

Our File/N/Réf. **03 15-97-2012**
Your File/V/Réf.

DATE 30 April 1997

TO/DEST. The Chair and Members of Council

FROM/EXP. Regional Clerk

SUBJECT/OBJET **FINANCIAL ASSISTANCE FOR
COUNCILLORS' TRANSLATION SERVICES**

PURPOSE

In response to requests for financial assistance for Councillors' translation services, a policy has been prepared on this subject and is attached to this memorandum. It implements the direction received at the Member Services Committee meeting of 19 November 1996 and forms a basis for the administration of funds approved in the Legislative portion of the 1997 budget.

In order to ensure the effectiveness of the policy, it will be referred to the Citizens' Panel on Council Remuneration for its consideration in the context of the various matters to be reviewed by the Panel.

Approved by
Mary Jo Woollam

Attach. (1)

cc: Chief Administrative Officer

INFORMATION PREVIOUSLY DISTRIBUTED
TO BE LISTED ON CORPORATE
SERVICES AND ECONOMIC DEVELOPMENT
COMMITTEE AGENDA - 06 May 97

<p style="text-align: center;">POLICY FOR SUPPORT OF COUNCILLORS' TRANSLATION COSTS <u>1997 FUNDING CRITERIA</u></p>
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Purpose

The translation fund in the Legislative budget is intended to assist members of Council deliver information regarding Regional business to residents in their wards.

The fund operates on a shared-cost basis, with the rate of subsidy declining as the amount of usage by a particular office increases. This arrangement is designed to encourage a broader distribution of the limited resources available. Support for French translation is a particular target of this Policy, but translation to other languages which will help meet particular community needs is also eligible.

Funding Priority

Preference will be given to newsletters and other written materials which serve a broad audience in the community. Correspondence addressed to a particular individual would generally have a lower priority for assistance.

Funding for simultaneous translation of meetings is not eligible through this account.

Examples of materials of a general distribution nature which are funded will be kept as a resource for future reference in the documents and manuals area behind the Reception desk.

Funding Levels

On an annual basis, each office will be entitled to a 75% subsidy on the first \$500 of translation cost, a 50% subsidy for costs from \$500 to \$1,000, and a 25% subsidy on costs from \$1,000 to \$2,000. Costs above \$2,000 will be the sole responsibility of each Councillor's office.

Claim Processing

Funds may be reserved in advance of a particular project being undertaken by filing a brief written request with staff of the Clerk's department. The subsidy would be paid as a journal entry to the particular office's account upon completion of the translation work and payment of the bill by the office. This approach gives an opportunity for evaluation and assurance on the level of funding that would be available for the project.

Alternately, a request for support for a translation charge can be attached to an invoice being submitted through the regular Request for Payment process. Staff will evaluate the application when it is received and in light of the availability of funds remaining in the budget at that time.

Policy Review

This funding initiative will be evaluated at the end of October, 1997. If modifications appear to be necessary, they will be brought forward for consideration in the 1998 budget cycle. Should the fund be exhausted before the end of the budget year, the review would be initiated at that time.
