

Council Policy

Policy Name: Hosting
Department Name: Community Services
Policy No.: PRL-030
Effective Date: December 4, 1984

Review Date:

STATEMENT:

The City of Fort McMurray will host or assist in hosting, certain conventions, conferences, meetings, functions and events, so that the City's protocol needs are properly met and limited external hospitality assistance is made available equitably within budgetary parameters.

PURPOSE AND OBJECTIVE:

The objective of this policy is:

1. Provide for the assistance in provisions of hospitality for visiting delegates, representatives or participants in conventions, conferences, meetings, functions and events which are held in the City of Fort McMurray, through expenditures allotted by the City of Fort McMurray to the Fort McMurray Visitor's Bureau on a per capita rate.

PROCEDURES:

1. Definitions

- 1.1. Sponsored Event – A convention, conference, meeting or function held in the City of Fort McMurray and sponsored by a non-profit association, society or group registered and operative Provincially, Regionally, Nationally or Internationally and whose by-laws and regulations do not discriminate against race, colour or creed. Commercial and political organizations are excluded.
- 1.2. Visiting Delegate – Someone who travels two hundred (200) km or more and does not reside in the City of Fort McMurray.

2. Responsibilities

- 2.1. The City will annually advance monies to the Fort McMurray Visitor's Bureau, which in total will not exceed the budget allocation approved by Council for hosting purposes.
- 2.2. The City is to have the authority to examine the books and records of the Fort McMurray Visitor's Bureau to ensure that an accurate account exists of the manner in which the grant monies were expended.
- 2.3. The Fort McMurray Visitor's Bureau to:
 - 2.3.1. Be responsible for administering the City of Fort McMurray budget allocation in accordance with hosting policy criteria approved by City Council.

- 2.3.2. In each request for hosting under the policy, determine with the City Clerk whether a City of Fort McMurray grant has been made in the same year by the organization requesting support.
- 2.3.3. Submit an annual budget request to the City Manager by September 30 of the preceding year.
- 2.3.4. Annually review the hosting formula rates for sponsored events and make recommendations to Council.
- 2.3.5. In January of each year, provide the City Manager with a detailed listing of the amounts and organizations, including numbers of delegates, for the sponsored events during the preceding calendar year.
- 2.3.6. Return unexpended funds of the previous year to the City Treasurer by March 15 of each year, unless retention of such surplus funds has been authorized by City Council.

3. General Procedures

- 3.1. Procedures - The Fort McMurray Visitor's Bureau will consider assistance for sponsored in accordance with the Hosting Policy Criteria approved by Council.
 - 3.1.1. Notwithstanding the provisions of the policy, Council may elect to hear any representation from organizations who wish to appeal a decision of the Fort McMurray Visitor's Bureau and may, in its sole discretion, vary that decision as Council sees fit.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: City Council
Approval Date: December 4, 1984

Revision Approval Dates:
Review Due:

Policy Manager: Director, Community Services
Department Contact: Manager, Community Services

Legal References:
Cross References: