



Governance and Priorities Committee Report

For the Meeting of July 24, 2014

To: Governance and Priorities Committee **Date:** July 14, 2014

From: Katie Hamilton, Director of Citizen Engagement
and Strategic Planning

Subject: Annual Membership in Canadian Capital Cities Organization and Attendance at
Annual Conference

Victoria, the Capital City of British Columbia, has historically been represented within the Canadian Capital Cities Organization by the Provincial Capital Commission (PCC). With the recent dissolution of the PCC, Victoria is not currently represented as a member.

It is important that Victoria, as one of Canada's 13 Capital cities, be represented as a member, especially in light of Canada's 150th anniversary in 2017 and the role of Canadian capital cities in celebration of this national occasion. Tourism Victoria has also been consulted and feels representation within the organization is important to support tourism and that Victoria would be the appropriate representative agency.

The CCCO offers two categories for annual membership, and the City of Victoria would most appropriately be served by the Institutional Membership which allows up to five representatives from the City of Victoria to attend CCCO events and would offer the City of Victoria one vote at board meetings and the annual general meeting.


The 2014 Canadian Capital Cities Conference is taking place in Charlottetown, Prince Edward Island, Tuesday, September 2 – Friday September 5, 2014. All Capital cities are normally in attendance and it would be appropriate for the City of Victoria to also be represented by an elected official.

Funds for 2014 membership fees would be funded from Council's budget for membership fees and travel expenses estimated to be \$2,000 for a Council appointee to attend the annual conference would also be funded from this budget in 2014.

Recommendation:

- 1) Council direct staff to join the Canadian Capital Cities Organization as an institutional member and submit annual dues of \$500.
- 2) Council appoint one Councillor to attend the annual 2014 conference in Charlottetown, Prince Edward Island from September 2- 5, 2014.
- 3) Council approve travel expenses of up to \$3,000 for Council designate to attend the Canadian Capital Cities Conference.

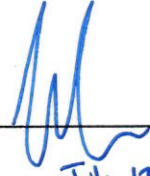
Respectfully submitted



Katie Hamilton
Director of Citizen Engagement and Strategic Planning

Report accepted and recommended by the City Manager:

Date:


July 17, 2014



March 24, 2014

Capital City Mayors and Councillors
Legislative Assemblies
Provincial Capital Commissions
Tourism and Marketing Organizations
Economic Development Entities

Subject: 2014 Canadian Capital Cities Organization Membership

The Canadian Capital Cities Organization (CCCO) is composed of representatives from Canada's national, provincial and territorial capitals. The CCCO's mandate is to promote and support the unique and symbolic significance of the capitals so as to reflect the pride, unity, history, democratic traditions, and aspirations of the people living in the provinces and territories of Canada.

Canada is celebrating its 150th Anniversary in 2017 and the CCCO will be leading on a number of exciting initiatives that will inspire and link our communities from coast to coast to coast. As a member of the CCCO, your perspective and contribution to the planning process for this important milestone will be assured.

The CCCO's annual conference will be held in Charlottetown, Prince Edward Island, from September 2 to 5, 2014. This year's theme is entitled, "What Makes a Capital Great?" Become a member of the CCCO and join us in Charlottetown to learn about the CCCO, the Canada 150 projects and a variety of topics of interest to all capital cities. For more information about the conference, please visit our website at www.ccco-occ.ca.

The CCCO offers two categories of annual membership:

- **Institutional Membership (\$500)** – this membership provides up to five representatives from the same institution attend CCCO events, but with one institutional vote at board meetings and the annual general meeting; and
- **Associate Membership (\$250)** – a non-voting membership that entitles you to attend CCCO events.

Canadian Capital Cities Organization
4607 Dewdney Avenue Regina, SK S4T 1B7
Tel: 306-787-6863 Fax: 306-787-5714
www.ccco-occ.ca

March 24, 2014
Page 2

Please renew your membership or become a new member by completing the attached form and submitting your membership fee by April 15, 2014.

If you have any questions regarding your membership, please contact Gwen Jacobson, Treasurer, CCCO at (306) 787-6863 or call me to discuss CCCO plans, goals or initiatives at (709) 689-6077.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandy Hickman". The signature is fluid and cursive, with the first name "Sandy" and last name "Hickman" clearly distinguishable.

Sandy Hickman
President
CCCO



2014 CANADIAN CAPITAL CITIES ORGANIZATION MEMBERSHIP FORM

There are two membership categories: Institutional and Associate. Please indicate which membership you would like to purchase.

