



## ADMINISTRATIVE REPORT

Report Date: September 24, 2009  
Contact: Cecelia Smith  
Contact No.: 604.871.6711  
RTS No.: 08353  
VanRIMS No.: 08-2000-20  
Meeting Date: October 6, 2009

TO: Vancouver City Council

FROM: Acting City Clerk

SUBJECT: International Association of Peace Messenger Cities General Assembly of the IAPMC 2009 - October 25 to November 1, 2009

### *RECOMMENDATION*

THAT Council authorize Councillor Cadman, as a member of the Executive Board, to attend the International Association of Peace Messenger Cities General Assembly of the IAPMC 2009 being held in Sarajevo from October 25 to November 1, 2009, at an estimated cost of \$2,232.00 to be funded from the Councillors 2009 Travel Budget.

### *CITY MANAGER'S COMMENTS*

The City Manager submits this report for Council's consideration.

### *COUNCIL POLICY*

The City's Mayor and Council Members' Expenses By-law No 8904 requires that a Council member wishing to engage in an activity that is representing the city, engaging in city business or attending a course, meeting or convention must request Council prior approval. If Council approval is granted, the council member may claim reimbursement for expenses incurred in accordance with the By-law.

### *PURPOSE*

The purpose of this report is to seek Council's approval for Councillor Cadman to attend the International Association of Peace Messenger Cities General Assembly of the IAPMC taking place in Sarajevo from October 25 - November 1, 2009.

***BACKGROUND***

At the 20th Meeting of Executive Board /IAMPC/ held in District of Abidjan in April this year, the City of Sarajevo was entrusted to host the 22nd General Assembly of the International Association of Peace Messenger Cities. Topics of the assembly will be the following:

1. Cultural, religious and ethnic coexistence in multiethnic environment
2. Post conflict construction of peace and establishment of trust
3. Key factors of economic progress of cities as basis for reinforcement of peace
4. Institutional frameworks for development of multiethnicity and nurturing of religious and traditional values of ethnic groups in multiethnic environments.

***FINANCIAL IMPLICATIONS***

The estimated costs to be funded from the 2009 Travel Budget are as follows:

Item	Estimated Costs - Cdn\$
Airfare	\$ 1,672.00
Accommodations (provided by IAMPC)	0.00
Per Diem - 8 days X 70.00	560.00
Ground Transportation	50.00
	\$ 2,282.00

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**COUNCIL REPORT/MANAGER'S MINUTE - FINANCIAL SERVICES CONCURRENCE**

<b>DEPARTMENT:</b> Councillor's Office	<b>AUTHOR:</b> Cecelia Smith	<b>RTS #:</b> 8353	<b>DATE REC'D:</b> 09/22/09	<b>CONC. REQ'D BY:</b> 9/29/2009
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**SUBJECT:**  
International Association of Peace Messenger Cities General Assembly of the IAPMC 2009 – October 25 to November 1, 2009

**SUMMARY OF REPORT:**  
Council authorize Councillor Cadman, as a member of the Executive Board, to attend the International Association of Peace Messenger Cities General Assembly of the IAPMC 2009 being held in Sarajevo from October 25 to November 1, 2009, at an estimated cost of \$2,232.00 to be funded from the Councillors 2009 Travel Budget

**APPLICABLE POLICIES:**  
The City's Mayor and Council Members' Expenses By-law No 8904 requires that a Council member wishing to engage in an activity that is representing the city, engaging in city business or attending a course, meeting or convention must request Council prior approval. If Council approval is granted, the council member may claim reimbursement for expenses incurred in accordance with the By-law.

<b>OPERATIONAL AND/OR FINANCIAL ISSUES:</b>  None	<b>FUNDING REQUIREMENT (\$):</b>  \$2,282.00
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<b>CERTAINTY OF FINANCIAL (\$) ESTIMATES:</b> <input type="checkbox"/> Fixed Price (No variance likely) <input checked="" type="checkbox"/> Firm Price & Terms (Possibility of Variance < 10%) <input type="checkbox"/> Estimate (Probability of Variance < 25%) <input type="checkbox"/> Estimate Only (High Probability of Variance > 25%)	<b>FUNDING CONFIRMED (SOURCE):</b>  Councillor's 2009 Travel Budget- \$4,500 positive variance @ Aug09 YTD
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<b>FUNDING SOURCES:</b>	<b>APPROVAL REQUIRED BY:</b>
<input type="checkbox"/> PEF	CFO
<input type="checkbox"/> CFF	CFO
<input type="checkbox"/> DCL	Budget Office
<input type="checkbox"/> Liability Reserve	Director of Risk Management
<input checked="" type="checkbox"/> Operating Budget	<input checked="" type="checkbox"/> Within current budget <input type="checkbox"/> Not in current budget
<input type="checkbox"/> Capital Budget	<input type="checkbox"/> Within approved BCB <input type="checkbox"/> Not within approved BCB
<input type="checkbox"/> Reserves	<input checked="" type="checkbox"/> In plan <input type="checkbox"/> Outside plan
<input type="checkbox"/> Other _____	CFO Budget Office/CFO

FINANCIAL ANALYSIS (Budget Analyst to initial each for confirmation)	
Costs	\$2,282 ML
Staffing Implications	None ML
Alternatives Evaluated	n/a ML
Benefits	Vanessa's growth ML
Property Tax Implications	ML

CONCURRENCE			
	Input Req'd	Initials	Comments
CFO:	<input type="checkbox"/>		
Financial Policy:	<input type="checkbox"/>		
Financial Services:	<input type="checkbox"/>		
Risk:	<input type="checkbox"/>		
	Concurrence Req'd	Signature	Comments
Budget Analyst:	<input checked="" type="checkbox"/>	<i>[Signature]</i>	
Budget Manager:	<input checked="" type="checkbox"/>	<i>[Signature]</i>	