

Appendix B: Proposed Policy for the Hosting of Foreign Delegations

PROPOSED POLICY FOR THE HOSTING OF FOREIGN DELEGATIONS

1. PURPOSE

To clarify appropriate expenditure allowances for the hosting of foreign delegations by Council, Senior Management and Economic Development staff.

To provide guidance to staff on appropriate work responsibilities related to foreign delegation visits.

2. GUIDING PRINCIPLES

Public funds for international partnership program purposes shall be expended in a fiscally responsible manner.

Foreign delegations will be hosted in such a manner that reflects positively on the City; and apply to its current relationship with the City.

Community groups, such as social clubs or cultural associations, have significant roles to play in welcoming and hosting delegations, particularly those which are directly related.

3. NOTICE OF VISITS

The Economic Development Department shall confirm incoming delegation visits from its partnership cities on an annual basis coinciding with the City's annual budgetary process and budget shall be allocated within the Department's operating budget.

Delegations which are not included as part of the annual workplan shall only be accommodated when time and budget permits. These delegation visits shall adhere to the Expenditure Guidelines below.

Delegations visiting the City shall provide, at minimum, one month notice to the Office of the Mayor.

The notice shall include the names of the delegates, titles, arrival and departure dates; purpose of visit and an itinerary.

If the delegation originates from one of Vaughan's international partnership cities, and there is a Council sponsor/supporter, that Council Member shall serve as the lead in organizing the visit and the City's reception.

Community groups, such as social clubs and cultural organizations, should approach the Office of the Mayor to provide notification of events or functions which they would like City involvement.

4. EXPENDITURES COVERED BY THE CITY

Item	Twin & Friendship City	Other Delegations
Accommodations	Up to 5 persons for a maximum of 3 nights at a hotel that must be located in Vaughan.	Delegation covers cost
Transportation	Car or small coach transportation for city tour – max. booking is one day.	Delegation covers cost & arranges transportation
Interpretation Services	Only for official signings and ceremonies	Delegation to bring their own interpreter
Meals	Light lunch on visit to the Civic Centre may be covered Other meals are not covered by City budgets	Meeting reception only
Official Reception	Covered – max. of 25 persons, including Council, Senior Staff and Community Members, this could include lunch or dinner.	None
Gifts	Customized gift and Crest Pins	Crest Pins for all One customized gift for head of delegation
Tours	City Tour provided by ETDD staff	Customize according to interests of delegation – to Vaughan-only sites
Media Coverage	Corporate Communications to draft media releases and advisories	Corporate Communications to draft media releases and advisories
Collateral Materials	Appropriate publications produced by the Economic Development department – translated into Chinese, Japanese, Italian and Hebrew	Customized translations will not be provided if different than those produced for the Twin and Friendship cities.
Shipping Services	None – to be covered by delegation solely	None – to be covered by delegation solely

Student delegations or exchanges, arriving without an elected municipal official, is subject to the following:

Item	Twin & Friendship City	Other Student Delegations
Accommodations	City may assist in arranging homestays through cultural groups, given sufficient notice If homestays are not possible, it is the responsibility of the exchange organizers to arrange	No assistance from City except to provide local hotel contacts

	local accommodations	
Transportation	If required, City to arrange for a school bus for one day	None – exchange organizers to arrange
Interpretation Services	None - to be provided by student exchange organizers	None - to be provided by student exchange organizers
Meals	City to provide an informal lunch on visit to Civic Centre, if applicable Informal welcome dinner may be covered at the discretion of Council or City Manager – dependent on number in delegation & length of stay	Light refreshments on visit to Civic Centre
Gifts	Crest Pins for students Customized gift to be presented to teachers	Crest Pins for students & teachers
Tours	City Tour provided by ETDD staff Where admissions are required, they will be handled by the delegation	None – to be arranged by local school
Collateral Materials	Community Profile – English version only	Community Profile – English version only
Media Coverage	Corporate Communications to draft media releases and advisories	None

5. PROTOCOLS

In the case of twin or friendship city partners, the Mayor, Council sponsor or supporter and/or City Staff may greet the delegation either at the arrival point or at the hotel, depending on time of arrival.

City Staff shall provide and review a proposed itinerary with the delegation at the earliest possible time. Economic Development staff will do their best to accommodate delegations that fail to provide an itinerary, or make late changes to the itinerary.

City Staff shall provide Council and Senior Management Team with a copy of the itinerary, highlighting only those dates and events, where there is City involvement. All other events, organized and hosted by social and cultural organizations will be handled by the organization. E.g. invitations to celebratory events shall be issued and distributed by the organization. RSVPs will be collected by the organization, not City Staff. Private invitations will not be handled by City Staff.

Flag-raising in Council Chambers shall occur only at formal ceremonies such as a signing ceremony.

The Mayor's Office shall prepare any certificates to be issued. These certificates shall be presented by the Mayor or his/her designate.

Official gift exchanges shall occur upon the delegation's visit to the Civic Centre or presentation at Council. Presentation of unofficial gifts may occur at the Official Reception.

Photography services shall be only be provided for events occurring at the Civic Centre.

IT support will be requisitioned for any presentations made by Council or City Staff.

Interpretation services will only be available for official signings and ceremonies. For all other meetings, the delegations will be asked to supply an interpreter, if required.

City Staff will not solicit for private sponsorship in support of delegation visits.