



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: February 21, 2006  
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RTS No.: 5758  
CC File No.: 08-3000-11  
Meeting Date: March 9, 2006

TO: Standing Committee of Planning and Environment  
FROM: City Manager  
SUBJECT: World Peace Forum 2006 Funding Request

#### CONSIDERATION

- A. THAT Council authorize the release of the second portion of the grant in the amount of \$50,000 to the World Peace Forum Society for the World Peace Forum 2006;
- OR
- B. THAT Council determine that the World Peace Forum Society has not met the conditions established for the release of \$50,000 as the second portion of the grant for the World Peace Forum 2006.

#### CITY MANAGER'S COMMENTS

City Manager submits the above for Council's consideration.

#### COUNCIL POLICY

On March 31, 2005, City Council approved one time grant funding of \$150,000 to the World Peace Forum Society (the "Society") for purposes of holding the World Peace Forum 2006 (the "Forum") in Vancouver. The grant funding is to be released in phases once other funding identified in their budget is in place and when certain conditions are met by the Society to the satisfaction of the City. Fifty thousand dollars was made available on April 1<sup>st</sup>, 2005. An additional \$50,000 is to be released on Council approval of a detailed budget, fundraising plan

and program plan and on the condition that an additional \$200,000 worth of funding is secured by the Society. The final \$50,000 is to be released on the condition that an additional \$500,000 worth of funding is secured.

*Approval of a grant requires eight (8) affirmative votes from Council.*

## SUMMARY

The World Peace Forum Society has applied for the second \$50,000 portion of the \$150,000 grant that was approved by Council on March 31, 2005. City staff met with the Society and reviewed their budget, fundraising plan and program plan. City staff is advised that the Society has raised \$127,536 in cash funding (\$82,187 of this is cash in hand and an additional \$45,349 has been committed) and \$139,768 of in kind support.

The Council motion of March 31<sup>st</sup>, 2005 did not specify that in kind support may be included in the \$200,000 funding that the Society must raise in order to meet the condition for the release of the second payment of \$50,000 of grant funding. Normal practice where Council requests matching funds for a grant is that these funds be cash funding as Council's grant is in cash and not in kind.

Council's consideration and direction is needed as to whether in kind support can be accepted as part of the funding required to be raised to meet the conditions set up under the March 31 motion. If Council considers in kind support and commitments for funding to count towards the cash fundraising total, then the Society has met the condition of securing an additional \$200,000 of funding. This will also be of consequence in determining whether the Society meets the conditions for their third instalment of the grant funding, whereby they need to raise an additional \$500,000 worth of funding.

Staff has also reviewed the other conditions of the grant related to the program plan, budget, and fundraising plan for the Forum. The Forum is scheduled to take place from June 23-28, 2006. Organizers of the Forum anticipate holding 150 workshops all over the City, with 2,700 full time participants plus part-time participants that may total to over 6,000 participants. However, a significant amount of program detail is still in development, such as confirmation of all workshop venues, details of each workshop, number of participants each workshop can accommodate, etc. Registration for the Forum only began in mid-February. Thus far, there is no confirmed transportation plan or security plan in place. A significant amount of cash fundraising must still be achieved to meet the Society's budget projections of \$1,133,000 in cash within a total budget of \$1,972,500. Staff is concerned that the Forum's program agenda has not been confirmed, the Society has limited cash on hand and little attention has been given to security issues and emergency preparedness or their costs.

There are also staff concerns about specific events in the Forum Agenda, particularly public events, where advance planning is of the utmost importance, and where costs are likely to be high. The Walk for Peace, for example, could require significant funds for traffic diversion, crowd control, City services like sanitation (garbage pick-up) and signage, as well as appropriate levels of insurance. Although an application to the City has not yet been received to hold the Walk for Peace, events of a similar size and nature can incur City costs (including policing) for event organizers of more than \$20,000 per day.

## **PURPOSE**

This report asks Council to decide whether to release the second \$50,000 portion of a one-time grant of \$150,000 to the Society. It seeks clarification on whether in kind support can be accepted as being equivalent to cash funding in order to meet one of the conditions set by Council for the release of the grant funds. In addition, this report provides an update on the status of planning for the Forum and outlines City staff's concerns about general preparations for the Forum. These concerns relate to the other conditions imposed by Council for the grant which require Council approval of a detailed budget, fund raising plan and program plan.

## **BACKGROUND**

In November 2004, the City retained an independent consulting firm to assess the feasibility of the proposed Forum being organized by the Society. The City is not the host of the event. The City's only commitment is to provide a grant under certain conditions, as it does with many organizations or events not sponsored by the City. The feasibility study report released in March 2005 raised a number of issues, including:

- The overestimation of economic benefit to the City;
- The format and stage of preparedness of the program of the World Peace Forum;
- The length of the World Peace Forum and the difficulties of hosting a large conference over such a period;
- The length of time, preparation and intense and widespread effort needed to stage an event of this magnitude;
- Endorsement, participation and financial/in kind contribution by diverse organizations;
- Differentiation between different kinds of revenue (i.e. between cash, in-kind) in the World Peace Forum budget; and
- Omissions from the budget (security, outdoor tenting, sanitary facilities, audio-visual infrastructure, food and refreshments).

On March 31, 2005, City Council approved a motion to welcome the Forum to Vancouver and to provide a one time grant of \$150,000 to support the Forum, source of funds to be the 2005 Contingency Reserve for the 2005 portion (\$50,000). The first \$50,000 portion of this grant was released to the Society in May 2005. This initial portion resulted in the release of \$350,000 of funding from the Simons Foundation that the Simons Foundation made contingent upon the City participating in funding of this event.

Since then, the Society has been working on preparations for the conference. Members of the City's Peace and Justice Committee have been working with the Society on the Forum, which included the involvement of two members of the former City Council, and one of the current.

The Society has developed a budget, fundraising plan and program plan and indicated that it has raised \$200,000 worth of in kind support and cash funding. The Society has now submitted a request for the release of the second \$50,000 portion of the grant.

The dates for the Forum are June 23<sup>rd</sup>-28<sup>th</sup>, 2006.

## DISCUSSION

City staff have reviewed the planning materials for the Forum and met with the Society staff to review their budget, fundraising plan and program plan in order to determine if the Society has a comprehensive and confirmed program, a sound fundraising plan, as well as \$200,000 of additional funding secured. (See Appendix A : World Peace Forum Program Plan, Budget & Fund Raising Plan.) These are required to meet Council's condition for the release of the second \$50,000 portion of the one time grant of \$150,000.

The Society's proposed conference program will be based on four guiding threads: the economy of peace, the social justice of peace, the environment of peace and the culture of peace. The program is based on what the Society describes as an "evolutionary model" of program development. The organizers are expecting the Forum to attract 2,700 full time delegates and raise nearly two million dollars in revenue (including fundraising).

Based on the documentation provided by the Society, most of the components necessary for a successful conference are still in progress or under development at this time and are not finalized. Many of the issues and concerns raised by the independent consultant in the March 2005 feasibility study of the World Peace Forum remain as outstanding concerns almost one year after the study was conducted.

The Forum is scheduled to begin on June 23, 2006, which is less than four months away. The conference program is still under development, with only a basic outline and structure in place and with large amounts of detail missing or yet to be determined. Registration for the Forum began in mid-February. There are a number of venues yet to be confirmed and there is no indication of how many people the existing venues can accommodate. Logistics related to conference workshops, forums, and programming, in addition to a transportation plan, have not yet been worked out. A significant portion of the funding needed to meet the conference budget has yet to be secured, and the Society has limited cash on hand. In addition, the Society has indicated that security issues related to the event will be handled by volunteers, and there has not been an assessment or agreement made with the Vancouver Police Department. No budget has been allocated for security considerations. Emergency support systems for delegates, in the event of illness or accident, have also not been developed, nor is there a budget for this purpose.

City staff is concerned that four months will be an inadequate amount of time to finish any uncompleted work. For example, in the case of the International Harm Reduction Association conference taking place in Vancouver from April 30<sup>th</sup>-May 4<sup>th</sup>, 2006, preparations were in place well in advance of the conference. Their website and registration went "live" in March 2005, more than a full year before the conference. Plenary and major sessions and speakers were confirmed as of August, 2005, and those whose abstracts had been selected for presentation were sent invitations in December.

City staff have discussed the World Peace Forum with other levels of government to identify possible funding sources and have been advised that the possibility of securing funding for this event at such a late date will be very unlikely. The Forum budget indicates that they expect \$300,000 of funding to come from government sources.

The Forum has a projected budget of \$1,972,500, of which \$1,133,000 will be cash funding/donations. To date the Society has only been able to raise \$535,036 in cash funding including donations and commitments. This includes the initial grant of \$350,000 from the Simons Foundation and \$57,500 from the City of Vancouver.

Several other City departments have been approached by the World Peace Forum Society for site arrangements related to their activities. Comments from various City departments about the event are as follows:

### **Film and Special Events Office**

Some activities proposed to be conducted in the Forum program may require extensive planning, preparation and involvement of City services. The Society, in organizing the "Walk for Peace", anticipates more than 40,000 participants, and have indicated that an application for the necessary services to the City is forthcoming.

The suggested location of the Walk for Peace on Sunset Beach will not be large enough to contain such a large mass of people, and an event of this size, depending on the date, time, place and whether or not it involves moving on roadways, would likely require involvement of Engineering services, including extra signage, barricades, extra sanitation services and stripping of parking. In addition, it would be necessary to have a Police presence and coverage of Parks and Recreation costs for staffing and likely rehabilitation from excess use to ensure the safe operation of the event. The costs of these services will depend on the anticipated impact the event will have on the area. There would also likely be non-City charges such as BC Ambulance personnel and washroom facilities.

In addition, unless the Society can provide City departments with an effective security plan and transportation plan, as well as acquire the necessary liability insurance for some of their events, the City may be unable to approve the event.

### **Vancouver Police Department**

At International Forums such as the World Peace Forum, security responsibilities are usually divided into three areas. The internal security for the venue and delegates is the responsibility of the event organizer at their sole cost and expense. 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 VPD").

The World Urban Forum (WUF) immediately precedes this event. 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 a local element that may have alternative motives. Given previous events such as the G8 in Calgary, the WTO in Seattle and APEC locally it is prudent that the VPD have a contingency plan in place. Basic security measures could 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 to over \$100,000.00 per day. There is currently no funding provided in the police budget to cover the cost for such a deployment. The City would be liable for any additional expense.

There are tentative plans in place for a peace march as a Forum event on June 24, 2006. We have considerable experience with these marches and provided they are organized by creditable groups such as StopWar.Ca, the VPD anticipates that it would require resources to assist with traffic and crowd management but not crowd control.

Given the lack of information it is difficult to adequately project policing costs. It is also conceivable that this event would require minimal police resources if the event involves a smaller group of local residents only. Council needs to note that the VPD is unable to recover costs from demonstrations, and this event has the potential to attract considerable interest from demonstrators, particularly as an international event. The VPD feels that it is prudent to advise Council of the potential for creating an unfunded liability.

### **Library**

The Vancouver Library Board passed a motion on January 26, 2005, to support the Forum by waiving room rental and space rental fees, providing staff assistance and promoting co-sponsored events. Space has been set aside at the library for the Forum, but it has not yet been confirmed what the space will be used for. The Society will still be responsible for hard costs such as setup, cleanup, security, equipment rental, IT assistance, etc. Given the uncertainties over the number of programs and displays to be presented and their content, it is not possible to estimate recoverable hard costs. The Library's practice is to obtain an advance deposit to cover projected hard costs.

### **Park Board**

The Forum has indicated that they are going to apply to the Park Board for permission to use Sunset Beach for the Walk for Peace. The Society indicates that they expect at least 40,000 people to attend. Park Board staff are concerned that Sunset Beach will not be a large enough venue to accommodate the large group of 40,000 people. The Society needs to have an effective security plan and transportation plan in place, which is lacking at this time. Risk Management has also advised that the Society must acquire \$5 million third party liability insurance coverage.

### **FINANCIAL IMPLICATIONS**

The City of Vancouver approved a grant of \$150,000 in support of the Forum, to be released in three phases of \$50,000 each. The first \$50,000 was released in 2005, and this report asks Council to decide if the conditions have been met to release the second \$50,000. A further \$50,000 is to be released once the Society has raised an additional \$500,000 of funding for the Forum.

The Society has indicated that it has the following commitments for funding which, in its view, meets Council's conditions:

Cash in hand	\$ 82,187
Cash commitments	\$ 45,349
In-kind contributions (room rentals, software etc)	\$ 139,768
<b>TOTAL</b>	<b>\$ 267,304</b>

"Cash in hand" refers to donations which the Society has already received. "Cash commitments" refers to letters from organizations who have committed to contribute funds that have not yet been received. "In kind" contributions include items such as donated office and meeting room space, services such as translation and logo design, travel costs and donated products, such as software.

There has not been a great deal of progress made by the Society to achieve its fundraising objectives. The total budget for the Forum is \$1,972,500 and the Society anticipates that \$1,133,000 of this budget will be raised through cash donations. To date, documentation provided by the Society indicates that in addition to the grants from the Simons Foundation and the City of Vancouver (totalling \$407,500), they have raised \$127,536 in cash and cash commitments. Total cash funds raised to date are therefore \$535,036. They have also received in-kind support valued at \$139,768. World Peace Forum Society financial information (see Appendix B) is summarized below:

Area	Item	Amount
Budget	Total WPF budget	\$1,972,500
	Total expected cash revenue in budget	\$1,133,000
Fundraising	Grants from Simons Foundation and the City of Vancouver	\$407,500
	Cash donations raised to date	\$82,187
	Cash commitments received to date	\$45,349
	<b>Total cash raised to date</b>	<b>\$535,036</b>
Grant condition	Secured funding needed to release 2 <sup>nd</sup> \$50,000 portion of City of Vancouver grant	\$200,000
In kind support	Total in kind support received to date	Valued at \$139,768

Council should clarify that a one time grant to the Forum is the total commitment to the World Peace Forum Conference and it is not to be interpreted as the City "sponsoring" or "endorsing" or "co-hosting" the Forum and that Council will not take on any financial or other forms of liability related to this event. The City has no other commitment to the Society and the Society will be required to meet all other usual conditions of the City by any event organizer. Whether the Society has met Council's other conditions to enable the release of the City's second \$50,000 contribution is in question.

## CONCLUSION

The Forum is scheduled to take place from June 23-28, 2006, leaving less than four months for the Society to confirm all remaining program details, conference logistics and to secure a large amount of additional funding in order to meet the Forum's fundraising targets and budget projections. These and other concerns were raised in an initial feasibility study in March 2005 and many of these issues remain unresolved. For an international conference of this size and profile, four months is a very short time to accomplish this uncompleted work.

The Society has raised \$82,187 in cash, \$45,349 in cash commitments and \$139,768 of in kind support. The Council motion of March 31<sup>st</sup>, 2005 did not specify whether in kind support can be considered as part of the required \$200,000 to be raised as a condition of the City releasing any further grant funds. Staff are also concerned that the grant conditions requiring a detailed budget, fundraising plan and program plan have not been met satisfactorily.

Council upon reviewing the information presented by the Society and analysis reported by staff will need to make a decision whether to approve or deny the request for the release of the second phase grant funding of \$50,000.

\* \* \* \* \*





# WORLD PEACE FORUM 2006

## VANCOUVER, CANADA 23-28 JUNE

January 26, 2006

City of Vancouver,  
453 West 12th Avenue  
Vancouver, BC  
V5Y 1V4

Attention: Ms. Wendy Au, Manager of Special Projects, City Manager's Office,

Dear Ms. Au:

**Re Application for Second \$50,000 portion of World Peace Forum 2006 Grant**  
**As approved March 31, 2005 – City of Vancouver File No. 3120-1**

On behalf of the World Peace Forum 2006, I am pleased to file our application with the City of Vancouver for the second \$50,000 portion of the original \$150,000 grant approved by Council on March 31, 2005, as per part (C) of that motion which reads as follows:

- C) That the next \$50,000 be released on Council approval of a detailed budget, fundraising plan and program plan, and on the condition that an additional \$200,000 worth of funding is secured.

The full motion of March 31, 2005 is attached as Appendix 1 for ease of reference.

### Program Plan

The World Peace Forum 2006 program is well underway and promises to provide participants with a broad and exciting range of activities and events to choose from throughout the Forum. I have appended the current program document as Appendix 2. We are at approximately the same stage of program finalization as the World Urban Forum, in that we have received hundreds of applications for workshop sessions and are presently choosing those which we will officially endorse and find venues for. This is ongoing work and the program is constantly being updated as sessions and speakers are confirmed, as is the norm with conferences of any size and magnitude. We have appointed a new Program Coordinator, who is assisted by a team of volunteers.

Also attached is Appendix 3, a listing of the current International and Canadian Advisors, all of whom, with the exception of Dr. David Suzuki and Ernie Regehr of Project Plowshares who are unavailable, have agreed to serve as speakers at various fora and workshops during the course of the World Peace Forum 2006.



# WORLD PEACE FORUM 2006

## VANCOUVER, CANADA 23-28 JUNE

550 W 6TH AVENUE SUITE 201 VANCOUVER BC CANADA V6C 3A1 Tel: 604-687-3223 Fax: 604-687-3277 E-mail: admin@worldpeaceforum.ca www.worldpeaceforum.ca

### **Additional Funding**

To date we have raised \$242,599 over and above the \$350,000 funding from the Simons Foundation and the City's initial commitment of \$50,000 demonstrating we have met and exceeded the \$200,000 target noted in part (C) of the March 31, 2005 Council resolution above. Appendix 4 lists the additional funding.

### **Detailed Budget**

Our amended budget reflects the up-to-date estimate of expenses and revenues. We anticipate revenues of \$ 1,972,500, expenses of \$ 1,713,427 which is projected to produce revenue over expenses of \$ 259,073 which will be dedicated to the legacy fund towards World Peace Forum 2008. Appendix 5 is our detailed budget.

### **Fundraising Plan**

You will also find attached the Fundraising Plan as Appendix 6. We have recruited a new fundraising coordinator and an expert advisor to work with him and the fundraising committee.

### **Conclusion**

We trust that the format of the information presented meets the City's needs and expectations.

Sincerely,

Jef Keighley,  
Executive Director,  
World Peace Forum 2006

cc. World Peace Forum 2006 Board of Directors and Joint Steering Committee Members



# WORLD PEACE FORUM 2006

## VANCOUVER, CANADA 23 – 28 JUNE

550 W 6<sup>TH</sup> AVE., SUITE 420 VANCOUVER BC CANADA V5Z 1A1 TEL: 604 687 3223 FAX: 604 687 3277 EMAIL: admin@worldpeaceforum.ca www.worldpeaceforum.ca

### **Appendix 1**

#### **Vancouver City Council Resolution in support of World Peace Forum 2006**

Further to City of Vancouver File Number: 3120-1 dated April 22, 2006 the Standing Committee of Council on City Services and Budgets meeting on March 31, 2005, Vancouver City Council approved the following:

- A. That council approve a one time grant of funding for \$150,000 to the World Peace Forum, source of funding to be the 2005 Contingency Reserve. The grant funding to be released once other funding identified in their budget is in place, and in phased manner set out in B, C, and D below.
- B. That Council approve \$50,000 to be available April 1<sup>st</sup>, 2005 to cover specific contract costs of the World Peace Forum 2006, in particular venue rental costs. It is understood that this will release \$350,000 worth of funding from the Simons Foundation.
- C. That the next \$50,000 be released on Council approval of a detailed budget, fundraising plan and program plan, and on the condition that and additional \$200,000 worth of funding is secured.
- D. The final \$50,000 be released on Council approval on the condition that an additional \$500,000 worth of funding is secured.
- E. That Council host a general assembly of the International Association of Peace Messenger Cities, and host a joint meeting of representatives from the International Peace Messenger Cities, Mayors for Peace and Cities for Peace in association with the World Urban Forum and the World Peace Forum at the cost not to exceed \$50,000 subject to further Council approval as part of the 2006 budget considerations.

