



## UPDATED DATES

# HOST A CREATIVE CITY SUMMIT!

## Call For Applications (Version disponible en français.)

Bid Information - Opportunities Available: 2027, 2028, 2029, 2030

### About the Creative City Network of Canada

The Creative City Network of Canada (CCNC) is a national nonprofit professional association dedicated to strengthening municipal cultural policy, planning, and practice. Through knowledge sharing, research, and professional development, CCNC equips municipal arts and culture professionals with the tools to foster vibrant, creative communities. By supporting cultural development, enhancing the environment for artists, and strengthening arts, heritage, and cultural organizations, CCNC contributes to quality of life and economic vitality in communities across Canada.

### An Invitation to Canadian Municipalities

The Creative City Network of Canada invites municipalities across the country to apply to host the Creative City Summit in 2027, 2028, 2029, and 2030. This prestigious annual gathering brings together municipal cultural leaders, creative professionals, and key allies for workshops, study tours, roundtables, and thought-provoking discussions—all aimed at advancing arts and cultural development and innovation in municipalities.

For over 20 years, the Creative City Summit has provided a national platform for governments and cultural leaders to exchange ideas, showcase best practices, and inspire progress in cultural policy and planning. Previous host municipalities have found the experience to be not only valuable and rewarding but also a powerful opportunity to position their municipality as a leader in cultural development.

**In 2027, the Creative City Summit will celebrate its 25th anniversary**, marking an important milestone for CCNC. We are seeking a host municipality that can help us honour this legacy while looking toward the future of cultural innovation in Canada.

### Why Host the Creative City Summit?

Hosting the Creative City Summit elevates your community's national profile, attracting cultural leaders, policymakers, and creative professionals eager to experience your community's distinctive arts and culture scene. The Summit boosts cultural tourism, strengthens local cultural engagement, and showcases your municipality's commitment to fostering arts and heritage.

As host, your municipality will:

- Gain national recognition as a leader in cultural development
- Highlight your community through tours, presentations, and artistic programming
- Foster collaboration and investment in your local cultural sector

- Strengthen local, regional and national support for the arts by bringing national expertise and conversations into your community

Each Summit is designed to be national in scope while tailored to the local character of the Host Municipality, ensuring a meaningful and lasting impact.

### Creative City Hosting Legacy

2002 Vancouver, BC	2012 Victoria, BC	2022 Waterloo, ON
2003 St. John's, NL	2013 Ottawa, ON	2023 St. John's, NL
2004 Regina, SK	2014 Hamilton, ON	2024 Vancouver, BC
2005 Trois-Rivières, QC	2015 Kelowna, BC	2025 Kingston, ON
2006 Toronto, ON	2016 Surrey, BC	2026 Calgary, AB
2007 Edmonton, AB	2017 Halifax, NS	2027 <b>Your Municipality</b>
2008 Whitehorse, YT	2018 Mississauga, ON	2028 <b>Your Municipality</b>
2009 Fredericton, NB	2019 Saskatoon, SK	2029 <b>Your Municipality</b>
2010 Regional Meetings	2020 National Calls (Covid)	2030 <b>Your Municipality</b>
2011 London, ON	2021 National Calls (Covid)	

### Core Programming Elements of the Creative City Summit

The Summit is a three-day event, generally held between October 1st and November 30th (avoiding special dates like National Day for Truth and Reconciliation and Thanksgiving), and features seven essential programming components:

- Host Municipality Welcome Reception – A memorable kickoff event that introduces delegates to the host municipality's cultural identity
- Local Arts & Culture Study Tours – Curated experiences showcasing the community's unique history, cultural sites, and creative industries
- Peer-to-Peer Presentations – A platform for cultural professionals to share insights, challenges, and best practices
- Topic-Related Discussion Rooms and Roundtables – In-depth discussions on cultural planning, programming, event planning, inclusion, cultural data, and public art
- Keynote Speech and Panel Discussions – Inspiring talks from leading voices in the cultural sector
- Creative City Impact Awards – categories: public art, events, IDEA, planning, cultural leadership

### The Host Municipality's Role

Host municipalities play a critical role in shaping the Summit experience and are responsible for four key programming elements:

1. Host Municipality Reception – Set the stage for a dynamic Summit by creating a welcoming event that reflects the spirit of your community.
2. Local Arts & Culture Study Tours – Showcase your municipality's creative assets, cultural districts, and heritage sites through engaging guided experiences.
3. Artistic Animation – Integrate local arts and culture into the Summit through performances, installations, or creative activations woven into key moments of the program.
4. Indigenous Welcome – Contract and provide honoraria/gifts to those who welcome delegates.
5. Translation (optional) – Language and ASL translation.

