

Memo



Date: September 27th, 2010
File: 0705-61
To: City Manager
From: Lorna Gunn, Grants Manager
Subject: Sister City Funding Policy

Recommendation:

THAT Council adopt Council Policy # 355 - Sister City Funding regarding the use of budget allocated to support Sister City relationships.

Purpose:

Council has directed staff to provide clarity on use of budget allocated to visiting and hosting our Sister Cities as well as the use of budget supporting our local Sister City organizations.

Background:

On December 17th, 2009 Council approved the allocation of \$7500.00 ongoing base budget funding as a matching fund for our three Sister Cities, Kasugai Sister City Association, Veendam Sister City Association and the Kelowna Zambia Partnership.

These funds were in addition to the \$2500.00 base budget allocation used to host visiting Sister City delegations or to purchase gifts for our Sister City hosts when Council representatives visit their cities.

A council policy is required to specify how funding is to be used.

Internal Circulation: City Clerk
Financial Planning Manager
Director of Strategic Initiatives

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Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Community & Media Relations Comments:


Alternate Recommendation:

Submitted by:



L. Gunn, Grants Manager

Approved for inclusion:



David Graham, Director of Strategic Initiatives

cc: Angie Thiessen, Financial Planning Manager



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Council Policy

Sister City Funding

APPROVED @

RESOLUTION:
REPLACING: N/A
DATE OF LAST REVIEW: September 2010

A. SISTER CITY PROGRAM - OPERATING

City Council has allocated ongoing base budget to be used specifically to host our Sister City delegations when they visit our community or to purchase gifts for our Sister City hosts when Council representatives visit their cities.

City Council will not use this base budget allocation for travel expenses.

B. SISTER CITY PROGRAM – GRANT EXPENSE

City Council has allocated ongoing base budget as a matching fund for our three Sister Cities, Kasugai Sister City Association, Veendam Sister City Association and the Kelowna Zambia Partnership, to be divided equally per organization, to support their administrative functions and projects.

At any point during the year, but not later than December 31st, each organization may submit a letter of request for their portion of funding. A financial statement indicating that they have successfully raised the 50% matching funding is required prior to City funds being released. This fundraising can also include funds raised from membership fees.

REASON FOR POLICY

To establish a policy for handling of base budgets specific to our Sister City relationships.

LEGISLATIVE AUTHORITY

Council Direction