

THE CITY OF WINDSOR

COUNCIL SERVICES DEPARTMENT

VALERIE CRITCHLEY
CITY CLERK

IN REPLY, PLEASE REFER
TO OUR FILE NO. _____

September 20, 2013

TO: ALL MEMBERS OF THE INTERNATIONAL RELATIONS COMMITTEE

* **Attached** is the agenda for the meeting to be held:

Yours very truly,

Karen Kadour
Committee Coordinator

attachments

AGENDA
and Schedule "A"
to the Minutes of the
INTERNATIONAL RELATIONS COMMITTEE
meeting held
September 26, 2013
at 2:00 o'clock p.m.
Room 303, 400 City Hall Square East

1. **CAJ.J. TO ORDER**

2. **MINUTES**

Adoption of the minutes of the meeting held June 24, 2013 - *attached.*

3. **DECLARATIONS OF CONFLICT**

4. **COMMUNICATIONS**

4.1 Letter from Mayor Tsuneo Suzuki, City of Fujisawa dated August 2013. - *attached.*

4.2 India Canada Annual Fundraising Dinner Invitation - *attached.*

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 International Children's Games Twin City Participation Updates

6. **BUSINESS ITEMS**

6.1 Letter from Dr. Peter Kurz, City of Mannheim dated July 23, 2013. - *attached.*

6.2 Polish Week in Windsor 2013 -J. Barycki

6.3 Gunsan, South Korea Program Exchange - *attached.*

6.4 Ronald Simpson, Gunsan, South Korea Liaison Request - *attached.*

6.5 2014 IRC Budget - Initiatives & Cost Drivers - *attached.*

6.6 IRC Annual Report to the Planning & Economic Development Standing Committee - *attached.*

7. **NEW BUSINESS**

8. **DATE OF NEXT MEETING**

To be determined.

9. **ADJOURNMENT**

KK/
Windsor, Ontario June 24, 2013

A meeting of the **International Relations Committee** is held this day commencing at 12:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Councillor Drew Dilkens, Chair
Councillor Ron Jones (arrives at 12:11 p.m.)
GuyDiPonio
Blake Roberts
Dr Frank Simpson

Regrets received from:

Councillor Percy Hatfield
Jerry Barycki

Also present are the following resource personnel:

Rob Barlozzari, Council Assistant
Nora Romero, Community Development Officer, Mayor's Office
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 12:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. MINUTES

Moved by B. Roberts, seconded by G. DiPonio,
That the minutes of the International Relations Committee meeting held March 18, 2013 **BE ADOPTED** as presented.
Carried.

3. DECLARATIONS OF CONFLICT

None disclosed.

5. **BUSINESS ITEMS**

5.1 **International Children's Games (ICG) Reception**

N. Romero distributes background information relating to the International Children's Games to be held August 14-19, 2013, ***attached*** as Appendix "A" as follows:

- Information relating to volunteering, adopt an athlete, donate online
- World map identifying the countries participating in the Children's Games
- Update relating to the VIP Mayor's Reception, and opportunities for the International Relations Committee to be a part of the Reception event.

N. Romero reports 84 cities worldwide have confirmed their attendance at the International Children's Games. Two sister cities - Fujisawa, Japan and Coventry, England have also confirmed attendance at the ICG.

It is noted the IRC identified \$6,000 from the Operating Budget as a placeholder to be utilized for the Mayor's Reception to be held in the Augustus Ballroom, Caesar's Windsor. N. Romero states approximately 250 people will attend the Mayor's reception.

N. Romero provides further comments relating to the ICG as follows:

- Anonymous donor has provided 16 Olympic torches which will be on display at Caesars Windsor
- Asks what role the IRC would like to assume
- Requests Councillor Dilkens bring greetings on behalf of the Mayor at the Mayor's reception
- Suggests the IRC greet people, mingle with the crowd and provide a video that showcases the Sister City relationships.
- Guests will receive welcome baskets. Suggests the IRC provide a welcoming letter and perhaps a small gift to be included in the basket.