Additionally, host municipalities can offer optional evening excursions, offering delegates additional opportunities to experience the vibrancy of your municipality's cultural scene.

## Creative City Summit Committee

The Creative City Summit Committee is responsible for developing the Summit’s content to attract delegates from communities of all sizes across Canada, foster professional development, and support the CCNC mission.

Key responsibilities include:

- Defining the Summit theme and program content within the approved budget.
- Researching and selecting presenters, panelists, and session facilitators.
- Curating keynote and panel presentations and adjudicating peer-to-peer sessions.
- Planning the Annual General Meeting.
- Support the Host Municipality with the Host Municipality Reception and Local Study Tours.

The Committee is chaired or co-chaired by a CCNC Board member and includes, at minimum, the Host Municipality Coordinator, CCNC staff, and at least one additional CCNC Board member. Meetings occur monthly via video conference, beginning 18 months before the Summit and concluding two months afterward to complete wrap-up and evaluation.

## Minimum Application Requirements

The Creative City Network of Canada welcomes applications from municipalities of all sizes across the country. Before submitting your bid, please ensure your municipality meets the following minimum requirements:

- CCNC Membership – The bidding municipality must be a current member of the Creative City Network of Canada. For this intake, membership must be in place by December 12, 2025.
- Municipal Support – Applicants must include a letter of support from the City Council, or Office of the Mayor. The letter should demonstrate the municipality’s commitment to hosting the Creative City Summit and outline any planned contributions or support.
- Accessible Transportation – The Host Municipality must be within 60 minutes of a commercial airport. If the nearest airport is beyond this range, applicants should outline alternative transportation options to enhance accessibility—whether through shuttle services, rail connections, or creative travel experiences that highlight the region’s cultural and scenic attractions along the way.

## Is Your Municipality Ready to Lead?

Hosting the Creative City Summit is a high-profile opportunity to demonstrate your municipality’s commitment to cultural leadership and innovation. By bringing this national event to your community, you will inspire new cultural initiatives, strengthen local networks, and contribute to the future of arts and culture in Canada. Showcase your municipality on the national stage—apply today to host an upcoming Creative City Summit!

For more information contact:  
Kathleen Darby, Executive Director  
Creative City Network of Canada  
kathleendarby@creativecity.ca  
www.creativecity.ca



## Step 1: Expressions of Interest (EOI) - COMPLETED, SUBMISSIONS RECEIVED

Municipalities interested in hosting the Creative City Summit must submit an EOI by:  
5:00 PM Eastern Time on May 16, 2025.

*Only applications submitted by email will be considered. Late submissions will not be accepted.*

All materials must be emailed to:  
Kathleen Darby, Executive Director  
kathleendarby@creativecity.ca

### Expression of Interest Letter

Please provide an Expression of Interest Letter (1-2 pages) including the following details:

#### Primary Contact Information

- First Name, Last Name, Title
- Municipality, Division, Unit
- Telephone
- Email
- Full Mailing Address
- Website
- Population Size (Based on the most recent Census)

#### Eligibility Confirmation

- CCNC Membership – Confirm that your municipality is a current member of the Creative City Network of Canada, or that membership will be in place by December 12, 2025.
- Transportation Accessibility – Confirm that your municipality is within 60 minutes of a commercial airport. If the airport is beyond this range, describe your transportation plan to ensure convenient access for Summit attendees.

