Plan and Budget Review meeting, City Council approved an increase to the Special Event Application Fee for 2019-2020.

Discussion/Analysis

To better meet the needs of event organizers and improve customer service, the Recreation and Community Development Division has taken a lead role in the coordination of events. Since 2010, 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 that includes year-round booking requests, as well as an increase in the city's population. 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, as well as fireworks and fire permits. The combined increase in the volume of applications and their complexity results in additional work required of the booking clerks and support staff to process applications, provide actual support to special events and finalize the special event booking contracts.

There is a direct correlation between the type of event and the administrative time required for processing an event application based on the 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 2019-2020 are outlined as follows:

Current Special Event Application Fees 2019-2020		
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 park clean-ups.

Implications

During its 2019 Business Plan and Budget Review meeting, City Council approved a two-year fee with a rate increase for 2019. The Administration is recommending no increase to the fee for 2021 and has included the current fee in preparation of the 2020-2021 budget. In 2018, revenue received from the Special Event Application Fees totalled \$15,600. Using historical contract volumes and the proposed 2021 Special Event Application Fee, the following table outlines the expected revenue to help offset staffing costs associated with administrative processing of each application:

Classification	Budgeted Event Contracts	2021 Proposed Special Event Applicate Fee	2021 Revenue
No Charge	25	\$ 0	\$ 0
Level 1	345	\$ 30	\$10,350
Level 2	40	\$ 60	\$ 2,400
Level 3	30	\$120	\$ 3,600
TOTAL	440		\$16,350

There are no legal, social, policy, or environmental implications identified.