

Title: Special Events / Competition Assistance		Number: 0128
Reference: Public Services Committee – May 12, 2014	Adopted by City Council: May 20, 2014	Supersedes:
Prepared by: PARKS AND RECREATION URBAN ENVIRONMENT AND RECREATION ADVISORY BOARD (UERAB)		

STATEMENT:

THE CITY OF MEDICINE HAT BELIEVES THAT THE ACTIVE USE OF LEISURE TIME AND THE PURSUIT OF EXCELLENCE ARE WORTHWHILE AND REFLECT THE PHILOSOPHY AS WELL AS THE CHARACTER OF THE COMMUNITY.

THE CITY OF MEDICINE HAT RECOGNIZES THE VALUABLE CONTRIBUTION MADE TO THE COMMUNITY BY THOSE GROUPS, ORGANIZATIONS AND INDIVIDUALS WHO ATTAIN PROVINCIAL, WESTERN CANADIAN, NATIONAL AND INTERNATIONAL RECOGNITION.

THE CITY ALSO RECOGNIZES THE VALUE OF SPECIAL EVENTS AND THE CONTRIBUTION THEY MAKE TO THE SPIRIT AND VITALITY OF THE COMMUNITY.

PRINCIPLES:

1. To recognize and acknowledge the effort necessary for attaining excellence.
2. To encourage the positive use of leisure time for the betterment of the community.
3. To promote Medicine Hat as a vibrant, healthy community.
4. To provide assistance to groups, organizations and individuals who attend provincial,
5. Western Canadian, national and international competitions or events.
6. To encourage participation by all residents of the community.
7. To emphasize the spirit of community among the residents of Medicine Hat.
8. To promote recreation, leisure and sport opportunities vital to the well-being, quality of life and prevention of social problems.
9. To provide assistance and/or encouragement to groups and organizations that host local special events in Medicine Hat of a recreational, leisure, and/or sports nature.

ROLE OF COUNCIL

To receive, review and adopt this policy and any recommended amendments thereto.

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1. DEFINITIONS

- 1.01 Leisure Activity – An activity or competition that gathers amateur representatives from Alberta, other provinces and territories, or various countries worldwide for the healthy, worthwhile demonstration of skills.
- 1.02 Local Special Event – An event that involves or impacts a large number of local residents in a positive, worthwhile and meaningful manner. It may be a single event or a series of events. The event(s) should accentuate and celebrate the spirit of community living. It should add to our community development, tourism or economic growth.
- 1.03 Amateur – Not for profit/compensation; participation for the pure enjoyment and celebration of the activity.
- 1.04 Provincial Event – A province-wide event usually sanctioned by a recognized provincial governing body that invites participation by representatives from zones, regions or other regionally designated sections of Alberta. Smaller regional or zone events are not included in this policy.
- 1.05 Western Canadian or National Event – An event usually sanctioned by a recognized national governing body that invites participation by representatives from provinces, territories or designated regions of Canada. For the purposes of this policy, this category includes Western Canadian events.
- 1.06 International Competition – An event usually sanctioned by a recognized international governing body that invites participation by representatives from various countries worldwide.
- 1.07 Active Participant – Includes the individuals or team members who will be actually taking part in the activity. This does not include organizing members or board members, parents, coaches, officials and/or spectators.
- 1.08 Eligible Applicants – The participant or organization submitting the application must be deemed a resident of the City of Medicine Hat.
- 1.09 Resident – Applicant or parents of a youth who resides in Medicine Hat for six months prior to the date of the application.

2. RESPONSIBILITIES

- 2.01 Public Services Division Administration:
 - (a) Assist the Public Services Committee, City Council and the Urban Environment and Recreation Advisory Board in the review of applications for assistance.
 - (b) Provide budgetary support, as approved by City Council, for the financial assistance portion of the program.
 - (c) Ensure public awareness of this Policy.
 - (d) Provide guidelines and application forms to interested parties.
 - (e) Provide other administrative assistance as deemed appropriate by the Commissioner of Public Services.
 - (f) Inform all applicants as to the status of their application upon decision of City Council, supplying appropriate rationale for the decision.

This policy is subject to any specific provision of *The Municipal Government Act* or other relevant legislation or Union agreement.