World Peace Forum 2006

Program Schedule Summary

June 23-28, 2006

	Friday, June 23	Saturday, June 24	Sunday, June 25	Monday, June 26	Tuesday, June 27	Wednesday, June 28
Morning	<p>Registration</p> <p>Concurrent Workshops &amp; Fora Peace Café: Culture and Peace</p> <p>Registration</p>	<p>Registration</p> <p>Cities &amp; Communities Working Together: Opening Plenary Peace Messengers Cities, Mayors for Peace, Landmine Treaty Plaza of Nations Peace Café: Economy &amp; Peace</p>	<p>Registration</p> <p>City/Community Dialogue Peace Messenger Cities Work Centre for Dialogue Keynote: Educating for Peace UBC Concurrent Workshops &amp; Fora</p>	<p>Registration</p> <p>Keynote: Root Causes of War UBC Concurrent Workshops &amp; Fora</p>	<p>Keynote: International Law &amp; Impunity Concurrent Workshops &amp; Fora Peace Café: Ecology and Peace</p>	<p>Peace Boat Welcome Canada Place Keynote: Courage &amp; Commitment UBC Concurrent Workshops &amp; Fora on Peace Boat</p>
Afternoon	<p>Concurrent Workshops &amp; Fora Peace Café: Peace Songs</p>	<p>Peace Walk &amp; Festival 12:00 from Peace Flame Park &amp; Plaza of Nations to Sunset Beach 2:00 - 5:00 pm: Peace Festival Speakers and Music</p>	<p>Peace Choral Festival Chan Centre, UBC Keynote: The Economy of Peace UBC Concurrent Workshops &amp; Fora Peace Café:</p>	<p>Keynote: Government, Business &amp; NGOs: Finding Common Ground UBC Concurrent Workshops &amp; Fora Peace Café</p>	<p>Keynote: Race, Caste &amp; Reconciliation Synthesis: Common Strategy To Build Peace &amp; Sustainability Plenary UBC</p>	<p>Peace Forum Strategy to Build a Culture of Peace &amp; Sustainability Plenary UBC</p>
Evening	<p>Registration</p> <p>7:00 - 10:00 pm Opening Ceremonies Plaza of Nations</p>	<p>8:00 - 11:00 pm Peace Concert Canadian Landmines Foundation Plaza of Nations</p>	<p>7 - 10:00 pm Abolition of Nuclear Arms Plenary: UBC Concurrent Workshops &amp; Fora Peace Café: Music</p>	<p>7 - 10:00 pm Sustainability, Ecology &amp; Peace Plenary: UBC Concurrent Workshops &amp; Fora Peace Cabaret</p>	<p>7 - 10:00 pm Youth Speak Out Plenary: UBC Participatory theatre Peace Café: music</p>	<p>7 - 9:00 pm Closing Ceremonies Plaza of Nations Lantern Festival Walk 9 - 11:00 pm Peace Boat Bon Voyage Canada Place</p>

\* This is a summary. For full program details see: World Peace Forum 2006 Program  
\* Program subject to revisions

## **Developments in program**

*Recent additions: January 26, 2006*

**Musicians:** singer **Ann Mortiffe**, jazz flutist **Paul Horn**, Somalian hip-hop artist **K'naan** have recently agreed to attend and perform.

**Two Music Concerts:** one sponsored by the Canadian Landmines Project, and another sponsored by the Secure World Foundation. **Peace Cafes** throughout the city with music, performance, and public discussions. These concerts are being booked by Vancouver music concert producers **Bruce Allen** and **Gary Cristall**.

**The September 11th Families for Peaceful Tomorrows** will offer sessions on "Beyond Retribution" and "Civilian Casualties to War."

**Art Installation for peace by Yoko Ono**

**Senator Doug Roche**

**Film Festival:** "Reel Peace" featuring films **Friendship Village**, **Arlington West**, **Seeds**, **Two Days in October**, and other films that look at the impacts of war and possibilities of peace

**War Veterans** will convene panels on the **Environmental Legacy of War**, **Post-Traumatic Stress Disorder**, **military recruitment**, and **soldiers as peacemakers**.

**Peace Choral Festival:** **Requiem for Peace**, Chan Centre

**Hiroshima Exhibit:** photographs and artifacts from the bombing of Hiroshima



# WORLD PEACE FORUM 2006

## VANCOUVER, CANADA 23-28 JUNE

550 W. GILFILLAN AVENUE, SUITE 220, VANCOUVER, BC CANADA V5Z 1A1 TEL: 604-687-3229 FAX: 604-687-6577 E-mail: admin@worldpeaceforum.ca www.worldpeaceforum.ca

### Appendix 2

## **World Peace Forum 2006 – June 23 – 28, 2006 - Vancouver, Canada**

### **Cities and Communities:**

**Working together to end war and build a peaceful, just and sustainable world**

### **The Evolving Program**

The program of the World Peace Forum 2006 is evolving to produce a dynamic and comprehensive nexus of discussion and activity on the issues of peace and sustainability. The 'evolutionary model' for the program development, consciously chosen from the outset, has to date resulted in the main features, including key speakers, as identified below.

#### **Themes**

The overall theme of 'Cities and Communities: Working together to end war and build a peaceful, just and sustainable world' will be central to all thematic and regional fora and workshops. Specifically, discussion on how civic governments and civil society can bolster their relationships to mutual advantage will be a focus of all programs.

#### **Guiding Threads**

A set of 'Guiding Threads' have been developed to ensure a cohesive overall design of the myriad of offerings available at the Forum. Fora and workshop organizers will be asked to address as many of the Guiding Threads as possible, while recognizing not every fora or workshop will be able to neatly weave all four threads into the fabric of their program. Our intention is to colour code the threads so that Forum delegates will be able to scan the printed program for those threads they are particularly interested in pursuing. The threads are:

- **The Economy of Peace – BLUE**
- **The Social Justice of Peace – RED**
- **The Environment of Peace – GREEN**
- **The Culture of Peace – YELLOW**

The program will examine the 'best' or 'effective' practices, the sharing of successful and unsuccessful stories and lessons to be learned. By looking at how people are doing practical and effective work around the world, participants will be able to adapt specific tools for use in their own regions, organizations and spheres of influence.

## World Peace Forum 2006 - Program To Date

### Thursday, June 22<sup>nd</sup>, 2006

Mayors for Peace and International Association of Peace Messenger City delegates arrive during the day.

6 – 9:30 pm **Dinner Meeting** - International Advisory Board (IAB), Canadian Advisory Board (CAB), World Peace Forum Society (WPFS) Board of Directors and Joint Steering Committee (JSC)

### Friday, June 23<sup>rd</sup>, 2006

8:00 am **Registration opens** (UBC and downtown)

9:00-12 noon **Women, Violence, Economic and Social Justice** (sponsored by Downtown Eastside Women's Centre)

This workshop will explore the Centre's experience as poor urban women struggling for economic and social justice while dealing with issues of violence, all in the context of seeking a peaceful world.

1:00 – 5:00pm **Gather the Women: 'Weaving a World that Works'** (sponsored by Women Organizing Women)

Session to explore how to create sustainable connections for women to advance collaborative leadership in areas of peace, politics and community activism. (*Continues Saturday morning.*)

2:00 pm **Welcome Reception** for Canadian and International Advisory Board members, speakers, facilitators, Vancouver Peace and Justice Committee members, World Peace Forum Society board of directors, Joint Steering Committee members and special guests.

5:30 pm **Mayors' Dinner** hosted by the City of Vancouver.

7– 10:00 pm **Opening Ceremonies** – in cooperation with *Earth Festival* (Judith Marcuse) and *World Urban Forum* (unconfirmed):

- First Nations welcome.
- Formal welcome from Mayor of Vancouver
- Introduction of WPFS Board and IAB/CAB.
- Forum Co-Chairs/Synthesizers welcome and Thank You to Corrine Hunt- creator of 'Peace Raven' logo
- Selected key speakers alternating with cultural performances on major themes and issues: First Nations, Nuclear Abolition, Sustainability, Peace Education,

Women, Faith, Racism, Disarmament, Labour, etc. and a representative of the international Mayors

## **Saturday, June 24<sup>th</sup>, 2006**

- 9am – 1 pm **International Association of Peace Messenger Cities and Mayors for Peace Public Forum** (Plaza of Nations)
- Topics will include: Abolition of Nuclear Weapons, Social Impacts of Militarism, Environmental Impacts of Militarism
- 9 – 12 noon **Gather the Women: ‘Weaving a World that Works’**  
(continued from Friday afternoon)
- 9am – 1pm **Various business meetings by participating organizations**
- 12 noon **Peace Festival** – Delegates and Lower Mainland residents assemble at Seaforth Peace Flame Park and at Plaza of Nations.
- 1:00 pm **Peace Festival Walk to Sunset Beach**
- 2 – 5:00 pm **Peace Festival Program**
- First Nations welcome and speaker followed by other speakers, music and cultural performances on key themes.
- 7- 11:00 pm **Peace Concert in Aid of Canadian Landmines Project** – ticketed event at GM Place or BC Place with marquis performers.

## **Sunday, June 25<sup>th</sup>, 2006**

- 8:45-5:30pm **Asia Regional Conference** (sponsored by Asia Working Group)
- 8:45 **Welcome and Opening Remarks**
- 9:00 **‘When Sorry is Not Enough’** – Opening plenary - Colonialism, World War II and the Cold War devastated Asia. This session will address the progress and stumbling blocks to achieving reconciliation, including outstanding issues related to WWII and to the Cold War conflicts in Korea and Vietnam. The experience of redress for Japanese Canadians will be integrated into this session.
- 11:00 **Mayors’ Roundtable** – This session will allow Mayors from Asian countries to talk about the measures they feel are necessary to assure redress, reconciliation and peace in the Asia Pacific.
- 1:00 **Concurrent Workshops 1** - on Korean nuclear issues, South Asian nuclear issues, Article 9 of the Japanese Constitution, Ballistic Missile Defense, Friendship Village (Vietnam), Women and bases, Hiroshima and others.
- 2:45 **Concurrent Workshops 2** – on city-community collaboration, Southeast Asia and the War on Terror, Redress – comfort women, BW, Korea – the Yasukuni Shrine, Racism.