#### Why Host the Creative City Summit?

- Municipal Benefits – Describe how hosting the Summit will benefit your municipality, including its impact on cultural development, economic growth, and community engagement.
- Cultural Highlights – Share key cultural assets, initiatives, or unique features your municipality would showcase to delegates from across Canada.

#### Next Step: Full Application

Expression of Interest letters will be reviewed by the selection committee who will determine which applicants will be invited to make a full application. An email will be sent to all applicants regarding the decision by September 30, 2025.

## Step 2: Full Application

Municipalities chosen to move on to the second step are invited to submit a full application by:  
5:00 PM Eastern Time on December 12, 2025.

*Only applications submitted by email will be considered. Late submissions will not be accepted.*

All materials must be emailed to:  
Kathleen Darby, Executive Director  
[kathleendarby@creativecity.ca](mailto:kathleendarby@creativecity.ca)

### 1. Primary Contact Information

Provide the following details in your application:

- First Name, Last Name, Title
- Municipality, Division, Unit
- Telephone
- Email
- Full Mailing Address
- Website
- Population Size (Based on the most recent Census)

### 2. Local Cultural Features

The host municipality is responsible for three core program elements:

- Host Municipality Welcome Reception
- Local arts, culture and heritage study tours
- Artistic Animation and Indigenous Welcome

These events create meaningful learning opportunities for delegates.

Describe:

- Arts, heritage, and cultural venues that highlight your community's history and people
- Significant cultural initiatives, activities, or events that make your municipality stand out
- Opportunities for engagement with local Indigenous communities
- How your municipality will integrate diversity and inclusion throughout the Summit

Additionally, demonstrate your ability to develop partnerships with local businesses, cultural organizations, and regional CCNC members to promote and engage the local arts and culture community in the Summit.

### 3. Experience

The Host Municipality Coordinator will:

- Participate in Summit Committee meetings (starting 18 months prior to the event)
- Plan and deliver the Welcome Reception and Study Tours
- Liaise regularly with CCNC staff and the Summit Chair on:
  - Sponsorship outreach
  - Volunteer recruitment and coordination
  - Logistics
  - Promotion
  - Ensuring a positive delegate experience (e.g., optional evening excursions, local dining and cultural recommendations)

Describe your municipality's experience in:

- Hosting and coordinating similar events
- Collaborating with national organizations
- Working with the local community
- Attending previous Creative City Summits

#### 4. Amenities

Describe the amenities your municipality offers to facilitate the Summit. If your municipality cannot meet these requirements, provide alternative solutions.

##### Location

- The meeting space and hotel should accommodate 175-250 guests, meals, and most sessions in one place.
- The venue should be centrally located, with nearby restaurants, services, and access to transportation.
- All meeting areas must meet accessibility standards.
- Describe any cultural facilities that could host Summit programming, such as the Welcome Reception or Roundtable sessions.

##### Registration Area

- A dedicated space outside the main ballroom or hotel lobby for registration.

##### Volunteers

- Indicate if your municipality can provide volunteers to assist with:
  - Registration
  - Study tour sign-ups
  - Welcome reception
  - General hosting duties
- The Host Municipality Coordinator will oversee volunteer recruitment, training, and supervision with CCNC staff support.

##### Main Meeting Space

- One large space for 175-275 people, with:
  - Room for technical setup (projectors, screens, translation booths, recording equipment, stage, head table, podium).

##### Breakout Spaces

- 4-5 rooms for 50-75 people, with the same technical setup.

##### Other Meeting Space

- One small room for storage and planning meetings.
- A wellness/quiet room

##### Technical/Audio-Visual

- A production company must provide technical support throughout the Summit. Generally this will be contracted by CCNC. However, in cases where municipally-owned venues are used, AV support will be required. If your municipality offers in-kind AV support, describe it in the budget section.
- Typical requirements may include:
  - Stand-up microphones/podiums/Wireless microphones
  - Projectors, cables, and remotes
  - Large screens or monitors
  - Headsets
  - Laptops, internet connection for delegates and AV team

- Virtual Streaming and Recording Equipment
- Easels and flipcharts

#### Meals

- Meeting spaces must accommodate 175-275 people for buffet-style meals.
- Venues must cater to allergies and dietary restrictions.
- The CCNC must have exclusive use of dining venues during meal times.

