

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	72.1
Section:		Issued:	May 4, 2015
Subject:	Waiving of Fees and In-Kind Support Policy	Effective:	November 20, 2017
Council Resolution # and Date:	Council Resolution No. 0612 dated November 20, 2017	Page:	1 of 5
		Replaces:	Waiving of Fees & In-Kind Support Policy No. 72 of May 4, 2015
Issued by:	Jody Boulet, Director of Community Services	Dated:	May 4, 2015
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01 The City of Prince Albert has established user fees as a means to assist with the capital, maintenance and operational costs of its parks and recreational facilities. These fees are reviewed on an on-going basis to ensure they are sufficient to meet the costs associated with such facilities while also being cognizant of market trends and user's potential capacity to pay. Further, the fees have built into them different categories that vary to assist specific groups and needs. This Policy recognizes that in demonstrated, very exceptional circumstances, there may be merit for Council to consider the potential waiving of all or a portion of the required fees.

2 PURPOSE

- 2.01 To provide a consistent approach and procedure to process waiving or reduction of fee requests from Prince Albert based, non-profit community organizations or groups who have demonstrated an exceptional need and meet the established eligibility criteria.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to the Community Services Department.

4 RESPONSIBILITY

- 4.01 The Director of Community Services or designate is responsible for ensuring compliance with this Policy.
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4.02 The successful applicants must agree to recognize the City's contribution to their project, activity or event, in all related public information, including print material, social media and newspaper.

5 DEFINITIONS

5.01 In this policy:

- (a) **DIRECTOR OF COMMUNITY SERVICES** – means the Director of Community Services or Designate.

6 ELIGIBILITY

6.01 Eligibility will only be considered for non-profit or volunteer based organizations that operate within the City of Prince Albert.

6.02 Eligibility will only be considered for programs, activities or events that contribute to the promotion of cultural, heritage, social, or well-being of the community or address a community need.

6.03 Only one (1) request per organization/group will be considered in a calendar year.

6.04 Applications may be for partial or complete waiver consideration.

6.05 Waivers will be considered for the following:

- (a) Financial impact on the City;
- (b) Number of people reached by the request, the benefit to the

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community, and the significance of the event or activity;

- (c) Organizations with an established history of service to the community;
- (d) The activity meets a community development need, is a fundraiser in support of a City asset, and is a priority of the City.

6.06 Waivers will not be considered for the following:

- (a) Groups of a religious or political nature;
 - (b) Projects, activities or events that stand to make a profit for their organization or are commercial in nature;
 - (c) Discriminatory activities or events that would incite hatred towards any group;
 - (d) Activities or events that are unlawful;
 - (e) Activities or events that are contrary to the policies of the City of Prince Albert;
 - (f) Private events such as a wedding, birthday or anniversary party;
 - (g) Events or activities that are not open to the general public;
 - (h) Projects or organizations that did not fulfil their obligations during previous events or activities for which park or facility fees were waived or reduced; and
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- (i) Any other reason deemed unsuitable by the Director of Community Services.

6.07 The City reserves the right to allow an exception to 6.05 and 6.06 above for the following events, as approved by the Director on a year by year basis, subject to the responsible organization completing the application process as outlined in Section 7:

- (a) Winter Festival
- (b) Canadian Sled Dog Challenge
- (c) Downtown Street Fair
- (d) Urban Treaty Day
- (e) National Aboriginal Day
- (f) Remembrance Day
- (g) Farmer's Market
- (h) Exhibition Parade
- (i) Summit Run For Fitness
- (j) Clean Air Day

7 Process

7.01 Community organizations or groups must complete the Waiver and/or Reduction of Fees Request Application available online at www.citypa.com and/or in person at the Community Services Department located on the 3rd Floor of City Hall.

7.02 Applications must be submitted to the Community Services Department no later October 1 each year for consideration with detailed documentation. *Application forms received after this time will be processed accordingly;*

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however, the applicant must assume responsibility for any consequences associated with delays in the confirmation/administration process.

- 7.03 The Director of Community Services will review all eligible applications and make recommendations to Council during the annual budget deliberations.
- 7.04 The Director of Community Services will notify all applicants of Council's decision with regards to each waiver request once approval of the request has been confirmed.
- 7.05 In approving the Waiver and/or Reduction of Fees Request, the City may impose such conditions or restrictions as it deems fit.

8 Appeals

- 8.01 Any group who has been denied a waiver of fees may appeal the decision of the Director of Community Services by written letter to the City Manager.
- 8.02 Any group who has been further denied a waiver of fees may appeal the decision of the City Manager by appearing before Council to present their rationale for receiving a fee waiver.
- 8.02 Groups wishing to appear before Council must contact the City Clerk for further information and instruction.
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Organization Name	Applicant Name
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Which of the following best describes your organization?

- ☐ For-profit Organization ☐ Registered Non-profit Organization ☐ Other (please explain)
Registration # _____

PURPOSE OF REQUEST / DESCRIPTION OF EVENT

Date	Time _____ to _____
Location	No. of People Expected

Do you charge an admission fee? ☐ Yes ☐ No
If answer is "Yes", please describe:

CONTACT INFORMATION

Name	Telephone (main)	Telephone (alternate)
Address	Email Address	

FUNDING

Waived Fees Requested (Please check off fees to be waived)

- ☐ Mobile Stage ☐ Portable Stage ☐ Amphitheatre ☐ Amphitheatre Cover ☐ City Utility Locates
☐ Street Sweeping ☐ Power Supply ☐ Water Supply ☐ Irrigation Locates ☐ Picnic Shelter
☐ Snow Removal ☐ City Concession ☐ Facility ☐ Signage ☐ Private Tent(s) ☐ Pylons _____
☐ Garbage Bins _____ ☐ Recycle Bins _____ ☐ Barricades _____ ☐ Meter Bagging _____

****Please state above the number of garbage, recycle, barricades, pylons and bagged meters required****

Please explain why waiving of fee(s) is required.

Does the organization currently receive any other funding from the City of Prince Albert or other sources?
(funding, grants, sponsorships, etc) ☐ Yes ☐ No

If answer is "Yes", include amount and please describe



Has the organization already received a waiver within this calendar year? ☐ Yes ☐ No

If answer is "Yes" please see section 6.03 of the Waiving of Fees Policy

APPLICANT DETAILS

Does the organization owe the City of Prince Albert any amounts that are overdue? Yes ☐ No ☐

If answer is "Yes", please list:

LATEST FINANCIAL STATEMENT / REPORTS

These are a requirement. Please attach to this application when submitting.

Mail Completed Applications to:

City of Prince Albert

Attention: Parks, Recreation & Culture Department

1084 Central Avenue, Prince Albert, SK S6V 7P3

OR Fax to: (306) 953-4915 / Email to: cclayton@citypa.com

Date of Application _____ Signature of Applicant _____

Note:

Applications are required for all requests for waiving fees. Applications will be reviewed by the Parks, Recreation & Culture Department. The City will be in contact with you if any questions regarding the application arise. Applicants will be advised of the City's decision in writing once a decision on the application has been made.

If approved, the applicant must complete the City's standard rental forms and apply for all applicable licenses and permits.

Application Checklist:

In addition to completing the waiving of fees application, please ensure the following has been completed and/or attached:

- ☐ Application has been completed in full
- ☐ Waiving of Fees Policy has been reviewed
- ☐ Latest audited financial report/statement has been attached
- ☐ Event Budget has been attached

OFFICE USE ONLY

☐ Approved ☐ Not Approved – please state reason: _____

Director of Parks, Recreation & Culture

Date