



City of Lloydminster

Policy

Policy Title:	Concert and Special Events Policy	Policy Number:	740-05
Date of Adoption:	May 4, 2026	Motion Number:	120-2026
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To establish criteria for booking Special Events and Concerts and ensuring financial sustainability through break-even budget requirements.
- 1.2. To provide clarity of the different types of Special Events organized in the City and establish requirements of the City for each category of Special Event.

2. Definitions:

Administration	An employee, contract employee or volunteer of the City of Lloydminster.
Approver	The individual that will be approving the Concert or special event as per the Signing Authority Policy approval thresholds.
Bookings	The rental of a City owned facility by an individual or organization.
City	The corporation of the City of Lloydminster.
Community Events	Events that are run by the City's Programming & Events department. ex: Canada Day, Winterfest, Heritage Days, etc.
Concerts	A live performance of music given in public typically by several performers.
Concert Working Group	A committee consisting of three members of City Administration appointed by executive leadership. The Concert Working Group is established as part of an agreement between the Vic Juba Community Theatre and the City.
Gross Revenue	The concert revenue before expenses.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Special Event	An event that is bid on and hosted by the City of Lloydminster and is open to the public for the primary purpose of supporting an experience that focuses on but not limited to community, celebration, culture, charity, education,

	food/beverage, recreation, entertainment, wellness or sport.
Total Projected Cost	The total cost of all expenses pertaining to the concert.

3. Scope:

- 3.1. This Policy applies to all Concerts and Special Events that occur in the City.
- 3.2. This Policy does not apply to Community Events.

4. Policy Statement:

- 4.1. The City is committed to providing high-quality experiences while ensuring fiscal responsibility. Each Concert and Special Event must adhere to the guidelines outlined below.
- 4.2. Concerts and Special Events shall be organized for the participation and benefit of residents and to support local tourism.

5. Bookings:

- 5.1. Bookings shall follow the guidelines set out in the Fieldhouse and Arenas Allocation Policy and the Aquatic Facilities Allocation Policy as amended from time to time, as well as other allocation policies as developed.
- 5.2. Booking costs are set out in the Fees and Charges Bylaw, and applicable Leisure Services and Parks and Green Spaces policies, as amended from time to time.
- 5.3. The City provides standard services for all Bookings and is compensated for the services booked.

6. City-led Special Events

- 6.1. Special Events are organized by City Administration.
- 6.2. All Special Events shall be approved as per the Signing Authority Policy approval thresholds.
- 6.3. Special Events shall be evaluated by the Approver based on the following information:
 - 6.3.1. event description;
 - 6.3.2. fan engagement and reach;
 - 6.3.3. projected timeline;
 - 6.3.4. event budget including anticipated revenues and expenses;
 - 6.3.5. impacts on operations of City facilities;
 - 6.3.6. economic impact forecasting.

- 6.4. Administration shall only approve booking Special Events if the event is expected to break even.
- 6.5. Council may choose to approve a Special Event if the event will run a deficit, but is expected to bring a significant economic impact to the City.

7. Concert Selection:

- 7.1. Concert proposals shall be prepared by the Concert Working Group and be provided to the Approver. Concert proposals shall include the following information:
 - 7.1.1. event description;
 - 7.1.2. fan engagement and reach;
 - 7.1.3. projected timeline;
 - 7.1.4. Concert budget including anticipated revenues and expenses;
 - 7.1.5. impacts on operations of City facilities;
 - 7.1.6. economic impact forecasting.
- 7.2. All Concerts shall be approved as per the Signing Authority Policy approval thresholds.
- 7.3. The City shall only approve booking Concerts if 70% of the estimated Gross Revenue meets or exceeds the event's Total Projected Cost.
- 7.4. Any net revenue from hosting a Concert shall be allocated to the Special Events Reserve for a future large Concert or Special Event.
- 7.5. If a Concert results in a deficit, funds from the Special Events Reserve will be allocated to the balance to break even.
- 7.6. Council may choose to approve booking a large Concert where the estimated Gross Revenue is below 70% if the Concert expects to bring a significant economic impact to the City. The Special Events Reserve funds may be used to offset expenses for booking the large Concert and bring the event closer to a break-even result.

8. Penalty:

- 8.1. Any member of Administration found to be in violation of this Policy may be subjected to disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 8.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter*."

9. Responsibility:

- 9.1. City Council shall review and approve all policies.
- 9.2. Administration may administer this Policy through the use of a supporting procedure, as required.