#### Hotel & Guest Room Requirements

- 125 single guest rooms x 3 nights = 375 room nights
- 2 staff rooms x 5 nights = 10 room nights
- 3 VIP rooms x 2 nights = 6 room nights
- Room rates: Ideally \$179 - \$249 to suit municipal budgets

#### Describe local accommodations addressing:

- Hotel location
- Registration area
- Meeting and breakout spaces
- Technical/AV capabilities
- Dining options
- Accessibility

### 5. Partner Contributions

The CCNC will fund the Summit through delegate fees and sponsorships. The Host Municipality will commit to an in kind host fee, as outlined in the budget template of the bid.

#### Financial Structure:

- If the Summit runs a deficit, CCNC covers 100% of costs.
- If the Summit runs a surplus, CCNC retains 100% of revenue.

#### CCNC Responsibilities:

- Overall Summit delivery (promotion, contracts, registration, catering, programming, AV, evaluation, vendor follow-up).
- CCNC will hold all contracts with vendors, hotels, and speakers.

#### Host Municipality Responsibilities:

- Organizing the Host Municipality Reception, Study Tours, Artistic Animation, Indigenous Welcome and Translation (optional) at the municipality's expense.
- Providing in-kind support
- Detailed contributions in the Host Municipality Budget table.

### 6. Timing

The Creative City Summit is typically held between October 1st and November 30th, spanning three days and including all scheduled evening events, such as the Welcome Reception, alongside the full daytime Summit program. Please indicate your proposed dates for each year you are applying.

Bidding municipalities may submit applications for a single year, multiple years, or all four available years. Clearly specify your preference in your submission.

If you are applying to host the Summit in 2027, please outline how your municipality would celebrate CCNC's 25th Anniversary. Additionally, indicate whether your municipality, region, or province has any significant celebrations planned for 2027 that could align with the CCNC 25th

Anniversary. While it is not necessary to propose a Summit theme at this stage, note that CCNC’s milestone anniversary will be a key programming focus for that year.

**7. Letter of Support**

Applicants must include a letter of support from the City Council, or Office of the Mayor. The letter should demonstrate the municipality’s commitment to hosting the Creative City Summit and outline any planned contributions or support.

**8. Additional Materials**

While not required, additional materials such as photos or videos are encouraged. All materials must be provided digitally through the application or accessible online. Hard copies will not be accepted or reviewed.

**Preferred Timing**

*Note: Proposed Dates must be between October 1st and November 30th. Please avoid national holidays falling immediately before or immediately after the Summit, and known municipal election dates.*

	Check for Year(s) Preferred	First Choice Dates Tues, Weds, Thurs	Second Choice Dates Tues, Weds, Thurs	Third Choice Dates Tues, Weds, Thurs
2027				
2028				
2029				
2030				

**Summit Schedule Template (flexible)**

**Day 0: Pre-Summit & Setup**

- Venue Setup & Tech Rehearsals
- Pre-Event Networking Gatherings
- Registration

**Day 1**

- Registration
- Breakfast & Summit Opening
- **Indigenous Welcome**
- Opening Keynote
- Breakout Sessions
- Lunch - Creative City Impact Awards
- **Study Tours**
- **Host Municipality Reception**

**Day 2**

- Breakfast
- Panel Discussion
- Breakout Sessions / Roundtables
- Lunch - Public Art Year in Review
- **Study Tours**

**Day 3**

- Breakfast & Annual General Meeting
- Breakout Sessions or Panel Discussion
- Breakout Sessions
- Lunch
- Panel Discussion or Breakout Sessions
- Summit Closing

