



CITY OF VANCOUVER
OFFICE OF THE MAYOR

MEMORANDUM

January 26, 2006

TO: City Council

FROM: Mayor Sam Sullivan

SUBJECT: General Assembly of the International Association of Peace Messenger Cities

I would first like to thank both my staff and City staff for assisting me over the last several weeks in the preparations related to hosting the General Assembly of the International Association of Peace Messenger Cities later this year.

Although funding for the General Assembly was approved in March 2005, I recently became aware of the fact that a number of key elements regarding the hosting of the General Assembly had not yet been undertaken.

Based on City staff research, it would appear hosting the General Assembly, as originally proposed, could pose a financial liability to the City of Vancouver beyond what was originally approved by way of a \$50,000 budget.

By approving funding for the General Assembly last year, Council has given a signal to a number of Mayors throughout the world that we were prepared to host this event.

Given that we are facing a number of financial pressures in the upcoming 2006 Budget deliberations, and we are only five months away from hosting the General Assembly, I propose the following recommendations. I look forward to Council's full deliberations on this matter and I trust that Vancouver's reputation as a premier international city will be enhanced through this event.

RECOMMENDATIONS

1. THAT this event stay within the approved \$50,000 budget and adopt Option 2 as outlined in the City Manager's memo (attached) in order to meet the previous Council's commitment to have the Mayor host the General Assembly.
2. THAT an organizing committee be established immediately, consisting of the Chair of the Peace and Justice Committee, the President of the International Association of Peace Messenger Cities, the Chief of External Relations and Protocol and the Chief of Staff to the Mayor.
3. THAT the organizing committee actively seek out possible sponsorships from both the public and private sectors to help defray the overall cost to City taxpayers.

Sam Sullivan
MAYOR



CITY OF VANCOUVER

CITY MANAGER'S OFFICE
Judy Rogers, City Manager

MEMORANDUM

January 23, 2006

TO: Mayor Sullivan

FROM: Judy Rogers, City Manager

SUBJECT: General assembly of the International Association of Peace Messenger Cities, and joint meeting of representatives from the International Peace Messenger Cities, Mayors for Peace and Cities for Peace

This memo provides information about the general assembly of the International Association of Peace Messenger Cities and the joint meeting of the International Association of Peace Messenger Cities, Mayors for Peace and Cities for Peace.

Staff have been asked to work with the Mayor's office to review the detail planning and budget for these events. The initial estimate approved by Council of \$50,000 was not reviewed by staff at that time. Staff work indicates that a substantial increase in budget is needed to ensure adequate resources for the implementation of this "international event".

This memo does not address the planning and organizational progress nor the current financial status of the World Peace Forum. Staff are still working with the World Peace Forum Society, reviewing their detailed program and financial information, in order to report back to Council.

For the purposes of background information, please note the following:

On May 18, 2004, Council passed a resolution affirming the City of Vancouver as a City of Peace and confirming that it will continue to participate in the Mayors for Peace and the United Nations Peace Messenger Cities initiatives. It also endorsed in principle the hosting of a World Peace Forum in June 2006 in conjunction with the World Urban Forum. The Peace Forum is being organized by the World Peace Forum Society and is taking place in Vancouver from June 23-28, 2006. The theme is "Cities and Communities: Working Together to End War and Build a Peaceful, Just and Sustainable World."

On February 1, 2005, Council voted unanimously to join the International Association of Peace Messenger Cities, a worldwide organization of cities focused on peace. The Association has approximately 98 member cities. Over 1,000 mayors, including Vancouver's, are members of Mayors for Peace, and numerous other cities, including Vancouver, are members of Cities for Peace through their opposition to the war in Iraq.

On March 31, 2005 Council voted unanimously that the City of Vancouver host a general assembly of the International Association of Peace Messenger Cities and a joint meeting of the International Association of Peace Messenger Cities, Mayors for Peace and Cities for Peace in conjunction with the World Urban Forum and World Peace Forum at a cost not to exceed \$50,000 subject to further Council approval as part of the 2006 budget considerations. The motion also approved a one-time grant of \$150,000 to the World Peace Forum Society for the World Peace Forum to be released in three phases subject to conditions and on the approval of Council. At present the first instalment of \$50,000 has been released to the World Peace Forum Society.

On November 1, Council approved an \$8,000 advance to the Mayor's office and the preliminary plan for the general assembly of the International Association of Peace Messenger Cities and joint meeting of the International Association of Peace Messenger Cities, Mayors for Peace and Cities for Peace. Staff were asked to report back on the balance of the \$42,000 as part of the 2006 budget process. Release of the remaining \$42,000 will be considered as part of the 2006 Budget process. Any unused part of the deposit is refundable with thirty days prior notice to the hotel.

