



## ADMINISTRATIVE REPORT

Report Date: January 6, 2009  
Contact: Janice MacKenzie  
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Meeting Date: January 20, 2009

TO: Vancouver City Council

FROM: City Clerk

SUBJECT: Vancouver City Planning Commission - 2009 Advance Grant Monthly Installments

### ***RECOMMENDATION***

THAT monthly installments of \$4,660, based on 2008 funding levels, be made to the Vancouver City Planning Commission beginning January 2009 in advance of their 2009 Operating Grant request.

### ***CITY MANAGER'S COMMENTS***

The City Manager RECOMMENDS approval of the foregoing.

### ***COUNCIL POLICY***

Council's policy is to provide installments of operating grants to allow organizations to meet their operating needs, in advance of consideration of their annual grant requests during the regular grant review process. Approval of the Recommendation requires eight affirmative votes.

### ***PURPOSE***

This report seeks Council approval to maintain monthly funding at 2008 levels for the Vancouver City Planning Commission (VCPC) in advance of the annual grant.

***BACKGROUND***

In past years, the City has disbursed operating grants to the Vancouver City Planning Commission in equal instalments through the year. The installments are timed to accommodate the operating cash flow requirements of the organization.

***DISCUSSION***

This report recommends that installments be continued as in past years, with payments commencing in January 2009, in advance of Council's consideration of the 2009 operating grant requests.

***FINANCIAL IMPLICATIONS***

A report on the Vancouver City Planning Commission 2009 operating grants will be submitted to Council once the City's 2009 budget is approved. As the advance installments are recommended at 2008 approved grant levels, staff note that there will be the opportunity to make any adjustments that may be required at the time that Council considers the 2009 operating grant for VCPC.

***CONCLUSION***

Staff recommend that VCPC receive monthly installments commencing in January 2009 at the 2008 funding level and that the funding not be used for the hiring of staff by the VCPC.

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