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2.02 Urban Environment and Recreation Advisory Board:

- (a) Review all applications submitted under this Policy.
- (b) Provide a recommendation on each application to City Council through the Public Services Committee for the disbursement of financial assistance.

3. PROCEDURES

- 3.01 The City may grant financial support to groups, organizations or individuals who have achieved representative status or who are hosting an event at a provincial, Western Canadian, national or international competition in the following categories:
- (a) Sports;
 - (b) Recreation; and
 - (c) Leisure.
- 3.02 The City may grant financial support to host a local sport or leisure event in any of the previously noted categories that is demonstrated to achieve a major contribution to the community in terms of resident involvement and/or tourism generation, economic benefit, positive recognition and celebrating the benefits of living in Medicine Hat.
- 3.03 The criteria for receiving municipal support are as follows:
- (a) The event as well as the participants must be of amateur status. The applicant's sponsor should be registered not-for-profit: group, organization or agency.
 - (b) Any financial support provided must be applied directly to activities specific to the event, e.g. travel, accommodations, meals, equipment, advertising, facility rental.
 - (c) Uniforms are the responsibility of the applicant(s) and are not eligible for funding.
 - (d) Applications must include a detailed budget of projected expenses and revenues and the specific amount of assistance requested.
 - (e) A final financial accounting statement within 60 days of the conclusion of the event.
 - (f) (Special events or hosting competitions that generate a surplus of funds are not eligible for any assistance.
 - (g) First preference will be given to applicants that have made a reasonable effort to obtain support from other sources.
 - (h) Financial support may be provided to teams, organizations, groups, agencies or individuals.
 - (i) Parent organizations are requested to plan ahead and consolidate all of their team and individual requests into a single request.
 - (j) Consideration will be given to the location and duration of the event, the number of people involved and any special requirements.

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(k) Financial support for events will be limited as follows:

	Maximum Limits			
	Provincial		Western Canadian/National /International	
Number of Active Participants	Attending	Hosting	Attending	Hosting
Individual	\$500	n/a	\$1,000	n/a
Two or more participants	\$1,000	\$2,000	\$2,000	\$3,000

(l) Written authority from the specific provincial, national or international body sanctioning/requesting participation shall be provided upon request.

(m) An event which is hosted in Medicine Hat must be open and accessible to the general public regardless of age, sex, colour, ethnicity, creed or religion.

3.04 To help ensure that seasonal groups can gain access to assistance, any budget allocated to this policy will be pro-rated as per the application deadlines of January 31, April 30, and August 31 of each year.

3.05 Applications must be submitted a minimum of 30 days prior to the event or competition.

3.06 Normally, funds will be allocated based on the following formula:

(a) 50% of the amount once approved by City Council.

(b) The remaining 50% after the event has occurred if the funds are needed to cover a deficit and a completed financial statement received within sixty (60) days following completion of the event. A completed financial statement must be submitted as a condition of the assistance program, regardless of event's finances.

(c) Upon exceptional circumstances 80% of the allocation may be advanced at the discretion of the City.

(d) If the financial statement is not completed within 60 days of the conclusion of event, the remaining 50% shall be forfeited.

In addition, applicants who do not submit a financial statement within 60 days of conclusion of the event shall not be eligible for future funding for a period of three (3) years

3.07 If funding is advanced for any competition of local special event and that competition, event or project does not occur, or the individual team or group does not attend a competition, then the amount of the grant must be fully refunded within 30 days following the anticipated date of the event. Failure to fully refund the grant within 30 days shall disqualify the applicant from future funding until such time that the grant has been fully refunded.

3.08 Funding is intended as a one-time assistance program to specific individuals and team members.

3.09 Preference will be given to those individuals/organizations who have not received funding within the last three years.

3.10 Funding is intended to directly support teams, groups, organizations or individuals of a not-for-profit status that are hosting or attending an event.

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- 3.11 Events which are for the purposes of fund raising for other causes shall not be eligible for funding under this program.
- 3.12 The City of Medicine Hat reserves the right to limit or decline financial assistance to any applicant at its sole discretion.
- 3.13 Financial contribution from the City of Medicine Hat to any event in no way obligates the City to participate in the event beyond the terms set out in this policy.
- 3.14 The City of Medicine Hat assumes no responsibility, legal or otherwise for any event, unless specifically outlined under a separate agreement.