 CITY OF ST. CATHARINES	Recreation, Parks and Culture Services - Programs and Cultural Services Division		
	Subject:	Special Events Waiving of Fees	Policy #: PRCS-B018-2016
	Approved by P.R.C.S:		
	Issue Date:	November 14, 2016	Revision Date: November 27, 2017
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Policy Statement:

The City of St. Catharines recognizes the importance of cultural events and events in that they build civic pride, encourage local engagement and attract people to the community and supporting them has been identified as a goal within the City of St. Catharines Strategic Plan.

The City welcomes, supports and encourages cultural festivals and events that build civic pride, encourage local engagement and attract people to the community.

The objective of this policy is to ensure that the City's support of festivals and events through the waiving of fees is facilitated in a fair and equitable manner and does not burden the City's annual operating budget.

Purpose:

This policy aims to protect the City's corporate values, assets, interests, goals, facilities, programs and services while also ensuring that festivals and events grow and prosper, positively impacting the quality of life of St. Catharines residents.

Definitions:

City


The Corporation of the City of St. Catharines, including City Council.

City program

Any activity organized and/or operated by the City and supported by a City department or approved by City Council. Includes City events.

City Property

All properties and facilities owned, managed and/or controlled under a lease agreement or license by the City including, but not limited to, parkland, playing fields, arenas, community centres, pools,

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gardens, open space and boulevards, buildings and rooms, furniture, equipment and fixtures; vehicles, fleet vehicles; and bus shelters.

Fees

The cost, as identified in the City's Rates and Fees document to rent or permit a City owned asset. Fees are subject to change as directed by City Council.

Festival / Event

- A single or multi day activity offering inclusive experiences to a wide range of participants.
- Examples include, but are not limited to: fundraisers, community presentations and carnivals


Scope:

The financial scope of this policy is limited. An upset limit for special events waiving of fees annually is set at \$12,500 for 2017 and future years.

Policy


The City of St. Catharines will waive fees to eligible applicants to help offset the fee(s) that would have been charged by the City related to the delivery or presentation of a festival or event. Examples of City fees that can be waived are (but not limited to):

- Park permit
 - Rental of City Property
 - Staffing costs outside normal operations
1. **The approval of waived fees does not guarantee the availability of a reservation or equipment.**
 2. **City Council reserves the right to limit the total amount of fees waived annually.**

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1.0 General Principles:

- 1.1 Applicants must apply using the official application form to St. Catharines City Council and provide information relevant to the festival or event. The application must show the projected social, cultural, economic and environmental impact that the festival or event will have on the City of St. Catharines and its residents.
- 1.2 Preference will be given to applicants who display community building by creating partnerships with community organizations, arts and cultural organizations, athletic and social clubs, service clubs such as the Rotary Club, Lions Club, Kiwanis Club and Optimist Club and charities.
- 1.3 Festivals or events that are similar to those already being provided by the City of St. Catharines will not be considered.
- 1.4 Festivals or events already funded through other agreements with the City of St. Catharines will not be considered.
- 1.5 Each year, City Council will approve a budget to be allocated to the Waiving of Fees.
- 1.6 Insurance fees (and any applicable HST) and damage deposits are not eligible to be waived. Post-event damage fees and/or park reinstatement fees (and any applicable HST) are ineligible expenses.
- 1.7 Special events hosted by not-for-profit or charitable organizations will take priority over for-profit or private organizations / individuals in the waiving of fees application process. For-profit or private organizations / individuals are still eligible to apply.
- 1.8 A copy of the City permit for the special event which is being applied for must accompany the application. This City issued permit will identify all of the City fees which are requesting to be waived. If the permit fees increase after Council has approved the fees to be waived, the additional fees are deemed ineligible expenses. If the permit fees decrease after Council has approved the fees to be waived, then the percentage of fees which was approved will be pro-rated accordingly.
- 1.9 Audited financial statements, articles of incorporation, Board of Director minutes and proof of not-for-profit or charitable status are not required with the application, however, the City retains the right to request this information if deemed necessary.
- 1.10 For special events whereby a portion or all of the proceeds are being donated to charity, a confirmation letter from that charity must accompany the application.

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2.0 Waiving of Fees Procedure:

- 2.1 Organizations who wish to apply for fees to be waived must do so by the application deadline(s).
- 2.2 Applications will be reviewed and prioritized by the Social Sustainability Pillar Committee and the Budget Standing Committee before being submitted to City Council for final approval.
- 2.3 If City Council approves fees to be waived before the date of the special event, then the City permit will be amended accordingly, and only the balance owing would be due. However, if City Council approval comes post-event, then the organizer would be responsible to pay 100% of the fees upfront and would be refunded accordingly.
- 2.4 There will be three application intake deadlines for events being held in 2018 as listed in the table below.

Applications Accepted	For Events Being Held in 2018
1. September – December 2017	January – June 2018
2. January – March 2018 *	July – December 2018
3. September 2017 – September 2018 **	First time events being held in 2018

* Deadline may be extended if budget is not fully spent for the 2018 fiscal year.

** Pending budget availability.

- 2.5 Any group that misses the waiving of fees application deadline will receive a notification letter that they must adhere to the application timelines outlined in the policy.

3.0 Restrictions:

The City will not solicit or accept applications from organizations whose reputation could prove detrimental to the City's public image and/or whose main business is derived from:

- 3.1 The sale of tobacco
- 3.2 Pornography
- 3.3 The support of or involvement in the production, distribution and sale of guns, ammunition and other life-threatening weapons