



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Community Events – In-Kind Support **NO. ADMIN – 73**

POLICY:

To ensure continued support for the Event Committee by Esquimalt Municipal Council and staff as required.

PROCEDURES:

APPLICATION

Event Committees seeking in-kind support must submit a Local Grant application with the Director of Financial Services. This application should clearly indicate the requested level of in-kind support and should include event details as well as budget and other relevant financial information.

SUPPORT

1. Council will support the Event Committee as they:
 - a. Plan and implement all activities associated with their Event;
 - b. Work with municipal staff to coordinate services, facilities, and staff as required;
 - c. Identify Green initiatives related to their Event with the assistance of the Township’s Green Event Planning Guide (located at www.esquimalt.ca/greenevents); and
 - d. Find sources of funding and grants to support activities.

2. Support will be provided to the Event Committee up to a maximum value of \$10,000 which may include:
 - a. Utilization of Township staff; and
 - b. Access to municipal facilities or utilization of equipment without being directly charged the related costs.

3. In-kind support will only be provided for Events which are held entirely on Township property.

4. The receipt of in-kind support does not preclude an organization from also submitting a Local Grant Application for consideration of financial support in accordance with Council Policy ADMIN-32.

ESTABLISHED EVENTS

Organizers may have their event designated as an Established Event if the following conditions are met:

- The Event must have been held within the Township for the last two consecutive calendar years; and
- All annual reporting requirements under this Policy have been submitted.

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Once designated as an Established Event, Council may approve a core amount of in-kind support. This level of support will be provided to the organizers each year if the Established Event continues to satisfy all conditions. Organizers of Established Events are required to submit event and financial details to the Director of Financial Services prior to November 30 each year to allow for Council consideration prior to December 31. Once approved, all in-kind support will be included within the following year's Financial Plan.

Organizers of Established Events will not be required to submit a formal Local Grant application for in-kind support unless they wish to seek an increase to the approved core amount. In these instances, a Local Grant application will need to be submitted to request the additional amount only. This request would be considered by the Local Grant Committee.

APPOINTMENTS

1. That a Councillor be appointed to act in an advisory and liaison capacity with the Committee and attend committee meetings;
2. That a staff representative be appointed and attend committee meetings; and
3. The Event Committee shall annually submit to the Municipal Council for ratification, a list of Committee liaisons. The Event Committee may invite representation from other community groups/organizations.

REPORTING

At the completion of the project, the Committee must submit a final report to Council within 120 days which includes:

1. A brief evaluation of the Event;
2. A financial statement of actual revenue and expenditures for the Event;
3. Details regarding the Green performance of their Event;
4. Attendance figures (if available); and
5. An evaluation of the impact on the community.

If an event receives both financial and in-kind support, the organizers are only required to submit one final report.

INSURANCE

Each Committee will be responsible for coordinating and obtaining insurance coverage for their event. The Committee shall ensure that their event carries insurance with a minimum of \$2,000,000 liability coverage and the Township will be identified as an additional insured within the policy. Evidence of this insurance coverage shall be provided to the Director of Financial Services prior to commencement of the event.

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