The preliminary plan approved by Council on Nov. 2005 includes:

- Friday, June 23rd -- opening reception and dinner;
- Saturday, June 24th -- public forum planned and hosted by the International Association of Peace Messenger Cities, Mayors for Peace and the World Peace Forum at Plaza of Nations;
- Sunday, June 25th -- dialogue session between International Association of Peace Messenger Cities and the Mayors for Peace at the Wosk Centre for Dialogue; and
- Monday, June 26th - International Association of Peace Messenger Cities General Assembly at a hotel conference centre or Vancouver Public Library.

There are a total of 98 member cities that belong to the International Association of Peace Messengers Cities. Traditionally the host city will extend its invitation to two delegates from each member city. Based on experience from previous general meetings and joint meetings, we can anticipate approximately 80-120 delegates from the International Association of Peace Messenger Cities interested in attending, and possibly another 100 - 150 from

Mayors for Peace and Cities for Peace. In hosting the general assembly, the City is responsible for covering the cost of accommodation, meals and transportation for the International Association of Peace Messenger Cities delegates, as well as travel expenses for VIP guest speakers, and/or panel members.

Last year's event took place in Slovenj Gradec (Slovenia) from Sept. 1 - 4, 2005. The meeting is registered as the International Association of Peace Messenger Cities - General Assembly meeting. Fifty-two delegates attended.

Official invitations from the Mayor's office have not gone to the members of the International Association of Peace Messengers Cities or the Mayors for Peace and Cities for Peace. However, unofficial information related to City of Vancouver's intention to host such an event has been circulated via word of mouth and other informal routes to many of the member cities.

Budget Information

According to information obtained from the website the host city should provide the full cost of:

- hotel for up to 2 participants from each delegate city
- one to two meals per day and hosted lunches during meetings
- transportation from airport to the hotel on arrival and departure
- meeting facilities
- transportation shuttle/vans between the hotel and meeting venue
- any guest lecturers/speakers expenses, which could include airfare
- providing multilingual services at meetings (usually French/English)
- interpretation booths and electronic equipment for simultaneous interpretation
- providing a secretariat/typing/printing services for the meeting
- a field excursion
- an opening ceremony
- providing a web site for registration and information

Vancouver has been voted the most liveable city several times internationally and has long enjoyed the reputation of being a beautiful cosmopolitan city with diverse population and internationally famous cuisine. Together with the gathering of the World Urban Forum and World Peace Forum we can anticipate relatively high interests from members of the International Association of Peace Messengers Cities to attend the assembly. The guests we are inviting are Mayors from all over the world and we need to be able to provide at least a minimum standard of hosting.

After having a better understanding of what the City's responsibilities include for hosting such an event, staff have worked on developing a comprehensive review and budget estimates for the event. More detailed information about

the budget is attached to this memo as Appendix A: Draft Program and Budget Projection.

A rough estimated budget for 80 guests will be approximately **\$132,708**; for 120 guests it will be approximately **\$159,140**; and for the full attendance of 196 guests it could be **\$204,173.99**.

These estimates can fluctuate because:

- We have very little information and no confirmation on program details, contents or guest speakers. There is no official City program committee that we are aware of responsible for the planning and implementation of this initiative, therefore the budget projection is not 100% comprehensive. Once an official Program Planning and Implementation Committee has been set up, the Committee can confirm expenditures as well as identifying areas for cost savings.
- We do not know how many guest speakers and panel members will be invited. The City is responsible for guest speakers' travel expenses in addition to their accommodations and meals.
- We are unclear whether or not there will be local guests invited to any of the events and discussions, and if so, how many. This may increase the cost of food, refreshments and potential security concern, depending on the numbers.
- If sponsorships for some of the events and meals can be secured, it will help to reduce the budget.
- We have consulted with Vancouver Police Department regarding security needs and risk assessment. All the guests we are inviting to the assembly are mayors from all over the world. The City will be responsible for their safety and well being.

The originally approved in principle budget of up to \$50,000 will not adequately cover all the cost needed to host this event. The exact number of delegates the City will have to host can not be confirmed until invitations are out and RSVP received, depending on the number of guests accepting the invitation, this may have a major impact on the budget. This is an international event with cities' mayors as guests. The City will have to ensure the quality and safety of the event as well as ensuring that there is an interesting program for our guests. Staff will recommend that City Council increase the budget to a maximum of \$200,000 to ensure adequate resources are in place.

Once Council has established an official Planning and Organizing Committee for this event, the committee can confirm a concrete program, review avenues to reduce expenditures and also secure sponsorships in an effort to reduce the budget. The final cost for hosting the event could be less than the maximum approved.