- 4:00 'Superpower Conflict in the Offing?' - Closing Plenary – This session will examine strategies to prevent superpower conflict in the region and to achieve a nuclear-free Asia.
- 5:15 Closing Statement

9 – 12 noon **International Peace Educators Conference** (sponsored by BCTF, CTF and Education International at UBC War Memorial Gym and various locations.)

- Opening of International Peace Education Conference
- First Nations Greeter
- Welcome by Thulas Nxesi , President of Education International
- Dr. Helen Caldicott – Main Speaker
- All day book and resource display

**First Nations Plenary** (at UBC) featuring Canadian and International Aboriginal leaders – *in planning process.*

**International Association of Peace Messenger Cities Dialogue** (at SFU Wosk Centre for Dialogue )

9 - 12:30 pm **Creating National Departments of Peace** (sponsored by Government Initiatives Working Group) – Plenary at UBC –

Proposed speakers include: Dennis Kucinich , candidate for the 2004 Democratic Presidential nomination and founder of the modern movement for Departments of Peace(DoP); John McDonnell, MP in the UK; Hon. Papa Owusu-Ankomah, Ghanian; Mr. Kina Shokichi or Mr. Nobutu Hosaka, Japanese Diet; Hon. Arthur Chesterfield, Australian MP; Sen. Douglas Roche, President of the Middle Powers Initiative: Hon. Lloyd Axworthy.

9:30-1:00 pm **Abolition 2000 Annual General Meeting** - UBC

11am – 9 pm **Peace Choral Festival** (at Chan Centre, UBC)

Choirs from Canada and around the world perform on the theme of peace.

All Day **Langara College** events.

**Concurrent fora and workshops**

**Asia** - Plenary at UBC

1:30-5:00 pm **International Peace Educators Conference** (at UBC)

- Dr. Bud Hall – Why Peace Education is a Necessity in the K-12 System.

**International Association of Peace Messenger Cities Dialogue** – (at SFU Wosk Centre for Dialogue)

**Labour Peace Forum – Part 1 – The Economics of War versus the Economies of Peace**

This forum will examine the economic benefits to workers of a peace-based, sustainable economy rather than a war economy which favours corporate interests without addressing the long term prospect of good jobs. The Forum will identify general trends in the economy and identify how the international trade union movement can influence the development of the economy in the best interests of working people.

**Faith and Spirituality** (Plenary at UBC sponsored by Working Group) *in planning process*

**First Nations** – workshops at UBC – *in planning process*.

**Concurrent fora and workshops**

2 - 4:00 pm **Weapons in Space: Should We Extend the Arms Race into the Heavens?**  
(sponsored by Global Network)

A panel of experts discuss current U.S. (and allies) plans to move the arms race into space. The panel will feature Dr. Helen Caldicott (Nuclear Policy Research Institute), Mel Hurtig (author of *Rushing to Armageddon*), and Rebecca Johnson (Acronym Institute for Disarmament Diplomacy). Singer/songwriter Holly Gwinn Graham (composer of “We’re planning a war in space”) will also perform.

7 – 10:00 pm **Abolition of Nuclear Arms** (Plenary at UBC)

**StopWar.ca** – Panel Presentations (at St. Andrews Wesley Church)

**Concurrent fora and workshops**

**Monday, June 26<sup>th</sup>, 2006**

9 – 12 noon **International Peace Educators Conference** (at UBC)

- Winston Carter, President – Canadian Teachers’ Federation
- Raffi – Honouring Children

**International Association of Peace Messenger Cities General Assembly** (at Alice McKay Room Vancouver Public Library)

**Labour Peace Forum – Part 2 – How we organize ourselves at the local level**

US Labour Against the War (USLAW) will outline their recent successes in anti-war organizing at the local level and will discuss the lessons to be learned from that experience.

**Latin America - Plenary (at UBC) in planning process**

**Concurrent fora and workshops**

All Day **The Root Causes of War** (sponsored by Women's Working Gp)

This day long, academic conference at UBC will explore the root causes of war from a feminist perspective and by hearing women's stories.

1:30-5:00 pm **International Peace Educators Conference (at UBC)**

Children's Peace Authors:

- Elizabeth Laird
- Linda Granfield
- Eleanor Kerr

**Civic Government and Civil Society: Finding Common Ground – Plenary (at UBC)**  
*in planning process*

**Labour Peace Forum – Part 3 – Where do we go from here?**

This Forum will utilize a Labour Roundtable of notable international labour voices and strategize the specific concrete steps that can be taken at the local level, within unions and working with local communities and municipal governments to implement a peace program. The Forum will develop a communications network to build Labour's international role in advocating peace and help organize towards the next World Peace Forum.

1:30-3:00 pm **Women in Black** (sponsored by Women Organizing Women)

A workshop for Women in Black participants and those interested in learning more about the organization.

**Africa - Plenary (at UBC)**

**Concurrent fora and workshops**

7 – 10:00 pm **Sustainability: Cities, Water, the Environment and Conflict** Plenary (at UBC) *in planning process*

**Labour Peace Cabaret** – a cabaret style evening with entertainment and food

**Public Forum on Iraq** (sponsored by Coalition in Solidarity with the People of Iraq at St. Andrews Wesley Church)

George Galloway, outspoken British MP and 2 Iraqi speakers  
(*unconfirmed*).

**Concurrent fora and workshops**

**Tuesday, June 27<sup>th</sup>, 2006**

9- 12 noon **International Peace Educators Conference (at UBC)**

- Jinny Sims, President – BC Teachers' Federation
- Dr. Michael Apple – Programs That Rock! – University of Wisconsin

**Middle East Plenary (at UBC) *in planning process***

**No Military Bases Movement Plenary (at UBC )**

The Global No Bases Movement will bring attention to the impact of the expanding list of more than 700 military bases worldwide.

- Corazon Fabros, Gathering for Peace, Philippines
- Rae Street, Campaign for Nuclear Disarmament, UK
- Okinawa activist (sponsored by Japan Peace Committee)
- Moderator from United for Peace and Justice ,US

**Concurrent fora and workshops**

1:30-5:00 pm **International Peace Educators Conference (at UBC)**

- Jinny Sims – President and & Irene Lanzinger 1<sup>st</sup> Vice-President, BC Teachers' Federation
- Nurit Peled – Israeli mother whose son was killed by a suicide bomber
- Closing - Unveiling of War Toy sculpture

**Racism and Casteism Plenary (at UBC)**

**Canadian Peace Activists Summit** (Coordinated by Michael Murphy, Chair, Saskatoon Peace Coalition)

**Building a Culture of Peace and Sustainability: changing direction globally** Plenary (at UBC) *in planning process*

**Concurrent fora and workshops**

5 pm on **Synthesis Committee** meets to outline and write compendium document 'Building a Culture of Peace and Sustainability' (*working title*)

7 – 10:00 pm **Yesterday, Today and Tomorrow: Youth Speak Out For Peace** Plenary (at UBC) *in planning process*

7 – 10:00 pm **'Israel – Palestine: A Power Play'** (sponsored by Headlines Theatre and Jews for a Just Peace)

The Israeli-Palestinian conflict is both relevant and fraught with strong and painful emotions for many, others feel alienated from the conflict, perceiving the issue the exclusive property of specific ethnic or religious communities to which they do not belong. Discussion boils up, shuts down quickly or never begins. The Power Play approach provides an effective format to address the issues, allowing the audience to think outside the box, intervene in the play and re-think their own attitudes and share new insights.

### **Concurrent fora and workshops**

**StopWar.ca Panel Presentations (at St. Andrews Wesley Church)**

## **Wednesday, June 28<sup>th</sup>, 2006**

7:00 am **Welcome Peace Boat** – 900 delegates welcomed at dockside, Press Conference and tour of Peace Boat.

8:00 am ***'Building a Culture of Peace and Sustainability'***  
*Forum compendium document available at all locations.*

9 – 12 noon **Peace Boat Plenary (at UBC)**

**International Law and Impunity Plenary (sponsored by International Law Working Group at UBC)**

**Workshops on board the Peace Boat** – for 450, 200 and 70 person spaces. (NOTE: All Delegates attending sessions on the Peace Boat must pre-register and present photo identification to comply with security regulations.)

- **Middle Powers Initiative** by Senator Douglas Roche (on Peace Boat)

### **Concurrent fora and workshops**

1:30-5:00 pm **Plenaries: Discussion/Adoption of Forum document** – 'Building a Culture of Peace and Sustainability' at various locations.

**Workshops on board the Peace Boat**

### **Concurrent fora and workshops**

7 – 9:00 pm **Closing Ceremonies**

9 - 11:00 pm **Peace Boat Bon Voyage** – Lantern Festival Walk with Peace Boat participants to Canada Place for bon voyage 10:00 pm on board, 11:00pm departure.

## **NOTES TO PROGRAM**

### **A. New Positions Filled , New Software Acquired**

The World Peace Forum 2006 has hired a full-time Program Logistics Coordinator and a part-time Volunteer and Accommodation Coordinator commencing January 3, 2006. The Program Logistics Coordinator will incorporate greater program detail and aim to have the program on the website in January. The Volunteer and Accommodation Coordinator Listing will list secured UBC accommodation, identify and organize local billets and recommend local area hotel accommodation.

The acquisition of a new, comprehensive customized Customer Relations Management software system, inclusive of a detailed on-line registration system, is being finalized to be fully functional by mid-January. The registration fee schedule is set.

Delegates will be able to register and access information for accommodation starting January 15<sup>th</sup>.

### **B. Exhibits**

Prior to and during the World Peace Forum 2006, there will be a major exhibit by the Cities of Hiroshima and Nagasaki of photographs, artifacts and video vignettes. Additionally there is the possibility of hosting several other exhibits on Vietnamese and America War Art and possibly an exhibit on Nanjing. A secure downtown location(s) is being sought to host the exhibits to maximize public access.

The 'peace wall' exhibit from International Law Campaign headquartered in Hielelberg, Germany, which was featured at the 60<sup>th</sup> Anniversary events in Hiroshima in August 2005 will be displayed at UBC. Various venues at UBC and around Vancouver and the Lower Mainland will showcase student art work and cultural contributions. The Arts and Culture Working Group will stage various performances and venues both as part of the Forum and as stand-alone ticketed events. The Peace Lantern Society will develop 'peace lantern' making workshops and will design a peace lantern lighting ceremony at a water site.

### **C. Linked and overlapping events**

The Vancouver International Jazz Festival coincides with the World Peace Forum 2006. A working relationship with the Jazz Fest is being established to facilitate cooperation with the Forum wherever possible. Jazz Fest information will be given to all Forum delegates.

Judith Marcuse of the Earth Project will stage a range of theatrical performances at the Great Northern Way Campus (UBC, SFU, BCIT and Emily Carr) which will overlap with both the World Urban Forum and the World Peace Forum 2006. The Earth Festival will be promoted in advance of and during the Forum.

Information on the World Urban Forum, June 19 – 23, 2006 will be posted on the World Peace Forum 2006 website and encouraging as many WPF 2006 delegates who are able to come to Vancouver ahead of the Forum will be encouraged to consider scheduling time to attend WUF events.

#### **D. Balanced Presentations and Respectful Dialogue**

The World Peace Forum 2006 will be balanced in terms of gender, racial and ethnic representation in terms of presenters and participants.

Discussions of peace, anti-war and sustainability issues raise heartfelt positions from a variety of perspectives. From the outset we have not sought to limit or restrict what does or does not constitute legitimate debate within the overall theme, rather we seek to ensure that all discussions are conducted through respectful dialogue.

#### **E. Synthesis and Co-Chairs**

There will be two Forum Co-chairs (yet to be chosen), skilled in both inspiring people and in synthesizing main points of discussion from various fora and workshops. They will draft a compendium document: 'Strategies for Building a Global Culture of Peace and Sustainability' (*working title*). There will be designated fora and workshop synthesizers to provide feedback to the Co-Chairs to assist in incorporating fora discussion into the 'Strategies' document, which will then be discussed and adopted at multiple fora on the final day of the Forum.

#### **F. A Living Legacy**

The 'Strategies' document will be written in as pragmatic and systematic way as possible so as to encourage Forum delegates to take it back to their communities for education and implementation of those portions or concepts relevant to them. The 'Strategies' document will be printed in hard copy and will be posted on the internet to encourage ongoing debate and discussion to assist the process and progress of building a culture of peace and sustainability into the future. This will be the living legacy of the World Peace Forum 2006.



# WORLD PEACE FORUM 2006

## VANCOUVER, CANADA 23-28 JUNE

1101 HAVENUE SUITE 420 VANCOUVER, BC CANADA V5Z 1E1 TEL: 604 687 3225 FAX: 604 687 3277 E-mail: admin@worldpeaceforum.ca www.worldpeaceforum.ca

### Appendix 3 –

### World Peace Forum 2006 Canadian and International Advisors – January 26, 2006

**Tadatoshi Akiba,**  
Mayor of Hiroshima  
President World Conference of Mayors for  
Peace

**Mary-Wynne Ashford,**  
International Physicians for the Prevention of  
Nuclear War,  
Victoria, B.C.

**Maude Barlow,**  
National Chairperson,  
Council of Canadians

**Walden Bello,**  
Director,  
Focus on the Global South,  
Bangkok, Thailand

**Alicia Cabezudo**  
Professor, Universidad Nacional de Rosario  
Buenos Aires, Argentina

**Helen Caldicott,**  
Nuclear Policy Research Institute  
Australia

**Amelia Clarke**  
President of the Board  
Sierra Club of Canada

**Karen Dolan**  
Director, Cities for Progress/Cities for Peace  
Washington, DC

**Orlando Fundora**  
President World Peace Council & MOVPA  
Havana, Cuba, 10400

**Ed Garcia**  
Senior Policy Advisor  
International Alert,  
Philippines

**Taka Hiroshi**  
World Conference Against A & H Bombs  
Tokyo, Japan

**Pol D'Huyvetter**  
For Mother Earth  
Belgium

**Mel Hurtig,**  
Author  
Vancouver, B.C.,

**David Krieger,**  
President,  
Nuclear Age Peace Foundation

**Sid Lacombe,**  
Executive Director,  
Canadian Peace Alliance

**Mobina Jaffer**  
Senator, Parliament of Canada  
Vancouver, B.C.

**TJ Johnson**  
Councillor, Olympia City Council,  
Olympia, Washington



**Ron McCoy,**  
President,  
International Physicians for the Prevention of  
Nuclear War,  
Cambridge, Massachusetts

**Alfred Marder,**  
President,  
International Peace Messenger Cities,  
New Haven, Connecticut

**Zia Mian**  
Program on Science and Global Security  
Woodrow Wilson School of Public and  
International Affairs Princeton University  
Princeton, USA

**A. H. Nayyar,**  
President,  
Pakistan Peace Coalition

**Ursula Spring Oswald,**  
Secretary General,  
Latin American Council for Peace Research,  
Cuernavaca, Mexico

**Judy Rebick,**  
Author & Broadcaster,  
Toronto, Ontario

**Ernie Regehr**  
Senior Policy Advisor - Project Ploughshares  
Waterloo, Ontario

**Doug Roche,**  
Senator, Parliament of Canada  
Middle Powers Initiative,  
Edmonton, Alberta

**Alice Slater**  
Abolition 2000 & GRACE  
New York, NY

**Steven Staples**  
Director of Security Programs  
Polaris Institute  
Ottawa, Ontario

**Dr. David Suzuki**  
Suzuki Foundation,  
Vancouver, B.C.

**Mililani B. Trask**  
Indigenous Women's Network  
Hilo, Hawaii

**Achin Vaniak,**  
Coalition for Nuclear Disarmament and  
Peace,  
India

**Cora Weiss,**  
Hague Appeal for Peace,  
New York, NY

**Alyn Ware**  
Consultant, International Association of  
Lawyers Against Nuclear Arms,  
Wellington, New Zealand

## Appendix 5

### World Peace Forum 2006 Working Budget as at January 2006 April 1, 2005 – August 31, 2006

#### Summary

This is a conservative budget based on 2,700 fulltime equivalent paid registrations.

#### Revenue

Donations – Cash	\$	1,133,000		
Registration	\$	477,500		
Donations – In-Kind	\$	195,000		
Merchandise/Sponsorships	\$	152,000		
Opening/Closing Ceremonies	\$	15,000		
<b>Revenue total</b>	<b>\$</b>	<b>1,972,500</b>	<b>\$</b>	<b>1,972,500</b>

#### Expenses

Registration	\$	31,160		
Personnel	\$	441,724		
General Operating	\$	155,513		
Working Groups*	\$	210,000		
Venues	\$	150,000		
Speakers/Participants*	\$	260,000		
Communications	\$	126,760		
Merchandising/Sponsorships	\$	65,665		
Fundraising	\$	31,699		
Volunteers	\$	21,690		
Events	\$	63,450		
Contingency @ 10%	\$	155,766		
<b>Expenses total</b>	<b>\$</b>	<b>1,713,427</b>	<b>\$</b>	<b>1,713,427</b>
<b>Revenues over Expenses</b>			<b>\$</b>	<b>259,073</b>

\* Speaker/participant travel and accommodation is included under working group and speaker categories. Coffee, meals for other participants and speakers is at their own expense.

## Revenue

### Donations – Cash

Foundations	\$	450,000	
Business	\$	20,000	
Unions	\$	75,000	
Faith	\$	50,000	
NGOs	\$	25,000	
Individuals	\$	30,000	
Local, Federal & Provincial Grants*	\$	300,000	
City of Vancouver	\$	150,000	
UBC Co-op Students	\$	33,000	
<b>Sub -total</b>	<b>\$</b>	<b>1,133,000</b>	<b>\$ 1,133,000</b>

\*Note: includes \$250,000 CIDA travel funding

### Registration

Delegate Fees – 2,000 FTEs/1,800 participants	\$	320,000	
International Peace Education fees	\$	157,500	
<b>Sub-total</b>	<b>\$</b>	<b>477,500</b>	<b>\$ 477,500</b>

### Donations – In-kind

Business	\$	25,000	
Union – printing, mailing, etc.	\$	20,000	
Faith – venues, etc.	\$	10,000	
BCTF – rent, photocopies, etc.	\$	25,000	
UBC – venues, interns	\$	60,000	
Parks Board	\$	5,000	
Library Board	\$	5,000	
School Board	\$	20,000	
Lookout Software	\$	25,000	
<b>Sub-total</b>	<b>\$</b>	<b>195,000</b>	<b>\$ 195,000</b>

### Sponsorships/Display/Merchandise

Business 25 venues/signage @ \$2,000	\$	50,000	
Display booths/tables 50 @ \$250	\$	12,500	
Merchandise – pins, t-shirts, etc.	\$	80,000	
Consignment fees	\$	10,000	
<b>Sub-total</b>	<b>\$</b>	<b>152,000</b>	<b>\$ 152,000</b>

### Opening/Closing Ceremonies

Admittance for non-delegates	\$	15,000	
<b>Sub-total</b>	<b>\$</b>	<b>15,000</b>	<b>\$ 15,000</b>
<b>Revenues total</b>			<b>\$ 1,972,500</b>

**Registration**

**Expenses**

Set-up fee	\$ 800
Monthly Merchant Acct. 6 months @ \$60 mth.	\$ 360
Lookout Software	\$ 10,000
Visa/Mastercard charges	\$ 20,000
<b>Total</b>	<b>\$ 31,160</b>

**Revenues**

Per 1,000 Full-time equivalents

250 Full week early @ \$175	\$ 43,750
200 Full week regular @ \$225	\$ 45,000
175 Full week low income early @ \$100	\$ 17,500
100 Full week low income regular @ \$150	\$ 15,000
325* Day rate regular @ \$50	\$ 16,250
750* Day rate low income @ \$30	\$ 22,500
1,800	
Total per 1,000 FTE's	\$ 160,000
<b>Total Delegate fees @ 2,000 FTEs</b>	<b>\$ 320,000</b>
International Peace Ed. Conf. 700 @ \$225	\$ 157,500
<b>Sub- total</b>	<b>\$ 477,500</b>

\* 1075 day rates approximates 275 full-time equivalents

**Participant Rates**

Full week, Early-Bird, until May 31	... \$175
Full week, Regular: After April 1	..... \$225
Day Rate	..... \$50/day

Low income, students, seniors (self selected*)	
Full week, Early-Bird, until May 31	... \$100
Full week, Regular: After April 1	..... \$150
Day Rate	..... \$30/day

\* Delegates may select this "low income" category. Those requiring additional subsidies, may submit an application. Decisions to subsidize delegates will be made based on need and our financial capacity.

Personnel

Position	Total	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug		
Exec Dir Out	96,000	3,000	6,000	6,000	6,000	3,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
Exec Dir Ops	37,500	1,500	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
Fund Coord	56,000					4,500	4,500	4,500	4,500	4,500	6,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	
Commun Coord	54,000					4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	
Admin Coord	69,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	
Program Coord	31,500										4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	
Admin Asst	18,000											3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Coop Interns	33,008						4,126	4,126	4,126	4,126	2,063	2,063	2,063	2,063	2,063	2,063	2,063	2,063	2,063	
Vol & Accom	23,352									926	926	1,500	2,000	4,500	4,500	4,500	4,500	4,500	4,500	
Bookkeep	16,900									1,300	2,800	1,300	2,000	2,000	2,500	2,500	2,500	2,500	2,500	
Fund Consult	5,964		3,680				1,284	1,000												
<b>Total</b>	<b>441,724</b>	<b>8,000</b>	<b>19,180</b>	<b>15,500</b>	<b>15,500</b>	<b>21,500</b>	<b>28,626</b>	<b>28,626</b>	<b>23,636</b>	<b>27,136</b>	<b>32,789</b>	<b>31,863</b>	<b>33,063</b>	<b>35,563</b>	<b>36,063</b>	<b>36,063</b>	<b>36,063</b>	<b>36,063</b>	<b>36,063</b>	<b>12,563</b>

## General Operating Expenses

### Office space

Maritime Labour Centre	\$	---	
BCTF 4 <sup>th</sup> Floor	\$	14,921	
BCTF 5 <sup>th</sup> Floor	\$	30,717	
Environmental Youth Alliance	\$	525	
Janitorial Services	\$	4,000	
Parking 2 BCTF 2 spaces for 14 months	\$	3,000	
<b>Sub-total</b>	\$	<b>53,163</b>	\$ 53,163

### Office Furniture & Equipment

Furniture	\$	3,000	
Photocopier	\$	10,000	
Computers – purchased and in-kind	\$	6,000	
Printers – 2 @ \$500	\$	1,000	
Software – operating systems	\$	3,000	
<b>Sub-total</b>	\$	<b>23,000</b>	\$ 23,000

### Telephone and Fax

8 lines @ \$200	\$	1,600	
Telephone system – base and stations	\$	17,000	
Long distance \$200 mth. X 14 mths.	\$	2,800	
<b>Sub-total</b>	\$	<b>21,400</b>	\$ 21,400

### Office Supplies

Photocopying	\$	3,000	
Paper	\$	2,000	
Supplies	\$	2,500	
<b>Sub-total</b>	\$	<b>7,500</b>	\$ 7,500

### Financial Expenses

Tides Foundation – 9% on \$100,000	\$	9,000	
Service charges	\$	1,500	
Office insurance - \$250 mth. X 14 mths.	\$	3,500	
Director's Liability Insurance	\$	1,500	
Venue Insurance	\$	5,000	
Auditing	\$	3,500	
<b>Sub-total</b>	\$	<b>24,000</b>	\$ 24,000

### Legal Services

Legal fees and disbursements	\$	<u>7,500</u>	
<b>Sub-total</b>	\$	<b>7,500</b>	\$ 7,500

**Computer Services**

Technical services	\$	4,000	
Maxintegration custom modules and set-up	\$	14,200	
Internet ADSL	\$	<u>750</u>	
<b>Sub-total</b>	\$	<b>18,950</b>	\$ <u>18,950</u>

<b>General Operating Total</b>			\$ 155,513
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### Working Group Expenses

Covers travel subsidies and limited honoraria

### Regional Working Groups/Fora

Africa	\$ 15,000
Asia	\$ 10,000
Latin America & Caribbean	\$ 15,000
Middle East	\$ 20,000

### Thematic Working Groups/Fora

Law	\$ 10,000
Racism and Casteism	\$ 20,000
Women	\$ 20,000
Youth	\$ 20,000
Indigenous	\$ 30,000
Arts and Culture	\$ 40,000
Weapons in Space*	\$ ---
Faith and Spirituality*	\$ ---
Environment	\$ 10,000
Education*	\$ ---
Labour*	\$ ---
Government*	\$ ---

**Total** **\$210,000**

\* Note: Working Groups are responsible for raising the costs of their programming budgets and in some cases will be net funders of the Forum.



**Venues**

Venues	\$	110,000	
Sound	\$	20,000	
Lighting	\$	15,000	
Signage	\$	3,000	
Security	\$	10,000	
<b>Sub-total</b>	<b>\$</b>	<b>150,000</b>	<b>\$ 150,000</b>

**Notes:** Our primary site is the UBC Point Grey Campus. We have reserved various spaces which will be confirmed when the University completes its own review of space availability in February. Increasingly we are getting offers of pro bono and/or reduced rate charges on various other spaces around the City. The Canadian Landmines Foundation has offered to cover the costs of the Plaza of Nations for Friday and Saturdays programs (a contribution of approximately \$30,000 ). This is pending confirmation of rate information from the Plaza.

**Speakers/ Participants/Translation**

**Speakers**

Travel & Accommodation	\$	45,000		
Honoraria	\$	15,000		
<b>Sub-total</b>	<b>\$</b>	<b>60,000</b>	<b>\$</b>	<b>60,000</b>

**Participants**

Travel and Accommodation subsidies over and above Working Group expenses	\$	125,000		
<b>Sub-total</b>	<b>\$</b>	<b>125,000</b>	<b>\$</b>	<b>125,000</b>

**Translation**

Simultaneous Translation rental	\$	30,000		
Translators honoraria & support	\$	45,000		
<b>Sub-total</b>	<b>\$</b>	<b>75,000</b>	<b>\$</b>	<b>75,000</b>
<b>Speakers/Participants/Translation</b>			<b>\$</b>	<b>206,000</b>

Note; Other travel and accommodation is included in the Working Group Budgets

## Communications/Promotion

### Promotional Material/Stationary

Design stationary	\$	600	
brochure	\$	650	
banner	\$	450	
poster	\$	600	
thank you cards	\$	110	
WPF program	\$	1,600	
Print 5000 bus. cards	\$	600	
5000 envelopes	\$	1,100	
30,000 brochures	\$	4,000	
1,000 posters	\$	1,000	
WPF Children's flags	\$	9,000	
3,000 thank you cards	\$	1,000	
10,000 WPF programs	\$	<u>32,100</u>	
<b>Sub-total</b>	\$	<b>52,810</b>	\$ 52,810

### Website

Vancouver Community Network	\$	<u>40,000</u>	
<b>Sub-total</b>	\$	<b>40,000</b>	\$ 40,000

### Advertising

Design – copy ad newspapers	\$	700	
- copy ad magazines	\$	350	
- thank you to sponsors ad	\$	600	
Production – radio spot	\$	1,150	
Vancouver Sun/Province ads	\$	10,000	
Georgia Straight		incl.	
2 magazine ads	\$	1,150	
Radio spots – CBC, CKNW, Co-op, CKNW, Jack FM, Shaw Multicultural,	\$	<u>20,000</u>	
<b>Sub-total</b>	\$	<b>33,950</b>	\$ 33,950
<b>Communications/Promotion total</b>			<b>\$ 126,760</b>

## Merchandizing/Sponsorships

### Expenses

#### Merchandise

T-shirts 1,500 shirts @ \$10	\$	15,000	
Peace Raven pins – 5,000	\$	7,638	
Travel mugs – 500	\$	1,767	
Tote bags – 1,000	\$	10,260	
Art posters – 300	\$	6,000	
<b>Sub-total</b>	\$	<b>40,665</b>	\$ 40,665

#### Merchandizing Fair

Venue – Student Rec.	\$	6,800	
Floor covering	\$	1,500	
Furniture – 25 tables @ \$168	\$	4,200	
Sponsor signage 25 @ \$500	\$	12,500	
<b>Sub-total</b>	\$	<b>25,000</b>	\$ 25,000
<b>Merchandizing total</b>			\$ 65,665

### Revenue

#### Merchandize

T-shirts 1,000 @ \$20	\$	20,000	
Peace Raven pins 4,000 @\$5	\$	20,000	
Travel mugs 500 @ 10	\$	5,000	
Tote Bags 1,000 @\$15	\$	15,000	
Art Posters 200 @ \$100	\$	20,000	
<b>Sub-total</b>	\$	<b>80,000</b>	\$ 80,000

#### Merchandize Fair

Table rental @ 250	\$	12,500	
Consignment fees	\$	10,000	
Sponsor fees 25@ 2,000	\$	50,000	
<b>Sub-total</b>	\$	<b>72,500</b>	\$ 72,500
<b>Merchandizing total</b>			\$ 152,500

## Fundraising Expenses

### Fundraising travel

Local	\$	<u>3,000</u>		
Sub-total	\$	3,000	\$	3,000

### Fundraising Incentives

100 WPF passes @ \$50	\$	5,000		
100 Special Event passes @ \$25	\$	2,500		
25 Full passes @ \$225	\$	5,625		
100 T-shirts @ 10	\$	1,000		
20 tables @ \$168	\$	<u>3,360</u>		
Sub-total	\$	17,486	\$	17,486

### Research & Databases

Network Database	\$	7,000		
Network bandwidth	\$	500		
Research Lists/databases	\$	<u>1,200</u>		
Sub-total	\$	8,700	\$	8,700

### Donor Recognition

Art Prints – 50 @\$20	\$	1,000		
Peace Raven pins 300 @ 1.\$1.71	\$	513		
Thank you certificates	\$	<u>1,000</u>		
Sub-total	\$	2,513	\$	<u>2,513</u>
<b>Fundraising Expenses total</b>	\$		\$	<b>31,699</b>

## Volunteer Program

### Information and Recruitment

Venue donation	\$	2,250		
Materials	\$	1,000		
Orientation packages	\$	2,500		
<b>Sub-total</b>	<b>\$</b>	<b>5,250</b>	<b>\$</b>	<b>5,250</b>

### Membership with Volunteer Organizations

Volunteer Vancouver	\$	225		
UBC	\$	15		
Charity Village	\$	700		
<b>Sub-total</b>	<b>\$</b>	<b>940</b>	<b>\$</b>	<b>940</b>

### Recognition

Receptions	\$	3,000		
Wrap-up Party	\$	5,000		
T-shirts	\$	7,500		
<b>Sub-total</b>	<b>\$</b>	<b>15,500</b>	<b>\$</b>	<b>15,500</b>
<b>Volunteer Total</b>			<b>\$</b>	<b>21,690</b>

**Events**

**Advance Events**

**Logo Launch**

Venue	\$	700		
Speakers	\$	100		
Promotion	\$	200		
<b>Sub-total</b>	<b>\$</b>	<b>1,000</b>	<b>\$</b>	<b>1,000</b>

**Annual General Meeting**

Venue	\$	300		
Catering	\$	150		
<b>Sub-total</b>	<b>\$</b>	<b>450</b>	<b>\$</b>	<b>450</b>

**Working Group Retreat 1**

Venue	\$	500		
Catering	\$	500		
<b>Sub-total</b>	<b>\$</b>	<b>1,000</b>	<b>\$</b>	<b>1,000</b>

**Working Group Retreat 2**

Venue	\$	500		
Catering	\$	500		
<b>Sub-total</b>	<b>\$</b>	<b>1,000</b>	<b>\$</b>	<b>1,000</b>
<b>Advance total</b>			<b>\$</b>	<b>3,450</b>

**Special Events at Forum**

**Launch**

Ppress conference	\$	1,000		
<b>Sub-total</b>	<b>\$</b>	<b>1,000</b>	<b>\$</b>	<b>1,000</b>

**Opening Ceremonies**

Organizer	\$	5,000		
Entertainment	\$	5,000		
Venue	\$	5,000		
Lighting/Sound	\$	5,000		
Toilets	\$	2,000		
Clean up	\$	1,000		
<b>Sub-total</b>	<b>\$</b>	<b>23,000</b>	<b>\$</b>	<b>23,000</b>

**Peace Festival Parade**

Posters/promotion	\$	2,000		
Stage/Sound	\$	5,000		
Entertainment	\$	3,000		
Toilets	\$	2,000		
Clean up	\$	1,000		
<b>Sub-total</b>	<b>\$</b>	<b>13,000</b>	<b>\$</b>	<b>13,000</b>

**Closing Ceremonies**

Organizer	\$	5,000		
Entertainment	\$	5,000		
Venue	\$	5,000		
Lighting/Sound	\$	5,000		
Toilets	\$	2,000		
Clean-up	\$	1,000		
<b>Sub-total</b>	<b>\$</b>	<b>23,000</b>	<b>\$</b>	<b>23,000</b>
<b>Events total</b>			<b>\$</b>	<b>63,450</b>

See note under venues regarding Canadian Landmines Foundation donation to cover Plaza of Nations costs for Friday and Saturday events.



## APPENDIX 6

# World Peace Forum 2006



## **Fundraising Strategy Plan**

Revised January 2006

# World Peace Forum Fundraising Strategy Plan

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## Background

### *The Forum*

The World Peace Forum (the "Forum") is a major international undertaking. The Forum is planned to be broad in scope, providing an umbrella under which movements and organizations working on peace and sustainability issues, including city representatives, indigenous peoples, women, youth, labour, business, civil society organizations, seniors and concerned citizens, can come together, network and demonstrate to the world a growing international commitment for peace, justice and sustainability within our lifetime. It will integrate significant arts and cultural performances with and as part of the international dialogue. It will create venues and opportunities to maximize local citizen involvement.

We conceive of the period leading to the Forum itself as a process rather than an event: a process of building an ever-broadening consensus within civil society and our civic governments to achieve a living 'culture of peace'. The Forum will facilitate the collaboration and coordination of international ideas and energies that shape the substance of the Forum agenda.

The World Peace Forum 2006 will provide an opportunity to develop strategies to strengthen organizational capacities within organizations and across networks, in cities and local authorities, within regions, across nations and internationally to educate and advocate for a just, peaceful, and sustainable world. The Forum will present an opportunity to connect civic and social movements to work for common goals within their respective cities. The Forum will facilitate the development of global networks to exchange educational resources and share successful practices and tools.

Cities and local authorities, acting with community support, can effectively contest global militarism and redirect ballooning military budgets which starve local and regional governments of the resources necessary to provide quality housing, health, education and community services. The challenge is to coordinate the networks of civic and social movements to work towards a peaceful, just and sustainable world, city by city, expanding to nations and internationally.

It is hoped that this Forum will inspire a global impetus to continue the Peace Forum concept as a bi-annual process into the future hosted by other world cities and social movements based on the legacy begun in Vancouver.

The overarching objective of the Forum is to collectively develop strategies to foster a culture of peace world-wide, to strengthen city and social alliances in order to build a just, peaceful and sustainable world.

## ***The Organizers***

The organizers (the “Organizers”) of the Forum are:

- The World Peace Forum Society: incorporated August, 2004, with the stated purposes of:
  - Building a network of peace and justice of civic leaders, non-governmental community organizations, aboriginal and first nations people and others;
  - Organizing a world peace forum
  - Facilitating a dialogue on peace and justice issues
- The City of Vancouver’s Peace and Justice Committee
- The Joint Steering Committee: made up of 9 people who coordinate the interrelated work of the World Peace Forum Society and the Peace and Justice Committee.

## ***The Fundraising Committee***

A Fundraising Committee has been formed to obtain funding for the Forum. The Fundraising Committee is primarily responsible for generating leads for funding and its members are involved with the qualification of prospects and ‘asks’. A special fundraising advisor Meg Clarke has been recruited.

In addition to this Committee, members of the Board, Working Group Leaders and other interested individuals continue to outreach to the donor community to solicit funds and in-kind resources.

An ethical fundraising policy has been adopted.

## ***The Fundraising Coordinator***

The original fundraising coordinator has recently resigned and been replaced by Wayne Soroka. Wayne is well known in the business and donor community for his association with Shared Vision Magazine and the Social Venture Network. As Fundraising Coordinator he is responsible for implementing this strategy along with the Staff and Board members.

The following is a list of the accomplishments achieved to date:

- Implementation of the Fundraising Strategy
- Establishment of a Fundraising Committee
- Outreach to Working Groups to provide guidelines and training in relation to fundraising activities, responsibilities, and regulations

- Establishment of an ethical fundraising policy
- Liaison with the Communications Coordinator to develop final messaging
- Identification of potential donors and sponsors
- Development of proposal support materials and applications
- Development and coordination of volunteers for fundraising
- Establishment of a charitable agreement with TIDES Canada Foundation
- Establishment of an online charitable donations system
- Procedures for non-charitable and sponsorship receipting and fund-based tracking for donations allocated to specific program activities.
- Progress reports to the Executive Director, Board and interested parties.

### ***Fundraising Goal***

The current revenue target of the Forum is \$1,972,500, of which approximately \$477,500 is anticipated to be raised through registration, with an additional \$152,000 coming from sponsorships and merchandise sales. The balance is to be raised through the Forum's fundraising efforts.

Any amounts raised over and above the Forum's actual expenses will be used to promote future Forums in other locations, ongoing peace activities by local groups, or other activities which will carry on the Forum's goals.

### ***Charitable Donations Receipting***

The World Peace Forum Society has partnered with the TIDES Canada Foundation for charitable receipting purposes. The TIDES Canada Foundation's mandate is:

*"...to create partnerships with donors and charitable organizations to grow and organize resources for social change and environmental sustainability. We facilitate innovation and effective grant-making programs, foster opportunities for learning, and build community among donors and grantees. TIDES Canada Foundation actively promotes change toward social and environmental well being that is founded on the principles of social justice, broadly shared economic opportunity, robust, inclusive and participatory democratic process and farsighted environmental stewardship."*

The Charitable Registration Number of the Tides Canada Foundation is 86894 7797 RROOO1. They provide a range of services to the World Peace Forum under contract.

Donors from the United States are able to donate through TIDES' American affiliate, the Sage Foundation.

## *Anticipated Total Revenue*

### **Donations – Cash**

Foundations	\$	450,000	
Business	\$	20,000	
Unions	\$	75,000	
Faith	\$	50,000	
NGOs	\$	25,000	
Individuals	\$	30,000	
Local, Federal & Provincial Grants*	\$	300,000	
City of Vancouver	\$	150,000	
UBC Co-op Students	\$	<u>33,000</u>	
<b>Sub -total</b>	\$	<b>1,133,000</b>	<b>\$1,133,000</b>

\*Note: includes \$250,000 CIDA travel funding

### **Registration**

Delegate Fees – 2,000 FTEs/1,800 participants	\$	320,000	
International Peace Education fees	\$	<u>157,500</u>	
<b>Sub-total</b>	\$	<b>477,500</b>	<b>\$ 477,500</b>

### **Donations – In-kind**

Business	\$	25,000	
Union – printing, mailing, etc.	\$	20,000	
Faith – venues, etc.	\$	10,000	
BCTF – rent, photocopies, etc.	\$	25,000	
UBC – venues, interns	\$	60,000	
Parks Board	\$	5,000	
Library Board	\$	5,000	
School Board	\$	20,000	
Lookout Software	\$	<u>25,000</u>	
<b>Sub-total</b>	\$	<b>195,000</b>	<b>\$ 195,000</b>

### **Sponsorships/Display/Merchandise**

Business 25 venues/signage @ \$2,000	\$	50,000	
Display booths/tables 50 @ \$250	\$	12,500	
Merchandise – pins, t-shirts, etc.	\$	80,000	
Consignment fees	\$	<u>10,000</u>	
<b>Sub-total</b>	\$	<b>152,000</b>	<b>\$ 152,000</b>

### **Opening/Closing Ceremonies**

Admittance for non-delegates	\$	<u>15,000</u>	
<b>Sub-total</b>	\$	<b>15,000</b>	<b>\$ 15,000</b>
<b><u>Revenues total</u></b>			<b>\$ 1,972,500</b>

## Anticipated Expenses

The following table outlines the expense categories for the Forum:

<b>Item</b>	<b>Target Expenses</b>
<b>Operating Costs</b>	
· Staffing	\$441,724
· Registration Expense	\$31,160
· Delegate International Travel/Accommodation	\$125,000
· Speakers' Expenses	\$60,000
· Translation	\$75,000
· Fundraising Expense	\$31,699
· Merchandise Expense	\$65,665
· Event Expenses	\$63,450
· Promotional Material	\$52,810
· Website	\$40,000
· Advertising	\$33,950
· Venues	\$150,000
· General Operating Expenses	\$155,513
· Volunteer Programme	\$21,690
· Work Group Programme	\$210,000
<b><i>Subtotal Staffing and Operations</i></b>	<b><i>\$1,557,661</i></b>
Contingency	\$155,766
<b>Grand Total</b>	<b>\$1,713,427</b>

## **Process**

### ***Sources of Income***

The Forum seeks both charitable and non-charitable sources of income in order to cover its expenses.