<b>SUMMIT HOST MUNICIPALITY BUDGET</b>	<b>In Kind Estimate (\$)</b>	<b>Cash Estimate (\$)</b>	<b>Notes (if applicable)</b>
<b>Expenses</b>			
Host Municipality Welcome Reception (175-275 people) venue, AV, staff, artistic animation, refreshments			
Local Study Tours (175-275 people) Including transportation			
Local Artistic Animation and Indigenous Welcome Fees for artists/showcasing of artwork that will be featured during the summit; Fees/Gifts to Elders.			
Host Municipality Programming Coordination (staff time) Host Municipality Planning Committee and CCNC Planning Committee			
Volunteer Coordination (staff time) Pre-summit Recruitment and On-Site Management			
Welcome Video To be used to promote your Summit at the prior Summit and on CCNC's Summit Web Page (e.g. the 2027 Summit Host Municipality's Video will be played at the end of the Calgary Summit in 2026)			
Translation (Languages and ASL) – Optional			
Speaker Gifts (including Indigenous Welcome fees/gifts)			
Other Expenses, List:			
<b>Total Expenses (cash and in kind)</b>			
<b>Revenue</b>			
Source 1:			
Source 2:			
In Kind Staffing Volunteer Coordination Programming Coordination Host Municipality Reception Study Tours Host Municipality Lead for Summit Committee			
Other Revenue Sources, List:			
<b>Total Revenue (cash and in kind)</b>			

## Step 3: Creative City Summit Host Municipality Evaluation and Announcement

### Final Decision (By March 31, 2026)

A review committee of members from the Creative City Network’s Board of Directors will assess each municipality’s application. The selection will be based on the criteria outlined below. Winning Host Cities will be notified by March 31, 2026, however the official announcement will be October 2026.

### Announcement at the 2026 Creative City Summit (October 2026, Calgary)

The municipalities selected to host the Creative City Summits in 2027, 2028, 2029, and 2030 will be officially announced during the 2026 Creative City Summit in Calgary. The municipality chosen for 2027 will take on the additional honor of hosting the 25th Anniversary of the Creative City Network.

Factors	Has the proponent demonstrated...	Max. Points
<b>Basic Qualifications</b>		
Pass/Fail	Submission of a complete Expression of Interest (EOI)	
	Municipal membership in CCNC	
	Formal municipal Council support	
	Commercial airport within 60 minutes of the location <b>OR</b> suitable alternative transportation solution	
	Completion of Preferred Timing Table (p. 8)	
	Completion of Host Municipality Budget Table (p. 9)	
<b>Local Cultural Features</b>		
35%	Good selection of arts, heritage and cultural venues, places or sites that highlight the local community's history and people, and would create a meaningful learning experience in local cultural development	10
	Significant cultural initiatives, activities or events which make the municipality stand out as host municipality of the Summit	10
	Opportunities for engagement with local Indigenous communities	10
	Ability to develop partnerships with local businesses, cultural organizations, and regional CCNC members to engage the local arts and culture community and promote the Summit	5
<b>Experience</b>		
5%	Experience hosting and coordinating comparable events	5
<b>Summit Venue (all meeting areas must meet accessibility standards)</b>		
Pass/Fail	1 large plenary space (175-275 people), audio-visual-capable	
	4-5 breakout spaces (50-75 people), audio-visual capable	
	A quiet, sensory-friendly wellness room	
	1 small room for planning and storage	
	A dedicated space outside the large plenary space for registration	
	Buffet-style meal provision (175-275 people), in a non-shared space (i.e., Summit only)	

	Accommodation of allergies and dietary restrictions	
<b>Accommodations</b>		
Pass/Fail	High-quality hotel nearby or connected to Summit venue that offers rooms at an affordable rate	
<b>Host Municipality Capacity</b>		
Pass/Fail	Municipal employee to act in Host Municipality Coordinator role	
40%	Ability to coordinate and execute Host Municipality Reception, Study Tours, and Artistic Animation (provision of municipal staff and/or volunteers)	40
<b>Host Municipality Budget</b>		
Pass/Fail	Commitment to cover all costs indicated in the Host Municipality Budget Table (p. 10)	
Pass/Fail	Balanced Budget	
15%	Realistic Budgeting	10
	Additional financial contributions for non-required Summit-enhancing components	5
<b>General</b>		
5%	Quality of overall bid package including any photos, videos or other materials submitted by email. All materials must be available electronically.	5
<b>Total</b>		<b>100</b>