

FCM Request for Proposals



SELECTION OF A HOST MUNICIPALITY FOR FCM'S ANNUAL CONFERENCE AND TRADE SHOW

Background:

Each year in early June, FCM holds its Annual Conference and Trade Show. This is the premier event for municipal government in Canada. The event attracts approximately 2,000 delegates, 500 companions, over 600 exhibitor staff (private sector and government departments), the most senior federal government elected officials, and opinion makers from across Canada. The event provides the opportunity for municipal leaders to learn from colleagues and experts, share their own knowledge and experiences and participate in local tours that showcase innovation and successes in responding to local challenges that are applicable across Canada. Delegates will also participate in FCM's Annual General Meeting where policy is adopted, guiding the priorities and initiatives of the municipal voice in dialogue with the federal government on key issues for municipal government across Canada. Hosting the Annual Conference and Trade Show is a privilege and a milestone in your municipality's history.

As there is both prestige and a considerable economic benefit to the communities that host these events, the FCM Board of Directors has approved a series of documents outlining the guiding principle, minimum mandatory requirements, and evaluation criteria so that all "submissions" are prepared, judged and evaluated in a clear, fair, and transparent manner. This document includes the necessary information to present a proposal to the FCM. Included are:

- Guiding Principle
- Process for selection
- Criteria for Selection and Submission Template

Guiding Principle:

The selection process will be similar to a Request for Proposal (RFP) process: Clear, Fair and Transparent.

Descriptions of the process, the criteria for selection, and a "submission template" for member municipalities interested in hosting the event will be available to all members who respond to the Member Advisory calling for submissions. As these documents may change slightly from year to year, all members will be advised to request the latest version each time.

Locations:

The locations for the FCM Annual Conference and Trade Show will normally rotate throughout FCM's five regions of Canada: British Columbia, Prairies and Territories, Ontario, Quebec, and Atlantic. Where applicable and possible, provincial rotation will also apply.

Year	Location	Region
2018	Halifax	Atlantic
2019	Quebec City	Quebec
2020	Toronto	Ontario
2021	Montreal	Quebec
2022	Regina	Prairies and Territories

PROCESS FOR THE SELECTION OF A HOST MUNICIPALITY

This process has been developed in accordance with a Policy Statement approved by the FCM Board on November 24, 2007, and was reviewed by the Board prior to approval of the policy.

All member municipalities will be able to access a copy of this document.

1. Five to six years prior to the date of the event, all member municipalities will be notified of FCM's intention to invite submissions by way of a Member Advisory, an email to BCMC and to the Board of Directors. This will include an indication of the deadline for submissions. FCM may also invite specific member municipalities to make submissions.
2. Municipalities wishing to host the event will provide all the necessary information as indicated in the Submission Template and forward it by email (in MS Word or a compatible format) to Carole Brault, CMP, Manager, Events, at cbrault@fcm.ca.
3. FCM staff will evaluate the submissions firstly according to the Minimum Mandatory Criteria. All submitting municipalities that meet the Minimum Mandatory Criteria will then be evaluated according to the Location and, if needed, the "Destination" Criteria as noted in the Policy Statement. FCM staff will then prepare a recommendation for discussion with the Standing Committee on Conference Planning.
4. If there is a tie between two or more submissions, then the Conference Planning Committee will either choose one, and document the reason for this choice, or refer the two or more submissions to the Board for a final decision. (Staff will provide all pertinent documentation to both the Standing Committee on Conference Planning, as well as the Board).
5. The FCM Board of Directors makes the final decision as to which municipality will host the FCM Annual Conference and Trade Show.
6. FCM staff will then work with the designated "Host City Coordinator" (as noted in the Handbook) in planning the event.

This document is designed to guide potential hosts through the application process. If you have any questions while working with this document please contact Carole Brault, CMP, Manager, Events, at 613-907-6235 or cbrault@fcm.ca.

SCHEDULE:

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| • RFP notice sent to all member municipalities | Tuesday, September 17, 2019 |
| • RFP Closing Date | Friday, January 3, 2020 |
| • RFP Evaluations (by staff) | January-February 2020 |
| • Selection by the Standing Committee on Conference Planning | Tuesday, March 3, 2020 |
| • Decision of the Board of Directors | Friday, March 6, 2020 |

CRITERIA FOR THE SELECTION OF A HOST MUNICIPALITY FOR FCM'S ANNUAL CONFERENCE AND TRADE SHOW

FCM's Annual Conference and Trade Show is held in various municipalities across Canada.