The Chair proposes the IRC purchase white dress shirts with the City of Windsor logo embroidered on the collar to be worn at the Mayor's reception.

Moved by B. Roberts, seconded by Dr. Simpson,

That **APPROVAL BE GIVEN** for the purchase of seven men's white dress shirts (City of Windsor embroidered logo on the collar) to be worn by the members of the International Relations Committee at the Mayor's Reception, International Children's Games to be held on August 15, 2013.

Carried.

Moved by B. Roberts, seconded by Councillor Jones,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$750 for the purchase of small gifts to be given to attendees at the Mayor's Reception, International Children's Games to be held on August 15, 2013.

Carried.

N. Romero suggests the IRC purchase wine skins at a cost of 3 wine skins for \$10. which could be incorporated into the welcome baskets and distributed to international dignitaries attending the ICG.

5.2 Fujisawa, Japan - International Children's Games Transportation Request

The Chair indicates three delegations from Fujisawa, Japan will be attending the International Children's Games from August 14-17, 2013 and are requesting hotel rooms and transportation from the Metro Detroit Airport.

Moved by Dr. Simpson, seconded by Councillor Jones,

That **APPROVAL BE GIVEN** to an expenditure for three nights' accommodation at Caesars Windsor and the transportation costs for three delegations from Fujisawa, Japan to travel from Metro Detroit Airport to Windsor.

Carried.

4. COMMUNICATIONS

R. Barlozzari distributes an e-mail dated June 23, 2013 from Steven Zhou regarding the Changchun Cultural Exchange, attached as Appendix "B". He advises the North American Tour to be held in March 2014 will include Windsor, Ontario, Little Rock, Arkansas and Tijuana, Mexico. He states Changchun is interested in sending a delegation to Windsor to organize a possible exhibition of historical relics of Puyi, the last Emperor of China.

Mr. Steven Zhou is also requesting the City of Windsor (as a Sister City) send a delegation to participate in the annual half marathon event to be held in Changchun in September 2013. Mr. Zhou indicates expenses for up to three runners will be provided by the City of Changchun; the runners will be responsible for their air fare.

In response to a question asked by the Chair regarding if the delegation from Changchun are requesting expenses to be covered by the City, R. Barlozzari responds no expenses have been requested at this time.

Moved by B. Roberts, seconded by G. DiPonio,

That Mayor Francis **BE REQUESTED** to issue a letter of invitation to Changchun regarding their request to review a suitable venue for their historical relics of the Puyi exhibition and to discuss the details in organizing this event and further, that Administration **BE DIRECTED** to notify the area running clubs of the annual Changchun half marathon to determine interest in participating in the event to be held in September 2013.

Carried.

The Chair advises the City of Changchun fully intended to participate in the ICG Games with two soccer teams; however, their lateness in applying resulted in the ICG being fully subscribed.

4.2 E-mail from Ljupka Maslova, Ohrid, Macedonia Regarding Civic Election Results

Moved by Dr. Simpson, seconded by Councillor Jones,
That a congratulatory letter **BE SENT** to Dr. Nikola Bakraceski, the newly elected Mayor of Ohrid, Macedonia.
Carried.

6. NEW BUSINESS

The Chair states Jinho Park, Director in the Prime Minister's Office, South Korea spent 18 months working through the Office of the City Administrator and at the Lou Romano Water Reclamation Plant. A delegation of 4 representatives from South Korea met with Mayor Francis on June 4, 2013. The delegation was in Windsor attending the Automotive Parts Manufacturing Expo held at Caesars Windsor.

Moved by B. Roberts, seconded by Councillor Jones,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$359.10 for a luncheon held at the City Grill on June 4, 2013 for several delegates from Gunsan, South Korea.
Carried.

The "Twin Cities with The Corporation of the City of Windsor" document identifying the 50 year anniversary dates for Coventry, England and St. Etienne, France, is distributed and ***attached*** as Appendix "C". The Chair recommends a delegation be sent to Coventry, England for their 50th Anniversary as a Twin City with the City of Windsor.

