



CITY OF HAMILTON
COMMUNITY AND EMERGENCY SERVICES DEPARTMENT
Recreation Division

TO:	Chair and Members Emergency & Community Services Committee
COMMITTEE DATE:	August 16, 2017
SUBJECT/REPORT NO:	Holiday Egg Hunts in Parks (CES17034) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Steve Sevor 905-546-2424 ext. 4645
SUBMITTED BY:	Christ Herstek Director, Recreation Community & Emergency Services Department
SIGNATURE:	

RECOMMENDATION

That rental fees associated with non-profit organizations executing community Holiday Egg Hunts in City parks consistent to the parameters of the Recreation Fee Waiver/Reduction Policy be waived permanently.

EXECUTIVE SUMMARY

Holiday Egg Hunts are a popular community building event in Hamilton and are run predominantly by community volunteers and with limited financial resources. Volunteers are able to secure donations for the candy eggs and accessories related to the collection of the eggs to offset expenses, however, many events incur a park rental fee charged by the City of Hamilton.

In the past, various Councillors have initiated motions to waive rental fees for a specific year. In 2014, Council approved Report CES14001 which included an update to the Recreation Fee Waiver/Reduction process. Provided that they are organized by non-profit organizations and are for the benefit of the local community, Holiday Egg Hunts can qualify for a fee waiver under the policy. In order to avoid the application step for community groups, the above recommendation will remove the park rental fee charged by the City.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: These events would have generated \$4,595 had the park rental fees not been waived through Council motions. Insurance fees cannot be waived, which is consistent with the Recreation Fee Waiver/Reduction Policy. Since

2013, there have been 20 permitted Holiday Egg Hunts at City of Hamilton parks.

Staffing: There are no staffing implications associated with Report CES17034.

Legal: There are no legal implications associated with Report CES17034.

HISTORICAL BACKGROUND

Holiday Egg Hunt organizers are required to apply for approval of their event through the Special Event Advisory Team (SEAT) if the event takes place on City property, such as a park. Once approved, organizers are required to submit payment for the park rental fee to Recreation Facility Bookings and provide evidence of insurance to staff in the Events Office.

For a number of years, event organizers have sought approval to have park rental fees waived for various Holiday Egg Hunts throughout the City. These events have either made an application through the Recreation Fee Waiver/Reduction Policy or have received approval for fee reduction through Council Motion.

Since 2014, Council has unanimously approved the same motion each year to waive fees for these activities. In this instance, the process used to waive fees for Holiday Egg Hunts is repetitive and creates an added barrier for event organizers.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Recreation Fee Waiver/Reduction Policy is still in effect. There are no material changes to the existing policy and therefore no impacts to the policy. Additionally, there are no legislated requirements associated with this Report. After review by Recreation staff, the Holiday Egg Hunts that have been approved annually through a Council resolution over the past five years would have qualified to receive a fee waiver if they were all assessed through the policy.

RELEVANT CONSULTATION

SEAT staff within the Planning and Economic Development Department have reviewed the Report.

Events Office staff within the Planning and Economic Development Department have reviewed the Report.

Finance and Administration staff within Corporate Services have also reviewed the Report.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation considers the fact that volunteer event organizers have access to minimal financial resources and that the largest expenditure for their event is the park rental fee. Insurance fees cannot be waived as they are required to cover the liability aspects related to executing the event. Insurance can be provided by the organization's supplier, or can be purchased at competitive rates through the Recreation Division.

The Holiday Egg Hunts permitted in City of Hamilton parks in the last five years have been organized by non-profit organizations or volunteer community organizations. Consequently, these events have met various aspects of the Recreation Fee/Waiver policy, such as the activity must be recreation or leisure based, the event must be open to the entire community, no user fees should be charged and the event must be run by a community group operating on a non-profit basis. Since the application of the Recreation Fee/Waiver policy is intact, the recommendation removes the burden from the event organizer of applying for the Fee Waiver process. It also formalizes a process that City Council has continuously approved for a number of years.

ALTERNATIVES FOR CONSIDERATION

None

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Healthy and Safe Communities

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

APPENDICES AND SCHEDULES ATTACHED

None