The Federation of Canadian Municipalities is seeking proposals from member municipalities interested in hosting FCM's Annual Conference and Trade Show, either from **June 1 to 4, 2023** or **June 6 to 9, 2024**.

As there is both prestige and a considerable economic benefit to the communities that host these events, FCM has developed a set of mandatory minimum criteria for the selection of a host municipality.

MANDATORY REQUIREMENTS

1. MEMBERSHIP STATUS

Must be a member in good standing of the FCM.

2. CONFERENCE FACILITIES: Meeting and Function Space

a.	One large plenary session room to accommodate a minimum of 1,800 people in a theatre style, with staging, audio-visual equipment and interpretation booth	Thursday – Set-up Friday, Saturday, Sunday – Live Sunday evening - Dismantle	24-hr hold
b.	One large room (45,000-55,000 square feet) that will be used for the Trade Show with a minimum of 160 exhibits of 10'x10' and sufficient space to accommodate seating for at least 700 delegates for the breakfasts and lunches	Wednesday, Thursday before 3 pm – Move-in Thu. at 4 pm, Fri., Sat. until 4 pm – Live Saturday after 4 pm – Move-out	24-hr hold
c.	A meeting space, either at the conference facility or off-site, to accommodate a cocktail and dinner gala for up to 2,000 people in rounds	Sunday – Set-up Sunday evening – Live Sunday late evening - Dismantle	
d.	Five breakout rooms, 4 rooms able to accommodate a minimum of 400 people each and 1 room able to accommodate a minimum of 200 people, set up theatre style, including a stage, data projectors, screens and an interpretation booth	Thursday am – Set-up Thu. afternoon, Fri., Sat., Sunday – Live Sunday evening - Dismantle	24-hr hold
e.	A large common area or function area of at least 5,000 square feet for Conference Registration	Tue., Wed. – Set-up Thu., Fri, Sat., Sunday – Live Sunday evening - Dismantle	24-hr hold
f.	One function room for 75-100 people for use as a Volunteer Lounge	Wednesday afternoon to Sunday	24-hr hold
g.	Six function rooms to be used for: <ul style="list-style-type: none"> 1 Conference Secretariat – large enough to accommodate 5 work stations and 1 round table 1 Staff Workroom – large enough to accommodate 6 work stations and 2 round tables 1 Press Conference Room 3 Boardrooms each able to accommodate 30 people in a boardroom setup 	Secretariat – Tuesday to Sunday Workroom – Tuesday to Sunday Press Conference Room – Wednesday to Sunday Boardrooms (3) – Wednesday to Sunday	24-hr hold
h.	One room of 500 square feet for storage, close to	Monday to Sunday	24-hr hold

	the Conference Secretariat		
i.	All meeting rooms must be available at the same site, under one roof		
j.	All breakout rooms and function rooms must have a dedicated wired internet access of 10 Megabits per second symmetric shared between them		
k.	The internet connection must be unfiltered and not require authentication		
l.	The latency of the connection to FCM's IP address is not to exceed 120 milliseconds		
m.	The conference facility must provide complimentary wireless internet access to our members for the duration of the rental period. This internet access shall be separate from the wired access provided to FCM for its conference support (function rooms described in h) above		
n.	The facility must be able to assign FCM I.T. equipment static IP addresses		
o.	The entire facility accessed by conference delegates shall have voice and data coverage from national cellular carriers. Please provide a list of carriers and what type of cell phone coverage is accessible		
p.	Bids/Submissions that stipulate use of a facility that is either planned for or under construction, must satisfy the scrutiny and meet any stipulations imposed by the Standing Committee on Conference Planning and/or the Board of Directors		

Provide the names, floor plans and room capacities of one or more sites that each meet these requirements.

3. Conference Facility and Hotel Locations

If the distance from the Conference Facility to the hotels is greater than 0.7 km, then the Host Municipality is responsible for providing a regular and frequent shuttle bus service between the hotels and the conference venue.