Moved by B. Roberts, seconded by Dr. Simpson,
That **APPROVAL BE GIVEN** for two representatives from the International Relations Committee to attend the 50th Anniversary celebration with Windsor's Twin City Coventry, England and further, that the funding (placeholder) be derived from the IRC 2013 Operating Budget.
Carried.

In terms of the Twin Cities Monument, the Chair indicates that space at the Art Gallery has been arranged for Laura Shintani, the commissioned artist. The model of the "You and Me" sculpture will be housed in the former gift shop where children/adults attending the ICG Games will place their thumbprints into the piece. He notes the placeholder of \$15,000 from the IRC towards the sculpture will be held in abeyance until a written agreement has been completed.

The Chair indicates the need for an IRC historical repository to be placed on the City of Windsor website.

Moved by Dr Simpson, seconded by B. Roberts,

That Information Technology **BE REQUESTED** to assist in the creation of an International Relations Committee historical repository consisting of relevant photos/documents from the Sister Cities to be placed on the City of Windsor website.

Carried.

7. **DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chair.

8. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 12:53 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

THE CITY OF FUJISAWA

e MAYOR'S OFFICE

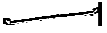
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August, 2013

The Honorable Eddie Francis,
Mayor of Windsor
350 City Hall Square West
P.O. Box 1607
Windsor,
Ontario N9A 6S1
Canada

Dear Mayor Francis:

I would like to express my sincere appreciation as Mayor of Fujisawa for your kind courtesies extended to the three members of the Official Delegation which was headed by Deputy Mayor Tsuneo Ishii and for those who were involved to make tremendous effort to receive them during their stay in Windsor.

I also thank you for treating the girls basketball team that participated in the 47th International Children's Games in Windsor and the Junior High School girls of Misono Jogakuin who visited Windsor to homestay. On behalf of the City of Fujisawa, I am deeply grateful that you have let them have a meaningful time in Windsor.

We hope to continue the friendly relationship of the two cities, as well as build the relationship that the both of our cities can develop ourselves more for the future.

I send my best wishes to you and the people of Windsor for your and their good health and continued success.

Sincerely and truly,

Tsuneo Suzuki

Mayor of Fujisawa

Barlozzari, Robert

Subject: FW: Advance Poster_India Canada Dinner 2013
Attachments: ICA-2012-KidneyPOSTER.jpg

From: Sushil-ji [sjain42@yahoo.com]
Sent: Friday, September 06, 2013 5:45 PM
To: ICA Windsor
Subject: Advance Poster_India Canada Dinner 2013

I welcome you to attend our annual gala dinner.
good food and entertainment.
Please mark your calendar.
ICA dinner Oct. 18, Caboto club, registration, doors open 6PM Please RSVP so that we can
count you in.
thanks,
sushil jain
president (2013)
india Canada Association
Windsor

**Tickets \$60 per person
or \$550 for a table of 10
Students \$30**

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STADTMANNHEIM

Der Oberbürgermeister

Stadt Mannheim [Der Oberbürgermeister] Postfach 10 30 51 | 68030 Mannheim

Mayor of the City of Windsor
Eddie Francis
350 City Hall Square West
Windsor
Ontario N 9A 6S1
Canada

Rathaus E 5
68159 Mannheim
Tel. 0621 293w9632

23.07.2013

Dear Mayor Francis, dear colleague

The ReiseMarkt Rhein-Neckar-Pfalz (TravellingMarket Rhine-Neckar-Palatinate) has taken place for many years in Mannheim's Maimarkthalle and is a large touristic trade fair planned from the 4th until 6th of January in 2014. Some of our twin cities have already used this opportunity to present themselves and their region at a joint stand with the city marketing of Mannheim in past years. In agreement with the organizer, the TMS Fairs-Congresses-Exhibitions Limited Company, this offer can also be extended to you in 2014. A centrally located stand shall provide the opportunity for all twin and befriended cities to highlight and promote their special touristic and cultural features for a broad public. In the immediate vicinity there will be also be a stage at disposal which can be used for artistic performances.

