



Re: Event Fees

“That all veterans groups be removed from any fee charge and these added charges be removed from any service club paying rental or other fees.”

Signed: Councillor Bryon Fluker

Notice Given On: March 26, 2018

Special Event Application Fees

The Process

- The Special Event fees went through the 2018 budget process for approval and implementation.
- After Council approval a media release was drafted on February 16 and reviewed and approved by administration. The Media Release was sent to Council and external media sources on February 20 and February 26.
- After issuing the Media Release, the new user fees were set up within the CLASS and POS system to permit fee collection with special event applications.
- The Application Fee (\$100) was implemented March 1, and the Late Fee (\$150) is to be applied on April 26, 2018.

The Fees

- The \$100 Special Event Application Fee is applied to every special event application.
- The \$150 Special Event Application Late Fee is applied only applied to applications received less than 8 weeks prior to the event date. This cut-off date aligns with the municipal Special Events Application Manual that stipulates all applications must be received 8 weeks *before* the event. It is often difficult for the approving municipal business units to ensure adequate review and approval of applications received less than the 8 weeks.

As noted, this fee is scheduled to come into affect after April 26, 2018.

Statistics

- In 2017 the Municipality approved 218 special event applications
- 16% (36/218): applications received 8+ weeks prior to the event date (as required)
- 60% (129/218): applications received 4 weeks prior to the event date
- 27% (59/218): applications received less than 2 weeks prior to the events' date
- 60% (131/218) of the events are walks, runs, cycling, parades, festivals, holiday events, and car shows. These events all require barricades arranged by Engineering and delivered/placed/removed by Public Works. Some require Police Services, i.e., traffic monitoring, auxiliary and paid duty. Health Inspectors are required to approve food vendors before and during the event to ensure compliance with safe food handling policies.
- 57% (125/218) of the events occur between June-September, with (19%) 42/218 taking place in the month of June. When applications are received less than a month prior to an event during the summer, required expedited review puts additional staff stress on the approving business units to ensure adequate resources are available for review.

Research

Prior to implementation, a staff survey revealed that all surrounding municipalities charge a Special Event Application fee. These fees range in price from \$33 - \$1,080. (\$33.50 is charged

by the City of London for events less than 8 hours) The average Special Event fee for a small event is \$100. This fee has been applied to all events regardless of scope.

Each municipality has also developed additional, specific fees they charge for other services that are associated with special events. As examples, in addition to an application fee there are additional charges for road closures, detour signage, garbage barrels, bagged meter parking, noise exemptions, indemnity agreements, cancellation fees, food vendor approvals, filming, etc..

Chatham-Kent's Application Fee covers a portion of the administrative costs of a special event application. It does not support damage deposits required for large events, or events that require additional staff time.

The Late Fee has been implemented to mitigate the high number of late event applications received. Our anticipation is that Late Fee will not be required as our goal is to receive applications in a timely manner.