4. Hotel Accommodations

The Host Municipality must demonstrate that there are a minimum of 1,800 hotel rooms in hotel(s) that are rated as "Three Diamonds" or above by the CAA/AAA. Should the Host Municipality be able to demonstrate that lower-rated hotels would be suitable for FCM delegates; the FCM Standing Committee on Conference Planning would consider these hotels as well when evaluating the proposals.

5. Study Tours

- a. The Host Municipality provides a number of study tours, which are available to registered delegates on a first-come, first-served basis. Study tours highlight innovative municipal programs, projects, products and/or services in and around the Host Municipality.
- b. They should, if possible, reflect the conference's theme;
- c. Delegates will be asked to pre-register for study tours on the Conference Registration web site, but registration for tours may also take place on-site at a registration desk staffed and operated by the Host Municipality;
- d. The Host Municipality, in consultation with FCM, determines the content, number and duration of the study tours. FCM has final approval on the study tour program and schedule. The tours are generally 2-3 hours in duration (including travel to and from) with all transportation and access provided by the Host Municipality.

- e. The Host Municipality must ensure there is at least one staff/volunteer person with a bilingual capability for each tour if required.
- f. Tour guides, presentations and handouts must be available in both official languages, if required
- g. Provide a detailed description of the proposed tours.
- h. When designing the Study Tour program, it is imperative that the tours are either large enough or frequent enough to accommodate the majority of the delegates.

6. Companion Program

- a. The Host Municipality must provide a program for companions of registered delegates as described in the Host Handbook. Each tour/activity must have at least one tour guide with a bilingual capability.
- b. The activities include such things as sight-seeing tours and activities of a cultural, athletic and/or historical nature. When designing the Companion Program, it is imperative that the activities are either large enough or frequent enough to accommodate the majority of the delegates' registered companions.
- c. FCM and the Host Municipality set the price for each companion tour based on the actual price to deliver the tour plus an administrative/processing fee for the FCM. All companions are required to pay the set price for Companion and tickets to attend individual Host City social events. At least eight weeks prior to the Conference, the Host Municipality and FCM will review the number of registered companions for each tour and determine if any should be cancelled due to low participation.

7. Expenses for Study Tours, Hospitality and Other Services

The Host Municipality must accept the responsibilities for expenses as set out below:

- a. At the Conference preceding theirs, the pending Host Municipality must participate in the Trade Show to promote attendance at the following annual conference in their municipality and also donate a significant prize for the Trade show prize draw;
- b. Daily Continental Breakfasts and coffee breaks (Friday, Saturday, and Sunday): the Host Municipality is responsible for each morning's full continental breakfast, including coffee/tea, muffins, pastries, fruits and juice as well as the morning coffee breaks. Final quantities and logistics to be determined/coordinated by FCM;
- c. Mayor's Welcome Reception: The Host Municipality may co-host with FCM an opening reception to officially welcome delegates and highlight the Trade Show's official opening. The Host City would contribute to the food and beverage costs as well as pay for any local entertainment it may select. Or, the host municipality can plan, coordinate and cover the costs of a stand-alone Welcome Reception for delegates. All registered delegates may attend this event at no additional charge. Companions must purchase tickets in advance to attend;
- d. Gala Dinner: The Host Municipality provides a seated evening "Gala" Dinner event for conference delegates on the last evening. The Host Municipality chooses the venue, the menu, the entertainment, and covers all costs. All registered delegates and exhibitor delegates may attend this event at no additional charge. Companions must purchase tickets in advance to attend;
- e. The Host Municipality must also accept the responsibilities for all expenses associated with study tours, companion program, companion lounge, volunteer lounge and other services that it accepts to provide;
- f. The Host Municipality, with the assistance of its Tourism Bureau, must plan and defray the travel and accommodation costs for 2 site visits for 2 FCM staff.
- g. FCM's Board of Directors sets the conference registration fees each year. These fees constitute the primary source of revenue for FCM to defray its fixed and variable costs. From this revenue source, FCM pays the Host Municipality a per capita grant for each paid delegate that attends the event. The per capita amount for the 2020 Conference is \$161.00;
- h. The Host City must provide to FCM their financial results, no later than 3 months following the event (revenues generated, and expenses incurred).

8. Travel Arrangements

Provide the name and location of the airport, the largest aircraft it can accommodate, the names of the carrier(s) serving and their current daily capacity as set out in item "8b".