Security information and Risk Assessment by Vancouver Police Department

At International Forums such as this security responsibilities are usually divided into three areas. The internal security for the venue and delegates is the responsibility of the event organizer, quite possible in this case the City of Vancouver. In the event any Internationally Protected Person (IPP) attends they are the responsibility of the RCMP Protective Services Section. Typically an IPP is a head of state, not a city mayor. Responsibility for external security and specifically protest or demonstration activity rests with the local police, in this case the Vancouver Police Department.

The World Urban Forum (WUF) immediately precedes this event. The Police felt that it is too early to prepare an adequate threat assessment for any of these events given the lack of information currently available. It is conceivable that any or all of these events could generate considerable protest activity based on each event's agenda, international events or local issues. The local activist scene has many organizations that are extremely capable and able to organize large, peaceful demonstrations. Regrettably there is also an element locally with more sinister motives. Given previous events such as the G8 in Calgary, the WTO in Seattle and APEC locally it is prudent that the Vancouver Police have a contingency plan in place. Basic security measures would cost as much as \$20,000.00 per day. If events should escalate such that it would require a deployment of the Crowd Control Unit those costs would rise dramatically.

There are tentative plans in place for a peace march as a World Peace Forum event on June 24, 2006. Vancouver Police Dept. have considerable experience with these marches and provided they are organized by credible groups such as StopWar. It is anticipated that it would require resources to assist with traffic and crowd management only but not crowd control.

Again, given the lack of information it is difficult to adequately project policing cost. It is also conceivable this event could require minimal police resources.

Additional Information

On January 20, 2006, Mr. Alfred L. Marder, President of International Association of Peace Messengers Cities contacted City staff and provided the following information:

Mr. Marder advised that based on his previous experience we can anticipate 50 to 60 delegates attending. The main program will be on June 24th with three plenary sessions. This will be a combined program with the World Peace Forum, attended by a much larger audience at the Plaza of Nations. Targeted speakers for these sessions have been invited by either the World Urban Forum or the Peace Forum therefore the City may not have to pay for their travel expenses. June 25 and 26 events are mainly internal meetings for information sharing

with delegates only, which can take place at a City venue with no rental cost. Bus transportation from the hotel to meeting venues and language interpretation are not necessary.

However, the City does not have an official planning and organization committee set up to confirm the agenda and make decisions on what or how the event will be implemented. Until official responsibility is assigned, there will be much uncertainty about the scope, logistics, and cost of the event.

Options

Due to the unexpected need to increase the budget and the tight time frame to organize this international event, staff have developed several options for consideration:

- (1) Continue with the project; with City Council to approve a maximum budget of \$200,000 to accurately reflect the full cost for hosting this event. Council should also establish a Planning and Organizing Committee immediately to arrange a practical and realistic program agenda, as well as identify areas that the budget can be reduced.
- (2) Host a half day joint meeting and dinner for the International Association of Peace Messenger Cities, Mayors for Peace and Cities for Peace, on June 23 after the World Urban Forum closes. This would involve sending a letter out to all member cities inviting them to the half day joint meeting and dinner. The previously approved budget of \$50,000 will be adequate to cover this event.
- (3) Postpone the forum until future years, since official invitations have not gone out yet, and send letters to all member cities informing them of the decision to postpone.

I invite you to discuss these options with other City Councillors and advise me as to how staff should proceed on this issue.

Judy Rogers

APPENDIX A
International Association of Peace Messenger Cities
Dialogue and General Assembly

DRAFT PROGRAM & BUDGET PROJECTION

Invitations to 98 member municipalities, inviting 2 delegates from each City to attend - Cost estimates will be calculated based on 80, 120 & 196 delegates

Date	Event	Venue	Expenditure 80, 120 & 196 delegates	Possible Sponsor	Confir- mation	Comments
Ongoing	Event Coordinator	5 months full time	PG22 \$22.10/hr \$19,675 (a) \$19,675 (b) \$19,675 (c)			
Ongoing	Asst. Event Coordinator	2 months full time	PG15 \$18.05/hr \$6,698 (a) \$6,698 (b) \$6,698 (c)			
Ongoing	Media/commu- nications					
Ongoing	Security Services	Wosk Centre for Dialogue Plaza of Nations	Included in rental Included in rental			Security may be needed at these public venue Official simultaneous interpretation (French/Eng) at all official event
	Hotel accommodation	Sandman Inn	\$116 (incl. tax) X 4 nights X 55 rooms = \$25,520 (a) x 80 = \$37,120 (b) X 130 = \$60,320 (c)			Assuming that some of the 80, 120 or 196 delegates are couples and we only need 55, 80, or 130 rooms
June 23						
00:00	Arrival of Delegates	Vancouver International Airport Or others				Hosting to begin upon arrival at hotel. Delegates will be responsible for transportation to hotel. Council members can meet selected VIPs at airport
17:00	Hosted dinner	Sandman Inn	\$36.30pp X 80 = \$2,904 (a) X 120 = \$4,356 (b) X 196 = \$7,114.80 (c)			