I would like to extend a warm invitation to make use of this offer and the excellent occasion to present your city to a large trans-regional visitorship.

Please, find the details about the travelling market in the organizer's flyer which is enclosed. The cost for the use of the stand amounts to approximately 1.150 Euro per city. Travelling expenses would also have to be borne by your city. The city of Mannheim would like to take over the costs for the accommodation for two representatives per participating city. Furthermore, we would be pleased to invite your representatives to a joint dinner as well as to the New Year's reception of the city of Mannheim in the Rosengarten on the 6th of January 2014.

I am very thankful that the organizing company places such significance on the city of Mannheim and its twin and befriended cities and would be very glad if you could be represented there. If this shall be the case you can either register directly or via our Office for European and International Affairs (Contact: isabel.fienhold@mannheim.de, 0049-621-293-9435).

Yours sincerely

Dr. Peter Kurz

Barlozzari, Robert

Subject: FW: Gunsan_PS

From: kimsk2003@daum.net [mailto:kimsk2003@daum.net] **On Behalf Of** skk

Sent: September 9, 2013 11:14 PM

To: Barlozzari, Robert

Subject: Gunsan_PS

Hello Robert,

I think you've considered the road map of Gunsan to select a candidate official and plan a budget through my previous email. They are repeatedly asking me to get your opinion about their road map because they need to decide soon on what to do for their next step - going forward or stopping with their road map.

They wouldn't want to press you to give them your answer, however, if the City of Windsor thinks it is not possible to accept an official from Gunsan in January in 2013, just letting them know that would be OK. They would be able to change their plan/road map. (I am sorry if my English is not polite or proper in expression. I don't know how to express this situation with my limited English competency.)

I would sincerely like to ask you to try to provide them with what you are doing or planning to accept their official for further close friendship. Please reply to me as soon as possible for better cooperation.

Best regards,

Young

Dear Robert,

Gunsan asked me to assist them to proceed with the exchange of officials project along with a summary of their project promotion schedule. Please look at the summary & their request below and let me know what you think or what is currently going on with the City of Windsor regarding this project. I understand you are very busy so I feel sorry to ask for this repeatedly.

Best regards,

Young

=====
1) Schedule of project promotion

Aug/ 2013 Project/Plans of sending an official to Windsor_ Approved by the Director

Sep. to Oct./ 2013 Selecting the official candidate

** We need a prompt feedback from the City of Windsor in order to follow up with the basic plans.

Nov./2013 Planning the budget for sending official & preparing for getting approval of the City Council

2) Request for a feedback from the City of Windsor

- Will you accept an official of Gunsan as of January, 2013

- How long do you consider the Gunsan official would work as the visiting official in Windsor

- What conditions are you considering for the exchange of officials - including a possible job/work for the Gunsan official

C, kimsk2003@hanmail.net

Barlozzari, Robert

Subject: FW:Letter of Proposal for Windsor and Gunsan
Attachments: 1069128_170212286494645_1518193047_n.jpg;1013886_166162670232940_835554798_n.jpg

From: ronald simpson [ronaldsimpson2003@yahoo.com.sg]
Sent: Wednesday, July 10, 2013 5:19 AM
To: Dilkens, Drew
Cc: Hatfield, Percy; Jones, Ron
Subject: Letter of Proposal for Windsor and Gunsan

Dear City of Windsor International Relations Committee Members; Councillor Drew Dilkens, Councillor Percy Hatfield and Councillor Ron Jones,

My name is Ron Simpson. I was born in Windsor and grew-up in Essex County. I live in Iksan, a short drive from Gunsan, Windsor's Sister-City. I have been living in Korea. since 1998. I am a graduate of the University of Ottawa, The University of Western Ontario and a veteran of the Royal Canadian Navy. My wife is Korean and I have two young daughters. Former Windsor Customs Union President and Second World War navy hero Thomas Simpson is my grandfather. I love my grandfather, my family, Canada and Windsor. I also love Korea and I wish to respectfully submit a unique proposal to you and the City of Windsor with the aim of achieving a goal.