Delegates are responsible for their ground travel costs from/to the airport and their hotel. Please provide details on how the delegates will be transferred from the airport to the hotels and approximate costs (i.e., airport shuttle service, taxis, etc.)

Provide the current daily capacity, attested to by the Airport Authority.

- a. The Hotel and Venue must be one hour or less by ground transportation from the nearest airport capable of accommodating scheduled aircraft of at least 50 seats;
- b. This airport must be capable of handling the arrival of 1,500-1,800 FCM delegates in one day and that the capacity exists (is in place) to transport this number of delegates to and from the airport and hotels;
- c. Local Transportation: The Host Municipality must provide shuttle transportation for delegates between hotels (designated by FCM) and meeting locations (if the distance is over 0.7 km), study and companion tours, Host Municipality Social Events as well as transportation for those having special needs.

9. Location Criteria

There are no Submission Requirements associated with this Criterion.

The locations for the FCM Annual Conference and Trade Show will normally rotate across the FCM's five regions of Canada: British Columbia, Prairies and Territories, Ontario, Quebec, and Atlantic. Where applicable and possible, provincial rotation will also apply.

10. Sustainability Criteria

The goal of the Federation of Canadian Municipalities is to deliver a sustainable event. The Host City must work closely to reduce the waste and carbon footprint generated by the Conference and Trade Show in the following ways:

- a. The Host Municipality should have dedicated staff to support the delivery of a green event, along with volunteer and supplier engagement with the event's green initiatives.
- b. All venues for the event must have recycling or composting available for the following: paper, cardboard, plastic, glass, metal, e-waste, and food waste/compost.
- c. The Host Municipality should partner with community organizations to donate, reuse or repurpose surplus event materials and supplies—to the maximum extent possible—to local community or non-profit organizations, if the supplier determines that the materials and supplies cannot be reused or recycled by the supplier. The conference facility should have sustainability practices in place related to waste management, energy, air quality, water, and procurement, the management of staff, communications and community partners.
- d. The Host Municipality suppliers should source a minimum of 25 % of total foods that are local, organic, or sustainable, or any combination thereof, for onsite and offsite events.
- e. The Host Municipality should have sustainable transportation options, such as:
 - i. Alternative fuel/efficient buses (for shuttling);
 - ii. Hybrid shuttles/taxis;
 - iii. Car co-operatives;
 - iv. Bicycle rental/share;
 - v. Mass transit between the convention center, airport, and host hotels; and
 - vi. Tourist shuttle/trolley through convention core or tourist district
 - vii. Encouraging walking as much as possible by ensuring conference venues and hotels are in close proximity to one another.
- f. The Host Municipality and its suppliers must have and enforce a motor vehicle idling reduction program around all conference facilities, weather permitting.
- g. At least 25% of hotel rooms contracted for the event should be in hotels that demonstrate sustainable practices related to waste management, energy, air quality, water, and procurement, the management of staff, communications and community partners.

The above criteria represent just some of the ways FCM and the Host Municipality should work together to ensure the event is as beneficial as possible for the environment. Please address each of the criteria listed above and include any additional environmental sustainability information that could be relevant in FCM's selection of a Host Municipality.

It is FCM's expectation that the Host Municipality would be able to meet all of the above criteria by the time of the conference.

11. Destination Criteria

LOCAL EVENTS, ATTRACTIONS AND ACTIVITIES

Provide, in a bullet list form, a demonstration as to how your Municipality meets each of these Criteria. Brochures, etc. are not necessary. These additional criteria will be used in conjunction with the ratings of each submitting Municipality according to the Frommer's, Fodor's and Michelin Travel Guides.

12. Experience

At least three (3) previous similar events must have been held in the Municipality over the five (5) years prior to the submission date. "Similar" implies duration, number of delegates, and size of the trade show, held in late spring or early summer by national associations and national not-for-profit organizations.

RESOLUTION OF COUNCIL

Provide a certified copy of the resolution of Council or other appropriate body offering to host the event. **This must be submitted in writing with your submission.** Submissions must be signed by the appropriate Municipal Authority.

Further Submission Requirements

Provide the name, title, and full coordinates of the person who can respond to any inquiries about your submission. Submissions must be by email to Carole cbrault@fcm.ca.

Optional Submission Elements

You may include any electronic brochures (commercial, educational, municipal etc.) and other electronic material in support of your submission.

Contact Information

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