The following are the major sources of income from which the Forum will seek funding:

- Individuals
- Labour
- Corporations
- Governments
- Non-profit organizations

### ***Designing the Ask***

The following information describes how the various kinds of donations will be sought.

#### **a) Identifying Prospects**

Significant research has been conducted to identify which groups or people are the right groups or people to ask for the right gift. A detailed list of over 2,000 funding prospects has been developed.

#### **b) Qualifying Prospects**

The Board of Directors and the Fundraising Committee work with the Executive Director and the Fundraising Coordinator to qualify identified prospects.

### ***Making the Ask***

The Board of Directors and the Fundraising Committee work with the Executive Director and the Fundraising Coordinator to coordinate how specific 'asks' are made. Working Groups are encouraged to raise their own funds under the direction of the Fundraising Coordinator.



## Methods

<b>Donor Type</b>	<b>Donation Type</b>	<b>Ask Method</b>
Individual	General Donations	<ul style="list-style-type: none"><li>• Letter Campaigns</li><li>• One on one asks</li><li>• Website</li><li>• General Forum Promotion</li></ul>
Corporations	General Donations	<ul style="list-style-type: none"><li>• One on one asks</li><li>• Written Submissions</li></ul>
	Sponsorships	<ul style="list-style-type: none"><li>• One on one asks</li><li>• Written submissions</li></ul>
	In-Kind Donations	<ul style="list-style-type: none"><li>• One on one asks</li><li>• Written submissions</li><li>• Website</li><li>• General Forum Promotion</li></ul>
Labour	Grants	<ul style="list-style-type: none"><li>• One on one asks</li><li>• Written submissions</li></ul>
	Sponsorships	<ul style="list-style-type: none"><li>• One on one asks</li><li>• Written submissions</li></ul>
Non-Profits	Grants	<ul style="list-style-type: none"><li>• One on one asks</li><li>• Written submissions</li></ul>
	Sponsorships	<ul style="list-style-type: none"><li>• One on one asks</li><li>• Written submissions</li></ul>
Governments	Grants	<ul style="list-style-type: none"><li>• Initial personal enquiries</li><li>• One on one asks</li><li>• Written submissions</li></ul>
	In-Kind Donations	<ul style="list-style-type: none"><li>• Initial personal enquiries</li><li>• One on one asks</li><li>• Written submissions</li></ul>

## ***Closing***

Charitable gifts will be made through Tides Canada Foundation and the Sage Foundation. Charitable donation receipts will be issued from these organizations.

Non-charitable gifts will be made directly to the Forum, and no tax receipts will be given. Procedures have been established through the Administrative Coordinator and TIDES Canada to ensure appropriate closing of gifts.

## ***Stewardship***

Stewardship is the process of ensuring that donors are thanked and recognized appropriately for their gifts. A donor and sponsorship recognition policy has been developed.

## ***Supporting Materials***

The following documents have been developed to support the overall fundraising process:

- World Peace Forum 2006 Vision, Mission, Objectives, Outcomes
- Chronology of History of Peace in Vancouver
- World Peace Forum 2005 Descriptions
- New 3 Fold Brochures
- Donation Forms
- Tax Credit Calculator
- Tides Advocacy Guide
- Fundraising Letter Templates
- List of Endorsers
- List of Partners
- List of International Advisory Committee Members
- Ethical Fundraising Policy
- Web Site
- Working Program Outline
- Fact Sheet
- Sample Logo Usage Sheet
- Sample Press Release
- Audited Financial Statements

## ***Media & Communications***

The Forum will make use of the print, electronic and visual media whenever appropriate to:

- Raise the profile of the World Peace Forum 2006 with the general public;
- Highlight new sponsors;
- Highlight the program as it is developed;
- Highlight special sessions or groups; and
- Bring attention to special groups of attendees.

## Schedule A

### Fundraising Committee Terms of Reference

This document sets out the terms upon which the members of the Fundraising Committee for the World Peace Forum (the "Forum") are expected to raise funds in support of the Forum.

#### **Purpose of the Committee**

The purpose of the Fundraising Committee is to raise funds (charitable and non-charitable) to cover the expenses of the Forum.

#### **Members' Own Financial Support**

In addition to the valuable time and non-financial support which members are asked to contribute to the success of the Forum, members are also asked to contribute financially to the Forum at one of the Forum's defined contribution categories, in any amount the individual member feels able to contribute, given their own personal financial circumstances.

Members will not be asked to disclose the amount of their gifts to anyone, but are advised that potential donors may ask them to identify the category of donation they have made.

#### **Participation in Raising Funds**

Members are asked to contribute substantially to the process of raising funds for the Forum, in the following capacities:

- **Identifying Prospects:** assisting staff to identify sectors and potential donors in these particular sectors
- **Qualifying Prospects:** assisting the Fundraising Coordinator in conducting research on identified donors to determine whether they would be capable of making a donation, and if so, at what level
- **The Ask:** working with the Fundraising Coordinator to determine how the ask should be structured, and meeting with potential donors, as is determined appropriate, to ask the prospect for a donation
- **Stewardship:** assisting the Fundraising Coordinator and the Executive Director, as required, to acknowledge and thank donors for their gifts, according to any stewardship policies which the Forum has adopted from time to time

#### **Relationship with the Forum's Fundraising Coordinator**

It is understood that the Fundraising Coordinator is the staff person responsible for carrying out the Forum's fundraising strategy, and that the Fundraising

Committee and the Executive Director will support the Fundraising Coordinator in this process.

### **Attendance at Meetings**

Members are asked to attend all meetings of the Fundraising Committee, as the committee will only be in operation for a short, and finite, period of time. If a member cannot attend a meeting, he or she is asked to advise the Coordinator, and to provide him with any information, reports or materials which the member has been working on, so he can speak for the member at that meeting.

### **Orientation Session**

Each member is requested to attend an orientation session, to learn about the Forum, the Forum's structure, and the process the Forum's organizers and staff have put into place to raise funds for the Forum.

## World Peace Forum Society - Financial Information as of February 27, 2006

Doc. #	Cash	Commitment	In Kind	Source
1	350,000			Simons Foundation
2	50,000			City of Vancouver
3			30,128	BCTF
4	24,661			UBC
5			20,000	BCTF
6			8,000	BCTF
7	7,500			City of Vancouver - Get Out grant of
8	5000			Cdn Union of Postal Workers
9	2500			Individual Donation
10	1500			HSA of BC
11	1000			Sisters of St. Anne
12	1000			Individual Donation
13	970			Individual Donation
14	500			Individual Donation
15	400			Individual Donation
16	350			Individual Donation
17	243			Individual Donation
18	200			St. Faith's Anglican Church
19	150			Individual Donation
20			140	Translation
21	100			Individual Donation
22	97			Individual donation
23	50			Individual Donation
24	49			Individual Donation
25	49			Individual Donation
26	39			Individual Donation
27	400			Individual Donation
28	50			Individual Donation
29			50,000	BCTF
30			25,000	Maxintegration software
31		23,529		Secure World Foundation - no receipt
32		11,765		Secure World Foundation - no receipt
33		10,055		UBC Co-op student - no receipt
34	9,000			Nat'l Association of Japanese Canadians
35	5,000			Fed. Of Post-Secondary Educators
36				
37			3,000	DJ Price travel Hiroshima
38			2,000	UVIC
39			1,500	UVIC
40	1,000			Individual Donation
41	970			Individual Donation
42	970			Individual Donation
43	100			Individual Donation
44	500			Individual Donation
45	800			Individual Donation
46	1,176			Individual Donation
47	30			Individual Donation
48	40			Individual Donation
49	200			Central Area Support committee

Doc. #	Cash	Commitment	In Kind	Source	
50	2,500			Individual Donation	
51	50			Individual Donation	
52	110			Individual Donation	
53	50			Individual Donation	
54	500			Individual Donation	
55	52			Individual Donation	
56	300			Individual Donation	
57	200			IBEW	
58	250			HEU	
59	5,000			BCNU	
60	10,000			PSEA	
61					
62	200			FPSE	
63	25			Pin Sales	
64	50			Pin Sales	
65	85			Pin Sales	
66	50			Pin Sales	
67	1000			Individual Donation	
68	100			Individual Donation	
69	50			Individual Donation	
70	65			Memberships	
71	1134			Feb. Pin Sales	
72	214			Individual Donation	
73	187			Individual Donation	
74	214			Individual Donation	
75	107			Individual Donation	
76	500			Individual Donation	
77	100			Individual Donation	
<b>Subtotal</b>	<b>489,687</b>	<b>45,349</b>	<b>139,768</b>		<b>674,804</b>
minus grants from the City and Simons Foundation	<b>-407,500</b>				<b>-407,500</b>
<b>Totals</b>	<b>82,187*</b>	<b>45,349*</b>	<b>139,768</b>		<b>267,304</b>

\* Note that total cash raised plus cash commitments total \$127,536

Accounting information based on data provided by the World Peace Forum Society