

Special Event Application Fee for 2019 to 2020

The purpose of this report is to recommend the 2019 to 2020 Special Event Application Fees.

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 SaskTel Saskatchewan Jazz Festival.

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, and firework 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 1 hour of processing, Level 2 events require up to 2 hours of processing, and Level 3 events require up to 4 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 are outlined as follows:

Current Special Event Application Fees		
Level 1	Attendance up to 500 people and does not require civic services.	\$ 25 + GST
Level 2	Attendance up to 3,000 people and requires civic services and/or administrative conditions.	\$ 50 + GST
Level 3	Attendance greater than 3,000 people and requires civic services, administrative conditions, and additional permits.	\$100 + 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.

Report

Proposed Special Event Application Fee

In 2017, the City processed 442 outdoor special event contracts equating to 1,228 event booking dates allocated and resulting in approximately 804,000 people attending an outdoor special event.

The following table outlines the Special Event Application Fee schedule since 2015, and the proposed fee increase for 2019 to 2020:

Special Events: Proposed 2019 to 2020 Fee Schedule (plus GST)					
Classification	2015 Approved	2016 No increase	2017 No increase	2018 No increase	2019 to 2020 Proposed Fee
Level 1	\$ 25	\$ 25	\$ 25	\$ 25	\$ 30
Level 2	\$ 50	\$ 50	\$ 50	\$ 50	\$ 60
Level 3	\$100	\$100	\$100	\$100	\$120

This report, related to special event application fees, is the first step in the overall review of the supports to outdoor special events. The Administration is also working on a comprehensive service level review related to the overall staff and in-kind supports to special events, including an investigation of user-pay fees for some activities previously covered by the Provision of Civic Services budget allocation. This further report will be presented in early 2019.

Financial Implications

There has not been a rate increase since the application fee for special events was first implemented in 2015. In 2017, revenue received from the Special Event Application Fees totalled \$14,600. Using historical contract volumes and the proposed 2019 to 2020 Special Event Application Fee, the following table outlines the expected revenue to help offset the staffing costs associated with the Administrative processing of each application:

Classification	Budgeted Event Contracts	2019 to 2020 Proposed Special Event Applicate Fee	2019 to 2020 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