

MANAGEMENT REPORT

Date: July 16, 2024
To: Finance and Labour Relations Sub-committee
From: Vicky Trotter, Council Committee Coordinator
Report Number: FIN24-026
Attachments: None

Title: Climate Conversations Steering Committee 2024 Request for Financial Assistance

Objective: To consider a request from the Climate Conversations Steering Committee for financial assistance related to providing climate conversations for the community.

Background: Sheila Clarke of Climate Momentum spoke to the Energy & Environment Advisory Committee (E & E Committee) on March 7, 2024, about a new project which would provide a series of workshops/meetings to build climate awareness and community, and provide tools for Stratford residents to curb greenhouse gas emissions. The intent would be to provide eight sessions from September 2024 to April 2025.

At the March 7, 2024 meeting the following motion was passed:

THAT the Energy & Environment Advisory Committee supports the series of community climate conversations proposed by Stratford Climate Momentum.

Ms. Clarke was asked to attend the June 6, 2024 E & E Committee meeting to provide further details on the type of support being requested from the Committee. The Climate Conversations Steering Committee requested a partnership with the Committee to support the costs for the event and provide a City facility to host the event, preferably the City Hall Auditorium.

At the June 6, 2024 meeting the following motion was passed:

THAT the Energy & Environment Advisory Committee partner with the Climate Conversation Steering Committee to hold a series of "Community Climate Conversations" including in-kind support for venues and staff assistance based on availability;

AND THAT any additional financial support will be pending a final budget decision determined at the next E&E meeting.

Analysis: Following the E & E meeting, the organizers of the Climate Conversations event reached out to staff to confirm they were requesting a co-sponsorship rather than a partnership. Staff met with the organizers to determine the scope of the request. The Steering Committee is requesting a co-sponsorship with the E & E Committee for the purposes of covering the costs of:

- the rental of the City Hall Auditorium,
- providing City IT support and assistance,
- speakers for the 8 events, and
- financial assistance with refreshments and speaker gratuities.

Providing financial support, i.e. sponsorship, to an event organizer is beyond the mandate of an Advisory Committee such as the E & E Committee and there are not funds included in the 2024 E & E Committee Budget to undertake co-sponsorship of this type of event.

Community groups requesting financial assistance from the City of Stratford are able to apply for a community grant through the City's community grant application program.

With respect to the request, information has been provided below to outline potential costs and options available for consideration.

Rental of the City Hall Auditorium and Technical Assistance:

The hourly rate for the auditorium is \$30.75 per hour plus HST and a non-refundable deposit of \$150.00 is required. The intent is for eight sessions to be held. If each event was booked for four hours which would include set-up and take-down, the total cost would be approximately \$1,134.00, plus HST [\$1,281.42 including HST].

Event organizers typically arrange for technical assistance as part of their event preparations. A grant could be provided by the City to the Event Organizer to obtain technical assistance, estimated at \$2,000.

Refreshment and Gratuities:

At this time, no cost for refreshments and gratuities has been provided by the Event Organizer. A per meeting estimate of \$100.00 to a maximum of \$800.00, providing all events proceed, could be considered.

The total expenses for the 8 events at this time are estimated to be:

Auditorium Rental Fee	\$1,281.42 [including HST]
Technical Support	\$2,000.00
Refreshments and Speaker Gratuities	\$800.00
Total	\$4,081.42

There are no in-kind contributions from the City, included in the above amounts.

Options for consideration:

1. File the request (meaning take no action): THAT the request from the Climate Conversations Steering Committee for the City of Stratford to provide financial assistance for the eight (8) Climate Conversation events, be filed.
2. Provide a community grant to cover the Auditorium Rental: THAT a Community Grant in the amount of \$1,281.42 be provided to the Climate Conversations Steering Committee for their Climate Conversations to be held in 2024 and 2025.

With this option, an Auditorium rental agreement would be required to be submitted by the event organizers.

3. Approve the financial request up to a maximum of \$4,100.00: THAT a Community Grant in the amount of \$4,081.42 be provided to the Climate Conversations Steering Committee for their Climate Conversations to be held in 2024 and 2025 to fund the following:
 - Auditorium Rental Fee - \$1,281.42 [including HST]
 - Technical Support - \$2,000.00
 - Refreshments and Speaker Gratuities - \$800.00

With this option, an Auditorium rental agreement would be required to be submitted by the event organizers.

Financial Implications:

Financial impact to current year operating budget:

Subject to the direction given by Council, there may be cost implications for the 2024 budget.

Financial impact on future year operating budget:

None.

Insurance considerations:

Insurance will be required in accordance with the rental agreement for the Auditorium.

Alignment with Strategic Priorities:

Not Applicable: This report does not align with one of the Strategic Priorities as the request is for fee waivers and financial support.

Alignment with One Planet Principles:

Not Applicable: This report does not align with one of the One Planet Principles as the request is for fee waivers and financial support.

Staff Recommendation: THAT direction be provided on the options identified for the financial assistance request from the Climate Conversations Steering Committee for the eight (8) Climate Conversation events to be held from September 2024 to April 2025.

Prepared by: Vicky Trotter, Council Committee Coordinator

Recommended by: Tatiana Dafoe, City Clerk
Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer