

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C03-026

POLICY TITLE <i>Provision of Civic Services</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>November 26, 1990</i>
		UPDATED TO <i>July 17, 2006</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report No. 46-1990 and Clause B1, Legislative Report No. 10-2006</i>	CITY FILE NO. <i>CK. 205-1 and 1870-1</i>	PAGE NUMBER <i>1 of 3</i>

1. PURPOSE

To facilitate those activities of outside organizations which are of general benefit and serve to enhance the quality of life for Saskatoon residents through the provision of civic services at no charge or at a reduced charge to the recipient.

2. DEFINITIONS

2.1 Civic Services - include non-cash civic assistance such as provision of garbage collection, street sweeping, security, facility rental, and equipment (e.g. signs, barricades, chairs, tables, showmobile). For the purposes of this policy, civic services do not include the subsidized rental of recreation facilities. Assistance of this type will be referred to City Council for approval and funding through an appropriate subsidy program in compliance with Policy C03-030 "Recreation Facilities - Rental Fees".

3. POLICY

Outside organizations may, subject to City Manager approval, receive civic services provided these services do not conflict with normal service delivery and programming of the City. Each application will be treated on its own merit.

3.1 Funding

City Council shall, annually, set aside a budgetary allocation to fund the services to be provided.

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3.2 Application Deadline

Applications for provision of civic services must be received from outside organizations by March 1st of each year.

3.3 Valuation of Non-Cash Assistance

Civic departments shall be given credit for services provided on the basis of whichever of the following is appropriate:

- a) The standard charge for the service where such a service is provided.
- b) The actual cost of delivering the service, where no standard charge exists.
- c) Opportunity costs (that is, the cost of foregone benefits to civic operations of not utilizing civic staff, equipment, etc., in their best alternative use).

The amount so determined shall be adjusted for any partial payment that the community group might provide in recognition of the services available under this policy.

3.4 Administrative Authority

The Administration shall have the authority to establish the format of the application forms, the minimum documentation required to be submitted by the applicant and the valuation of non-cash assistance.

4. RESPONSIBILITIES

4.1 General Manager, Infrastructure Services

- a) Receive and administer all applications.
- b) Coordinate with relevant civic departments, all requests made for civic services.

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- c) Provide to the City Manager the estimated net cost to the City of Saskatoon of civic services requested by applicants and any recommendations regarding associated requirements to hold special events (i.e. street closures) as required by Policy C07-003 “Temporary Road Closures”.

4.2 City Manager

- a) Review applications submitted by outside organizations and approve requests for civic services by outside organizations.
- b) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.