My proposal is to represent my country, my province and hometown while at the same time, assist my adopted home country of Korea and the City of Gunsan as a "Consultant Liaison Officer".

I wish to be recommended and supported to represent the City of Windsor and the City of Gunsan as a city-to-city Liaison Officer. This position would benefit both cities by improving communication and coordination thereby in the long-term building greater trust and friendship. My goal is to achieve the best possible utilization that the sister city relationship between Windsor and Gunsan are attain. I would work for both Gunsan and Windsor.

A major part of my duties would be to offer English Communication classes to Gunsan City Council members and assist them with the aim of improving communication with you. Creating a great cultural awareness and information exchange would also be included with these potential classes.

I will develop a model and a network of people-to-people relationships by keeping you (and them) informed and up-to-date regarding any community driven developments in Gunsan and vice versa. I will bridge the cultural gap and maintain a sustainable relationship for years to come.

I would give professional presentations to Gunsan City Council on behalf of the City of Windsor in regards to shared city activities, assisting with visiting delegations, providing translation services and other things as required to assist the business relationship between Windsor and Gunsan. I will also provide the City of Windsor the same and use technology to keep you up-dated and informed.

I will create and explore further undeveloped areas of identifiable similarities that would benefit both cities. In essence, I would act as a consultant by providing new ideas and areas of opportunity for the City of Windsor's consideration.

I will also provide a link with the Canadian Embassy and the Canadian Chamber of Commerce in Seoul with the aim of developing opportunities for Windsor including educational and economic proposals that would especially benefit Windsor. For example, I am very aware of the English teaching industry in Korea and have ideas how Windsor could benefit.

In conclusion, I can offer Windsor an outline to achieve a long-term plan that would benefit both Gunsan and Windsor.

With your support and recommendation including the support of the Mayor and everyone on the International Relations Committee I would like to present my proposal to the Gunsan City Council. However, I need your support to make this happen.

In the beginning this can be a part-time project and over time my duties can expand. My evaluation can be based on both results and satisfaction of all members.

Respectfully submitted for your consideration,

Yours sincerely,

Ron Simpson

In the photo is myself and Han Sang Bong, Economic Development, Gunsan City Council, whom I had an informal meeting with regarding my proposal with very positive about my ideas.

Second photo highlights Windsor inside the main lobby of Gunsan City Hall.

Ronald Simpson

Veterans Affairs Service Officer for Thomas Joseph Simpson

THE CORPORATION OF THE CITY OF WINDSOR

July 17, 2013

Councillor Drew Dilkens
City Councillor, Ward 1
International Relations Committee
c/ o City Clerk's Department, City of Windsor

Councillor Dilkens,

On July 8, 2013 City Council received an Administrative Report on the 2014 Budget Process & Timelines and approved the following resolution as it relates to City of Windsor Departments and City funded Agencies, Boards & Commissions.

(CR130/2013)

THAT the report of the Chief Financial Officer & City Treasurer dated June 19, 2013 regarding the 2014 Proposed Budget Process & Timeline **BE RECEIVED** for information and;

THAT the process identified herein regarding the development of the 2014 operating and capital budgets **BE APPROVED** and;

THAT the Chief Administrative Officer **BE DIRECTED** to provide all City Departments and City Funded Agencies, Boards, Committees & Commissions (*Windsor Police Services, Transit Windsor (including Handi-Transit), Windsor Public Urban, Essex Region Conservation Authority, Windsor Essex Health Unit, Arts Council, Arcite Inc., Centres for Seniors, Tourism Windsor-Essex, Windsor Essex County Development Corporation, Essex Windsor Solid Waste Authority*) with direction to prepare a 2014 budget within their 2013 funding levels and further, that they bring forward reduction options totalling up to 10% of their 2013 net budget to ensure sufficient options are identified to achieve Council's fiscal goals. The appropriate percentage is to be determined by the Chief Administrative Officer after completion of the refinement of the 2014 budget pressures and expected offsets.