June 24						
07:30	Hosted breakfast	Sandman Inn	\$14.50pp X 80 = \$1,160 (a) X 120 = \$1,740 (b) X 196 = \$2,842 (c)			
	Bus transportation		\$450 X 2 buses = \$900 (a) X 3 buses = \$1,350 (b) X 4 buses = \$1,800 (c)			From hotel to Plaza of Nations
09:00	Opening Ceremonies and plenary session	Plaza of Nations	\$9,500 (a) per day \$9,500 (b) \$9,500 (c) \$10pp X 100 = \$1,000 (a) X 140 = \$1,400 (b) X 216 = \$2,160 (c) \$8,000 (a) \$8,000 (b) \$8,000 (c)			Venue rental is provided free of charge but all other services including security, perimeter fencing, refreshments, sound, electronics, staging are to be paid by the event organizer Interpretation system includes electronic setup, booths, 2 interpreters and headsets for simultaneous interpretation
12:00	Hosted Luncheon	Plaza of Nations	\$25pp X 90 = \$2,250 (a) X 130 = \$3,250 (b) X 206 = \$5,150 (c)	BC Hydro? Van City?		
13:00 to 16:00	Peace Festival	Plaza of Nations				
16:00	Bus transportation					Back to hotel
18:00	Hosted Dinner	Sandman Inn	\$36.30pp X 80 = \$2,904 (a) X120 = \$4,356 (b) X 196 = \$7,114.80 (c)	BC Hydro? Van City?		

June 25						
08:00	Bus transportation		\$450 X 2 buses = \$900 (a) X 3 = \$1,350 (b) X 4 = \$1,800 (c)			To Wosk Centre
08:15	Hosted breakfast	Simon Fraser University Wosk Centre for Dialogue	Included			All inclusive
09:00	International Association of Peace Messenger Cities Dialogue	Simon Fraser University Wosk Centre for Dialogue	Facility rental including lunch, coffee break and security = \$15,400 (a) \$15,400 (b) \$15,400 (c) GST:\$1078.00 (a)(b)(c) interpretation \$4,000 (a) \$4,000 (b) \$4,000 (c)			Venue rental includes refreshments, lunch, 1 technician, electronic booth and support services and 3 Security English / French interpretation, includes 2 interpreters and individual head sets
12:00	Hosted Lunch	Simon Fraser University Wosk Centre for Dialogue	Included	SFU - waive rental fee ?		
13:00 to 17:00	Continuation of Dialogue	Simon Fraser University Wosk Ctr				Official simultaneous interpretation (French/English)
18:00	Reception and dinner hosted by the City of Vancouver	Hotel	Dinner & wine \$70pp including tax and gratuity \$92.50 X 100 = \$9,250 (a) X 140 = \$12,950 (b) X 216 = \$15,120 (c)	BC Hydro? Van City? others? ?		Mayor to host Councillors in attendance App. 100 guests Delegates, guest spe council
21:00	Bus transportation					Back to hotel

June 26						
07:30	Hosted breakfast	Sandman Inn	14.50pp X 80 = \$1,160 (a) X 120 = \$1,740 (b) X 196 = \$2,842 (c)			Delegates will walk to the Library
09:00	International Association of Peace Messenger Cities General Assembly	Alice McKay Room - Vancouver Public Library	\$8pp X 100 = \$800 (a) X 140 = \$1,120 (b) X 216 = \$1,728 (c)	Library to waive rental fee	Con- firmed	refreshments
12:00	Wrap up and Hosted luncheon	Alice McKay Room	\$25pp X 80= \$2,000 (a) X 120 = \$3,000 (b) X 196 = \$4,900 (c) Plus \$300 Clean up service (a)(b)(c)			Cater lunch in
13:30 onwards	Departure of delegates					Delegates will depart from Sandman Inn on their own
		Estimated TOTAL COST for 80 delegates	\$115,399.00 not including cost to bring in panel speakers 15% Contingency \$132,708.00 TOTAL			Cost will be higher
		Estimated TOTAL COST for 120 delegates	\$138,383.00 not including cost to bring in panel speakers 15% Contingency \$159,140.00 TOTAL			Cost will be higher
		Estimated TOTAL COST for 196 delegates	\$177,542.60 not including cost to bring in panel speakers 15% Contingency \$204,173.99 TOTAL			Cost will be higher

(a) = Cost for 80 people; (b) = Cost for 120 people; (c) = Cost for 196 people