Institutional Membership - \$500

An Institutional Membership (i.e. Capital Commission, capital city or Legislative Assembly) will entitle the institution to have up to 5 representatives attend CCCO events but with only 1 vote per institution on any CCCO business matters.

Associate Membership - \$250

An Associate Membership will entitle an individual to attend CCCO events, but will not entitle the individual to vote on CCCO business matters or be elected to the Board of Directors.

Name _____

Title _____

Organization/Institution _____

Address _____

Email _____

Phone _____

Payment Amount _____

Institutional Membership ☐

Associate Membership ☐

Payment:

Please make cheque payable to "Canadian Capital Cities Organization" and mail to:

Gwen Jacobson
Treasurer
Canadian Capital Cities Organization
4607 Dewdney Avenue
Regina, Saskatchewan S4T 1B7

P.O. Box 98
Charlottetown
Prince Edward Island
Canada C1A 7K2



t 902.566.5548
f 902.566.4701
e city@city.charlottetown.pe.ca

LETTER OF INVITATION TO 2014 CANADIAN CAPITAL CITIES CONFERENCE

On behalf of the Canadian Capital Cities Organization and the City of Charlottetown, it is a great pleasure to invite you to the 20th annual *Canadian Capital Cities Conference* taking place in Charlottetown from September 2-5, 2014. The theme is "What Makes Capitals Great".

Since its beginning, CCCO has welcomed delegates from capital cities from across this great country. The aim of the conference is to ensure that delegates have every opportunity to get to know the host capital, to enjoy the informative sessions, and to have fun building relations with other delegates.

Although the conference is small in size, Mayors, Councillors, tourism and economic officers, representatives of Legislative Assemblies and others from national, provincial, and municipal sectors all contribute to this organization. Canada's capitals are special places with many memorable experiences to share.

This year, the conference is taking place in Charlottetown during Founders Week - for it was here in Charlottetown 150 years ago, during the first week of September that delegates came from across the country to Charlottetown to discuss forming of a nation - Canada! There are many celebrations taking place throughout 2014 in Charlottetown to commemorate this important event and we want you to be part of this celebration!

We are offering accommodations at the Delta Hotel, located on the beautiful waterfront. Meetings will be held at the brand new Convention Centre, connected to the hotel.

Please see attached registration form for more information. We recommend that you book your room as soon as possible. Additional information can be found on our website at www.ccco-occonference.ca/site/registration 4 or by calling Charlottetown City Hall at 902-629-4117 or emailing dhurry@charlottetown.ca. Once we receive your registration, we will forward you Charlottetown/PEI literature and the Conference Schedule when available.

We look forward to meeting you in Charlottetown, The Birthplace of Confederation.

Yours sincerely,

Sandy Hickman
PRESIDENT

Cecil Villard
VICE-PRESIDENT
HOST CITY



2014 CANADIAN CAPITAL CITIES CONFERENCE

WHAT MAKES
CANADIAN CAPITALS GREAT!

September 2-5, 2014

CHARLOTTETOWN, PRINCE EDWARD ISLAND – REGISTRATION INFORMATION

The registration fee is \$300 + HST (14%). Cheque only.
This includes all seminars and meals as indicated in the conference agenda.

First name (Please print)		Surname
Title		Organization
Address		City
Province	Postal Code	Email
Food allergies		Arrival Date and Time
Contact Number		

Payment by Cheque Only – Made Payable to:

City of Charlottetown - \$300.00 delegate fee plus HST 14% = \$342.00

Mailing Address: City of Charlottetown, PO Box 98, Charlottetown, PE, C1A 7K2 Attention: Tourism

- ☐ Please register me for a complimentary ticket to Canada Rocks, theatre production on Main Stage
Confederation Centre of the Arts. This is an optional activity for your free night on Thursday, September 4th.
Please see show description online at www.confederationcentre.com

Companion fees are available for the below functions only.

Wednesday, September 3: Traditional Lobster Dinner, \$50 plus HST (14%) = \$57

Thursday, September 4: Canada Rocks Musical, \$50 plus HST (14%) = \$57

These fees do not apply to delegates as they are included in the Conference fee.

Please fax registration form to (902) 566-4701 Attention: Donna Hurry or mail to City of Charlottetown,
PO Box 98, Charlottetown, PE C1A 7K2, or submit registration on-line at dhurry@charlottetown.ca.
A letter of acknowledgment will be sent once received.

Other information:

For further information on the 2014 Canadian
Capital Cities Conference, please contact:
Donna Hurry, Conference Coordinator
City of Charlottetown
PO, Box 98, Charlottetown, PE

Phone: (902) 629-4117 • Fax: (902) 566-4701
dhurry@charlottetown.ca