THAT the 5-year Capital Budget Plan **BE UPDATED** to include projects for the year 2018, balanced to projected available funding, and based on existing levels of contribution from the operating fund and updated revenue projections from the Sewer Surcharge and other funding sources and;

THAT an updated 5-Year Debt Reduction/ Reserve Enhancement Model **BE PREPARED** and included in the 2014 budget documents and;

THAT an updated 5-year Sewer Surcharge model **BE DEVELOPED** and included-in the 2014 budget documents;

THAT the projected timelines included herein **BE APPROVED IN PRINCIPLE** subject to any future required adjustments as the process unfolds.

In order to meet the compressed timelines required to finalize the 2014 budget by year-end, we are requesting your budget information much earlier this year. Administration is asking that your 2014 budget request from

the City of Windsor for the next fiscal year be at the same level or less than your approved 2013 amount. Unlike the direction being given to City Departments, we are not asking for a percentage reduction or the impacts that would result on your organization as in past years. However, given Councils direction to maintain a 0% tax levy increase, and since any increase must be offset by a reduction elsewhere in the city funded departments, ABCs or corporate accounts, **Administration is not prepared to recommend funding to agencies, boards, committees and commissions which is over and above your prior year's approved level.**

In order to assist with the review process, we have developed a template (attached) outlining the information required. All external City funded Agencies, Boards, Committees and Commissions are being asked to submit the following:

A. Organizational Overview

1. **Your organization's mission statement.**
2. A brief description of your organization (1 to 2 paragraphs)
3. Organization chart (if applicable)

B. Budget Detail & Request (*by Expenditure & Revenue Accounts*)

1. 2013 Approved Budget
2. 2013 Actuals (Year-To-Date)
3. 2014 Budget
4. 2014 Budget Request from the City of Windsor

C. Budget Highlights (if Applicable)

1. 2013 Accomplishments
2. 2014 Initiatives
3. 2014 Cost Drivers
4. 2014 Mitigating Measures

Please forward your written submissions to Tony Ardovini, Deputy Treasurer - Financial Planning at tardovini@city.windsor.on.ca by Friday, September 6, 2013. If your budget requires Board approval, please forward your recommended budget and indicate when you expect to have the budget approved by your Board.

Administration will be reviewing all submissions the week of September 30th and although the exact date is not finalized, City Council is anticipated to hold budget deliberations the week of December 9th. We will communicate these dates to you as soon as they become available.

Should you have any questions regarding this request, please contact Tony Ardovini at 519-255-6100 Ext. 6223 or myself at 519-255-6439.

Should you have any process questions, please contact one of the following individuals:

Marco Aquino	Financial Planning Administrator /City of Windsor Funded Agencies)	519-255-6100 Ext. 6416
Sonia Bajaj	Financial Planning Administrator (Committees of Council)	519-255-6100 Ext. 6511
David Soave	Manager, Operating Budget Development & Financial Administration	519-255-6100 Ext. 1911

Yours truly,

Helga Reidel
Chief Administrative Officer

- cc: Onorio Colucci, Chief Financial Officer
Tony Ardovini, Deputy Treasurer - Financial Planning
David Soave, Manager, Operating Budget Development
Steve Vlachodimos, Deputy City Clerk & Senior Manager of Council Services
Marco Aquino, Financial Planning Administrator
Sonia Bajaj, Financial Planning Administrator

Organizational Overview

Mission

To promote the international interests and image of the City of Windsor. To support the efforts of the Mayor and Council in the enhancement of Windsor's international image. To promote and enhance our relationship with Twin Cities. To support international educational and cultural initiatives.

