

**CONFERENCE HOSTING POLICY**  
**Council Policy No. 82/19**

**PURPOSE:**

As the Regional Service Center for the community, it is the City's role to encourage economic development and to enhance the tourism and hospitality industries.

**POLICY:**

To ensure that all requests for conference sponsorships and funding are handled fairly, to establish a maximum funding level for each request and to establish the source of funding for the sponsorships. The grant for sponsorship and event funding is classified into two portions, a base amount and an additional amount as detailed in the procedures of this policy.

The City is a member of the Peace River Regional District (PRRD) and collects regional district taxes from City taxpayers each year. When the PRRD provides a grant to a non-profit organization, the City contributed towards this grant through the PRRD. To avoid duplication, the City will coordinate grant applications with the PRRD. This will ensure that the City's contribution is made either through the PRRD or through Council.

**PROCEDURE:**

1. Advertisements will be placed in the newspaper in May of each year giving notice that the City of Fort St. John is accepting applications for Grants for the City's next budget year.
2. Groups wishing to apply for Conference Hosting Grant shall make application on or before September 15<sup>th</sup> of each year using the form provided and as attached to this policy. Requests for funding may be considered after the annual deadline date providing that funding is available in the budget.
3. Sponsorships and funding will be financed with available Council Contingency Funds with a maximum annual budget allocation of \$20,000.
4. The base portion of the grant is a general entitlement to encourage and promote the hospitality industry and to assist local groups and organizations in hosting conferences and events.
  - a. The City will consider requests for sponsorships and funding of a base amount grant based on the following criteria:
    - i. Each sponsorship grant will be considered depending on its individual merits.
    - ii. Grants will be calculated based on the number of participants attending the conference at \$10 per delegate to a maximum of \$2,000.

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PROCEDURE: (continued)

5. The secondary portion of the grant is an additional amount that may be granted pursuant to the hosting organization having a proven financial need and is for specific activities during the event for which the City will gain corporate recognition.
  - a. The City will consider requests for additional sponsorship and funding based on the following criteria:
    - i. Each sponsorship grant will be considered depending on its individual merits.
    - ii. Grants will be calculated based on the number of participants attending the conference up to a maximum of \$40 per delegate. No individual grant will exceed \$ 10,000 per event.
6. Organizations must complete and submit the attached application form and budget for consideration by the City.
7. Sponsorships and funding will be financed with available Council Contingency Funds the annual base budget allocation for conference hosting grants will be \$20,000.
8. Requests for Conference Hosting grants will be approved by the City Manager providing that the request falls within the policy guideline. Should staff decline to fund an application; the organization will have an option of appealing to City Council. The City Manager will report to City Council on the disposition of all applications for conference hosting grants.
9. City initiated conferences and events that are included in the Community Promotions Budget are not restricted by this policy. Examples of City sponsored events are *Oil & Gas Week, Agriculture Week, Forestry Week, FSJ Airshow etc.* Examples of City sponsored conferences that staff have a direct involvement in are: *Public Works Conference, Building Inspectors Association Conference, Government Finance Officers Association Conference, NCMOA and Recreation Facilities Association*, with these events attracting approximately 150 delegates. An example of an external conference is the *BC Chamber of Commerce Conference*.

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**APPLICATION FOR A CONFERENCE HOSTING GRANT**

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

GENERAL INFORMATION			
<b>Official Name of Conference Sponsoring Organization</b>			
<b>Mailing Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM</b>			
<b>Contact Name</b>			
<b>Mailing Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Work Telephone</b>	<b>Home Telephone</b>	<b>Cell Telephone</b>	<b>Email Address</b>

CONFERENCE INFORMATION
<b>Description of Conference (target audience, topics, guest speakers, anticipated number of registrations):</b>

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**Attach the following information:**

- Conference budget – anticipated source of funds (registrations, grants from other funding sources) and anticipated conference expenditures
  - Have applied for a PRRD Grants to Community Organizations/Special Event for same project/event
- Disposition of conference revenues if a surplus is realized
- Financial information from previous conferences if available

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The personal information on this form is collected for the purpose of Council to consider the approval of a conference hosting grant from the City of Fort St. John as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Please note that the information will only be used for the purposes of evaluating this application and that your response will be treated as public information. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE – SEPTEMBER 15**

SEND APPLICATIONS TO

**CITY OF FORT ST. JOHN  
10631 – 100<sup>TH</sup> STREET  
FORT ST. JOHN, BC V1J 3Z5**