



CITY OF VANCOUVER

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ADMINISTRATIVE REPORT

Report Date: May 17, 2006
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CC File No.: 01-5200-01
Meeting Date: May 18, 2006

TO: Vancouver City Council

FROM: City Clerk

SUBJECT: Official Visits Program - External Relations and Protocol,
Office of the City Clerk

RECOMMENDATION

THAT Council approve funding in the amount of \$150,000 to support the Official Visits and Events Protocol Program for 2006; source of funding to be 2006 Contingency Reserve.

CITY MANAGER'S COMMENTS

The City Manager RECOMMENDS approval of the foregoing.

COUNCIL POLICY

There is no applicable Council Policy.

PURPOSE

The purpose of this report is to request funding to support the Official Visits and Events Protocol Program for 2006; source of funding to be 2006 Contingency Reserve.

BACKGROUND

Since the introduction of the Vancouver City Official Visits Program, January to June of 2006, External Relations and Protocol has organized and hosted 50 official visits and events with various individual City officials. Visits include meeting with the Mayor as the head of Council, Councillors, and some have involved presentations by representatives of various City departments. Visits have or will include:

- Ambassadors, Consul Generals and Trade Commissioners
- Two to three day visits of city mayors and delegations
- Dinners and receptions hosted by the Mayor or Deputy Mayor
- Special guests such as Expo dignitaries
- Foreign Ministers of State and Heads of Government
- Governor General, Deputy Prime Ministers, Lieutenant. Governor
- The Prince Edward, Earl of Wessex, and Princess Edward, Countess of Wessex.

DISCUSSION

In making its decision to establish an External Relations and Protocol program at the City last year, Council was aware that there was an increasing demand on the City to manage official visitors. The first six months of 2006 demonstrate that this is being realized, but at an even greater rate than anticipated. One of the tasks to be accomplished this year is to use our experience so far and our expectation for the next few years to develop policy for Council's consideration that will enable decisions to be made about official visits that will support Council's larger goals with respect to its external relations. Staff anticipates bringing such a report forward to Council in the fall.

At the present time the City receives approximately three to five visits or event requests per week. Visits vary significantly depending on the subject matter and the level of the visitors. Visits usually include the exchange of gifts of protocol. Based on the current knowledge, we anticipate the following volume and costs from July to December of 2006 and the concomitant cost.

City Gift Program	Includes approximately 8 types of gifts (from minor to more significant) given to visiting dignitaries and delegations.	\$30,000.00
Category 1 Visits	Members of the Royal Family, Governor Generals, Lieutenant Governors, Heads of Government, Heads of State, Heads of Olympic Committees, Designated Mayors of Major Cities. (Based on 4 visits this year.)	\$75,000.00

Category 2 Visits	Mayors, Delegations, Ministers, Sister City Representatives, Senators of other than Canadian jurisdictions, Ministers Plenipotentiary, Special Visitors. (Based on 8 visits this year.)	\$12,000.00
Category 3	Ambassadors, Consul Generals, Trade Commissioners, Deputy Ministers, Senior Government and City officials. (Based on 50 visits this year.)	\$8,000.00
Category 4	Special dignitaries, events, hospitality functions, congresses, special forums, receptions and special dinners or dialogues. (Based on 6-8 events this year.)	\$25,000.00
TOTAL Estimate		\$150,000.00

FINANCIAL IMPLICATIONS

Based on the anticipated volume of official visits for the balance of 2006, additional funding of \$150,000 is required. The source of funding is the 2006 Contingency Reserve.

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