



City of Prince Albert

RPT 2025-15

TITLE: 2025 Waiving of Fees Requests

DATE: December 6, 2024

TO: Budget Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2025 Waiving of Fees Requests, as outlined in RPT 2025-15, be approved as part of the 2025 Budget.

EXECUTIVE SUMMARY:

Applications are received on an annual basis under the City's Waiving of Fees & In-kind Support Policy. Each application is reviewed in accordance with the policy eligibility in advance of the Parks, Recreation & Culture Department submitting the recommendation for support during the Budget Committee deliberations. The Department tracks the costs of each event that is supported under the policy so that this financial information can be included within the Budget Document. For 2025, there are a total of 22 community events recommended for support.

BACKGROUND:

The Waiving of Fees and In-Kind Support Policy was approved on November 20, 2017. The policy was created so that a consistent formal process can be followed on an annual basis to determine the support received by the organizations for their related events.

An annual request for applications is sent out to interested organizations or organizations that have had fees waived previously. The deadline for 2025 applications was October 1st, 2024.

Following the review of the applications submitted, the report is provided for consideration during the Budget Committee deliberations.

PROPOSED APPROACH AND RATIONALE:

As a result of the Call for Applications and a review of the services required in previous years there are 22 community events recommended for the 2025 waiving of fees. The services

requested are mainly related to City staff resources, rental charges and equipment costs. Attached to this report is a listing of the events recommended for approval and the costs associated to City services.

It is also important to mention that events that receive support under the Waiving of Fees and In-Kind Support Policy are not eligible to receive duplicate funding under other programs administered by the City such as the Community Grant Program or Destination Marketing Fund.

CONSULTATIONS:

A Call for Applications was sent out to the community with a deadline of October 1st, 2024. The Parks, Recreation & Culture Department also followed up with any organizations that had questions or required clarification regarding their application.

Consultations also occurred with the Public Works Department to confirm the total related costs being requested for services provided.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The front-line staff in each respective Department will be provided with the information regarding the waiving of fees process for 2025. This will ensure the approved services are coordinated in conjunction with both Departments for the event dates noted in the applications.

Upon approval of the requests for 2025, each organization will be contacted advising them of the approvals and to confirm any remaining details in preparation for their respective events.

BUDGET/FINANCIAL IMPLICATIONS:

A total of 22 community events are recommended for support in 2025. The services requested are mainly related to staff resources, rental charges and equipment costs. A total estimated support of \$167,892.37 is identified for 2025 as a result of the requests for approval under the Waiving of Fees & In-Kind Support Policy. In 2024, a total of \$161,473.80 was approved under the policy. The 2025 recommended support represents an increase of \$6,418.57 in comparison to the amount approved for 2024.

OTHER CONSIDERATIONS/IMPLICATIONS:

Policy:

- The report is submitted in accordance with the Waiving of Fees & In-Kind Support Policy.

There are no privacy, legal, safety or environmental implications.

OPTIONS TO RECOMMENDATION:

There no options to the recommendation.

STRATEGIC PLAN:

Promoting a Progressive Community: The process to consider waiving of fees requests by the City of Prince Albert was formalized in November 2017. The formal process provides community organizations with the opportunity to submit their event details for review during the annual budget deliberations. This serves as a fair and transparent method to consider the applications and appropriately budget for the City's support.

OFFICIAL COMMUNITY PLAN:

Section 15.6 of the Official Community Plan states that the Department will work in conjunction with local groups to host community events through the levels of support determined during the annual budget deliberations.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Waiving of Fees & In-Kind Support Policy
2. 2025 Summary of Events & Associated Financial Support.

Written by: Jody Boulet, Director of Parks, Recreation & Culture

Approved by: City Manager