

MANAGEMENT REPORT

Date: March 19, 2024
To: Finance and Labour Relations Sub-committee
From: Tim Wolfe, Director of Community Services
Report Number: FIN24-007
Attachments: Letter of Request

Title: Request to Waive Facility Fees

Objective: To consider the request to waive fees for use of one community hall at the Rotary Complex on May 23, 2024 for The Truth Behind The Smile public event.

Background: PTSD The Truth Behind The Smile is a peer support service that has been providing services within the City of Stratford since 2018. Their peer method for support within the mental health community is a vital tool in promoting healing and better mental health.

The request is to waive the costs of facility rentals at the Rotary Complex for an event the group wishes to hold in May.

Analysis: Typically, requests of this nature are assessed through the Community Grants program as staff do not have authority to waive fees. As the community grants application window has closed, the applicant has prepared the attached letter for Committee consideration.

The expected value of the facility rental is \$1008.85 excluding HST.

Should the Committee and Council wish to support this request, staff would suggest that this be handled via a similar process to other requests, whereby available budgeted funds that are used towards other facility fee reductions and waivers are transferred to the Community Services department in lieu of the actual fees. These have a levy impact and the budget for 2024 is \$137,998 based on historic activity.

Financial Implications:

Financial impact to current year operating budget:

If approved the effect is like any other 'waivers' in that Community Services department receives the revenue, and the expense is tax levy-borne.

Financial impact to future year operating budget:

The applicant has indicated that they intend this to be an annual event so this request and the financial implications could recur.

Insurance considerations:

The facility user will be required to purchase facility user insurance or provide coverage naming the City as additional insured of not less than Five Million Dollars (\$5,000,000).

Alignment with Strategic Priorities:

Not applicable: This request does not fall within the City of Stratford Strategic Priorities.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Staff Recommendation: THAT the Truth Behind The Smile Event - Request to Waive Facility Fees report (FIN24-007) be received;

AND THAT direction be provided regarding the facility rental fee waiver request in the amount of \$1008.35 for use of one hall at the Rotary Complex on May 23, 2024.

Prepared by:	Tim Wolfe, Director of Community Services
Recommended by:	Tim Wolfe, Director of Community Services
	Joan Thomson, Chief Administrative Officer