Description

[Insert Organizational Chart if available]

International Relations Committee

Budget Detail & Request

	2013 Budget	2013 Actuals YTD'	2014 Budget	\$ Budget Change Over PY	% Budget Change Over PY
Expenditures					
Other Miscellaneous Expenditures		3,000		0	n/a
Purchased Services	<u>44,250</u>		<u>15,000</u>	<u>(29,250)</u>	<u>(66.1%)</u>
Total Expenses	<u>44,250</u>	<u>3,000</u>	<u>15,000</u>	<u>(29,250)</u>	<u>(66.1%)</u>
 Total Net	 <u>44,250</u>	 <u>3,000</u>	 <u>15,000</u>	 <u>(29,250)</u>	 <u>(66.1%)</u>

Request From City of Windsor

	2013 Budget	2013 Actuals YTD'	2014 Budget	\$ Budget Change Over PY	% Budget Change Over PY
Request From City of Windsor Request	44,250		15,000	(29,250)	(66.1%)

' YTD Actuals as at

Budget Highlights

2013 Accomplishments

Listing of organizational accomplishments of the previous year.

2014 Initiatives

Listing of organizational initiatives planned for the upcoming year.

2014 Budget Cost Drivers

Listing of the budget pressures that are impacting the budget request.

2014 Mitigating Measures

· Listing of mitigating measures that may offset budget cost drivers.

THE CORPORATION OF THE CITY OF WINDSOR

July 11, 2013

Councillor Drew Dilkens, Chair
International Relations Committee

Dear Councillor Dilkens:

Re: Bi-Annual Report to the Respective Standing Committee

In accordance with The City of Windsor's Procedure By-law 98-2011 Section 21(3), Committees of Council are required to report to their respective Standing Committee bi-annually. Section 21(3) states:

"Advisory Committees are required to report to their respective Standing Committee in either oral or written form, bi-annually so that the Advisory Committees are accountable for their performance."

A table outlining future Standing Committee meetings for your respective Advisory Committee is provided below. Please choose a meeting date (September, October or November) and provide your written or oral report at least three weeks prior to the Standing Committee meeting.

<i>Name of Committee</i>	<i>Standing Committee</i>	<i>Meeting Dates</i>
International Relations Committee	Planning & Economic Development Standing Committee	September 16, 2013 October 15, 2013 November 12, 2013
Windsor BIA Advisory Committee	Planning & Economic Development Standing Committee	September 16, 2013 October 15, 2013 November 12, 2013
Windsor Heritage Committee	Planning & Economic Development Standing Committee	September 16, 2013 October 15, 2013 November 12, 2013
Windsor Bicycling Committee	Environment, Transportation & Public Safety Standing Committee	September 25, 2013 October 23, 2013 November 20, 2013
Windsor Essex County Environment Committee	Environment, Transportation & Public Safety, Standing Committee	September 25, 2013 October 23, 2013 November 20, 2013
Town & Gown Committee	Environment, Transportation & Public Safety Standing Committee	September 25, 2013 October 23, 2013 November 20, 2013

Name of Committee	Standing Committee	Meeting Dates
Community Public Art Advisory Committee	Social Development, Health & Culture Standing Committee	September 11, 2013 October 9, 2013 November 6, 2013
Mayor's Youth Advisory Committee	Social Development, Health & Culture Standing Committee	September 11, 2013 October 9, 2013 November 6, 2013
Windsor Accessibility Advisory Committee	Social Development, Health & Culture Standing Committee	September 11, 2013 October 9, 2013 November 6, 2013
Housing Advisory Committee	Social Development, Health & Culture Standing Committee	September 11, 2013 October 9, 2013 November 6, 2013

Please contact the Committee Coordinator by e-mail kkadour@city.windsor.on.ca with your preferred date. If we do not hear from you, a meeting date will be chosen and you will be advised of when you will appear before your respective Standing Committee.

Your adherence to City Council's direction is greatly appreciated.

Yours truly,

.. 'A.gatlia .. 'A.rmstrone

Deputy City Clerk and Supervisor of Council Services

cc: R. Barlozzari
K. Kadour