

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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Department of Community Services

City of Prince Albert
3rd Floor, City Hall
1084 Central Avenue
Prince Albert SK S6V 7P3
Phone: (306) 953-4800
Fax: (306) 953-4915

Waiver and/or Reduction of Fees Request Application

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____

Phone Number(s): _____

Name of Event: _____

Date/Time of Function: _____

Location of Function: _____

What Is Being Requested: ☐ Mobile Stage ☐ Amphitheatre ☐ Amphitheatre Cover ☐ Lights

☐ Picnic Shelter ☐ Garbage Bins ☐ Recycle Bins ☐ Street Sweeping

☐ Power Supply ☐ Water Supply ☐ Irrigation Locates ☐ Bleachers

☐ Barricades ☐ Snow Fencing ☐ Snow Removal ☐ City Concession

☐ Meter Bagging ☐ Signage ☐ Pylons ☐ Grass Cutting ☐ Facility

Other: _____

Describe the Event: _____

Describe Who Will Benefit From the Event and How They Will Benefit:

Describe the Purpose of the Waiver Request:

Is this event: ☐ Annual ☐ On-going ☐ One Time Event ☐ Other

I **have** read the City of Prince Albert Waiving of Fees and In-Kind Support Policy and understand the City's Waiver and/or Reduction of Fees Request Application must be reviewed and approved by the Director of Community Services prior to any event.

Signature: _____ Date: _____

Financial Information:

- Please attach your proposed budget indicating fundraising efforts, if applicable.
- Will there be fees charged for those attending and, if so, what are they?
- Is the request for a partial or full waiver?
- Has your organization contacted other community groups to form a partnership for this project?
- Is there any additional information you would like for us to consider when reviewing your Application?

For Office Use Only

Municipal Cost of Request (excluding GST):

Request ☐ Approved ☐ Denied

Director of Community Services

Date