



City of Richmond

ITEM No. 21 - COUNCIL AGENDA  
SEPTEMBER 22, 2003

## Report to Council

**To:** Richmond City Council

**Date:** September 19, 2003

**From:** Sylvia Gwozd  
Chairperson  
Sister City Committee

**File:** 0135-04-02

**Re:** **Sister City Visit - Wakayama, Japan**  
**30th Anniversary Visit**

### Staff Recommendation

It is recommended that Council,

Approve a budget increase of \$6,500.00 to the approved 2003 Sister City budget to host the Richmond Wakayama visit, and

that the funds be allocated from the Council Contingency Account.

*Sylvia Gwozd*

Sylvia Gwozd  
Chairperson  
Sister City Committee

Att.

## **Staff Report**

### **Origin**

At the September 18, 2003 meeting of the Finance Select Committee there was a verbal request from the Sister City Committee for an increase of \$6,500 to their 2003 budget allocation previously approved by Council.

Committee debated the issue briefly and directed staff to bring this matter directly to the September 22, 2003 Council meeting. Committee requested staff to prepare explanations for the requested increase as well as a detailed revised budget expenditure breakdown.

This report addresses the Committee request.

### **Analysis**

Council previously agreed that they were interested in celebrating, with the Sister City Committee, the 30<sup>th</sup> anniversary of the City's twinning relationship with our Sister City, Wakayama, Japan.

The Sister City Committee appeared before Council with a detailed budgeted for hosting the event and Council subsequently allocated \$14,400 from the Council Contingency Account as the City's contribution to the event.

The budget that was presented was based on an anticipated delegation size, the allocated amount was to cover the associated costs of the functions and celebrations. Subsequent to the approval of the initial budget request the size of the visiting delegation has increased in size. Consequently to continue with the planned event the funding commitment needs to be increased.

The Sister City Committee believes the importance of our relationship with Wakayama is such that reducing the planned program events to meet the budget is not a recommended alternative. Consequently increasing the approved budget is the recommended option.

### **Financial Impact**

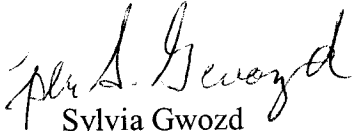
The attached table details the revised budget request as well as highlights the reasons for the increase. The General Manager, Finance and Corporate Services has been contacted to seek an appropriate funding source and we are advised that as the original funding source was the Council Contingency Account that this account would be the appropriate funding source. The General Manager, Finance and Corporate Services advises that there is adequate funding in the Council Contingency Account to accommodate the \$6,500.

September 19, 2003

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Recommendation

The Sister City Committee recommends that Council Approve a \$6,500 increase to the Sister City budget for 2003 and the funds be taken from the Council Contingency Account.

A handwritten signature in cursive script, appearing to read "Sylvia Gwozd".

Sylvia Gwozd  
Chairperson  
Sister City Committee

**SISTER CITY BUDGET**  
**30<sup>TH</sup> ANNIVERSARY VISIT**  
**WAKAYAMA, JAPAN**

	<b>Original Budget</b>	<b>Revised Budget</b>
Interpreter	\$ 400.00	\$ 400.00
Lunches	2,000.00	2,500.00
Dinner Day 1	5,000.00	7,500.00
Dinner Day 2	1,600.00	2,000.00
Dinner Day 3 (Contribution)	500.00	600.00
Parking	60.00	60.00
Gifts	500.00	600.00
Transportation	City Vans N/C	1,500.00
Gratuities and Taxes		1,400.00
<b>TOTAL</b>	<b>\$ 10,060.00</b>	<b>\$ 16,560.00</b>